



ACET

HEALTH & SAFETY POLICY

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1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- To provide plant, equipment and systems of work that are safe and minimise the risk to health as far as reasonably practical.
- To raise awareness among all users of the academy as to their responsibility for managing the health and safety of themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- To regularly monitor and review safety procedures throughout the academy.

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 UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

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

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

The policy was developed using a model policy from 'The Key for School Leaders'.

3. Roles and responsibilities

3.1 Responsibilities

Trustees
Local Governing Body (including Health and Safety Governor)
CEO
Estates Managers
Principal
Staff

3.2 Principal

- The Principal is responsible for:
- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Providing adequate training for academy staff
- 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
- Ensuring new colleagues are briefed on the health and safety policy.
- Being available to staff to discuss and to seek to resolve health and safety issues, consulting with the Estates Management team where appropriate
- Ensuring that all Health and Safety instructions and advice issued by the Estates Team, LA/Appropriate Regulatory Body are brought to the attention of all staff.
- Being available to the Health and Safety/Union Representative to co-operate with them to carry out their functions
- Ensuring that the Health Protection Agency / LA guidance regarding the outbreak of infectious diseases are followed
- Contacting parents/carers, in the event of any other serious incident (e.g. academy transport incidents/accidents)
- Receiving and maintaining reports in respect of accidents occurring to students, employees, members of the general public, clients, visitors and contractors whilst on academy premises
- Passing on accident, incident and near miss information to the Estates team
- Identifying any risk of violence, advise on action to be taken and maintain a record of all known violent people, in the context of the academy
- Reporting to the Estates Management Team any problems, which may arise.
- The implementation of accident reduction methods suggested by the Estates Managers.
- Monitoring academy health & safety and arrangements.

- Monitoring that all trips are suitably staffed and safety procedures are in place.

In the Principal's absence, the Vice Principal assumes the above day-to-day health and safety responsibilities.

3.3 Estates Managers

- The Estates Managers are responsible for:
- Implementing the health and safety policy
- Ensuring that the school building and premises are safe and regularly inspected
- Reporting to the governing board on health and safety matters
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Contacting the CEO, Chair of Trust/ Local Governing Body; the LA office and academy insurers in the event of any other serious incident (e.g. academy transport incidents/accidents)
- To receive and maintain reports in respect of accidents occurring to employees, members of the general public, clients, visitors and contractors whilst on academy premises
- Investigation of accident trends and developing strategies to reduce reoccurrence of similar incidents.
- Will be available to any member of staff to discuss and seek to resolve Health and Safety problems and provide advice and support to ensure continued implementation and documentation of all risk assessment procedures.
- Will ensure reportable accidents, which occur, are investigated and accurate records of all incidents and outcomes are maintained and forwarded, if appropriate, to other relevant agencies
- Undertake regular reviews of the system for reporting Health and Safety matters to the appropriate people
- In conjunction with suitably qualified advisors, conduct regular inspections of the academy site to identify potential/actual hazards and maintain up to date accurate records including actions arising
- Presenting a summary report to the Local Governing Body and to Trustees at each meeting

3.4 Health and safety lead

The nominated Trust health and safety leads are the Estates Management Team.

3.5 CEO

- The CEO will be available to discuss issues which have not been able to be resolved by the Estates Management Team and/or Principal
- Provide the resources to ensure health and safety is being managed appropriately
- Provide suitably qualified staff and/or additional training to ensure health and safety is being managed effectively

3.6 Local Governing Body

- Review information provided to them at the Local Governing Body Meetings, and ask questions, make suggestions and where appropriate ask for more information, to ensure health and safety is being managed appropriately
- Help resolve issues raised by staff, where a satisfactory conclusion has not been able to be reached with the CEO, Estates Management Team and Principal

3.7 Health and Safety Governors and Estates Trustee

- Visit the academy at regular intervals, to review how health and safety is being managed and ensure adequate provision is in place
- Help resolve issues raised by staff, where a satisfactory conclusion has not been able to be reached with the Local Governing Body, CEO, Estates Management Team and Principal



3.8 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

3.9 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.

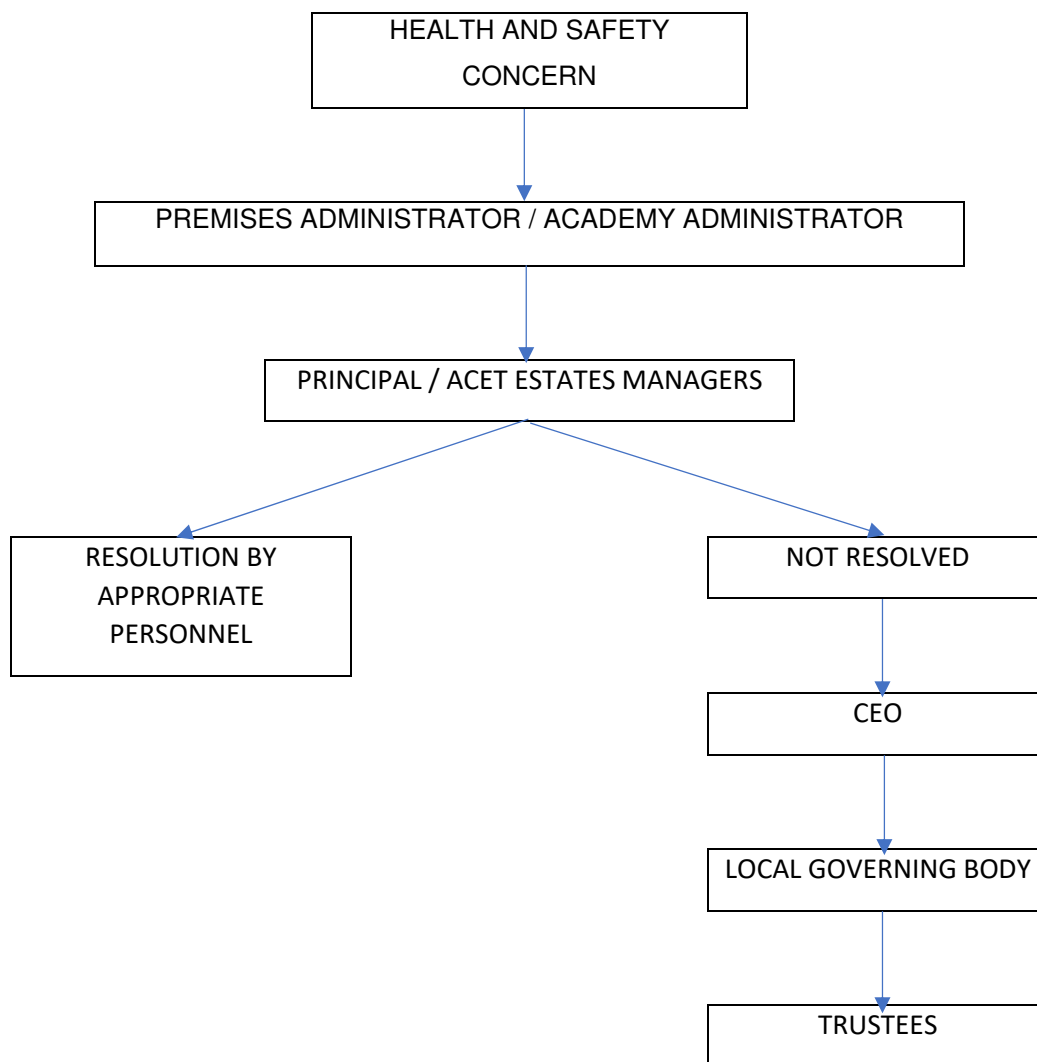
3.10 Contractors

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

3.11 External Providers

External providers will agree health and safety practices with the member of staff booking them before starting any activity. Before activities begin, the external provider will provide evidence that they have completed an adequate risk assessment of all their planned work. The Estates Management team are available to support staff reviewing what is in place, where required.

3.12 Reporting Procedure



4. Site security

The Estates Management 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.

Mark Arthur is a key holder/emergency contact and will respond to an emergency.

5. Fire

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

Emergency evacuations are practiced at least once a term (but each half term where possible).

The fire alarm is a loud siren.

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.

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.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Principal will arrange for a register to be taken of all staff
- Staff and pupils will remain outside the building until suitably trained staff have checked the building and indicated to the building that 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.

The Principal will ensure that people needing a personal emergency evacuation plan (PEEP) have this in place. The Estates Management Team can assist in the review of these plans where required.

6. COSHH

Academies 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 Site Staff/Heads of Departments (Science, Art, Technology)/ Cleaning Subcontractors 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.

Hazardous chemicals are kept in areas which students cannot access or under the supervision of suitably experienced staff where products will be used for curriculum activities.

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.

The Trust buys services which includes access to CLEAPSS. CLEAPSS membership enables employers to discharge their responsibilities under the Health and Safety at Work Act and subsequent Regulations. These require employers to protect their employees by, for example, providing safe working conditions, information, training for health and safety, and (model) risk assessments for activities (required under a range of regulations, including COSHH). CLEAPSS advice and documentation is recognised by the Health and Safety Executive and the Department for Education. In the absence of CLEAPSS membership the employer, be it the governors or trustees, must consider how to fulfil aspects of the Health and Safety at Work Act and its subsequent regulations. CLEAPSS membership provides a one stop shop approach to satisfying the school's responsibilities in relation to the teaching of science, design & technology and art and design.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

6.2 Legionella

- A water risk assessment has been completed on a two yearly cycle by a suitably qualified company. The Estates Management Team is responsible for ensuring that the identified operational controls are conducted and recorded
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Regular temperature checks, flushing of little used outlets and following and actions suggested by monitoring company.

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the academy site

6.4 Radiation Protection

- We do have radioactive sources store onsite at senior academies, for the purpose of fulfilling the Science curriculum.
- Radioactive materials are kept in locked boxes, where only limited people have restricted and authorised access. These are the radioactive protection supervisor, the Science lead.
- Radioactive Protection Office services are bought in via RMBC for all three site.

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely (see appendix 1 for the methodology of how to do this).
- 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 Site Staff, who will pass information to the Estates Management Team immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Estates Management Team

7.3 Display screen equipment

- 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, and staff are trained in the removal, storage and replacement of oxygen cylinders.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site staff duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

9. Working at height

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

In addition:

- The Site Staff retain ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

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

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

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

When taking pupils off the academy premises, we will ensure that we comply with the Trust's Off Sites Visits Policy

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 academy'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/principal immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the academy premises.

- Any instances of staff or visitors smoking on site should be reported to the Principal
- Any instances of students smoking on site should be reported to the Principal
- Where part of the academy is hired for a private function (indoor and outdoor facilities), the no smoking rules still apply
- The minibus, or on any coach hired to take children on an approved visit, is considered to be part of the academy and smoking therefore will not be permitted
- Staff should not smoke in private cars or other vehicles when carrying students and staff on approved visits

This policy also applies to E-Cigarettes.

15. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (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
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

15.4 Cleaning of the environment

- Clean the environment 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

Prior to any animals being introduced into the academy environment Principals and staff must liaise with the Estates Management Team and CEO.

15.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

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

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

15.10 Pupils vulnerable to infection

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

15.11 Exclusion periods for infectious diseases

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

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

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

17. Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the academy for responding to individual concerns and monitoring staff workloads.

More information is contained within the Trust's Wellbeing Policy.

18. Accident reporting

18.1 Accident record file

- 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 file will be retained by the academy 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

18.2 Reporting to the Health and Safety Executive

The academy administrator/lead first aider will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). A digital copy of each will be sent to accidents@astoncetrust.org for review by the estates department.

The Estates department will instruct when academy staff need to report accidents to the LA and or the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Refer to appendix 4. for a flowchart of accident reporting

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 academies 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>

18.3 Notifying parents

The appropriate academy staff 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 to child protection agencies

The Estates Managers will notify appropriate responsible bodies of any serious accident or injury to, or the death of, a pupil while in the academy's care.

18.5 Reporting to Ofsted

The LA will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the academy'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 suitable health and safety training specific for the department they work in 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 Estates Management Team on a one yearly basis.

At every review, the policy will be approved by the Principal/CEO/Local Governing Body/Trustees.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Premises management
- Supporting pupils with medical needs
- Medicines in the academy
- Business continuity plan
- Off site visits
- Abuse towards staff
- Lettings
- Wellbeing



Electrical Appliance Visual User Check Guidelines

PLEASE NOTE: Users should not be opening appliances or plugs or undertaking any investigations beyond their level of competency.

A visual check should be carried out on portable electrical equipment prior to each usage

Definition of portable equipment – An appliance that is intended to be moved whilst in operation or an appliance which can easily be moved from one place to another, e.g. vacuum cleaner, toaster, food mixer, etc.

Any portable electrical appliance which does not have a current PAT test Pass sticker should not be used until appropriately tested

Make sure the appliance is unplugged from the electrical supply before checking any flexes, plugs or the appliance casings, etc.

- Inspection of Flex – is it in good condition? Is it free from any damage, i.e. cuts, fraying, melting?
- The Plug – is it free from cracks or damage? Are there any signs of overheating? Is the cable securely fixed?
- The Socket Outlet – are there any signs of overheating? Is it securely fixed? Is it free from cracks or damage? (Extension cables must be switched off at the wall before plugging in/unplugging appliances).
- The Portable Appliance – does it actually work as it should? Is there any damage to the appliance that may expose live parts? Are there strange noises or smells coming from the appliance?
- Where students are collecting / returning laptops to laptop trolleys, the trolley must first be switched off at the mains by a member of staff.
- Environment – is the appliance suitable for its purpose, i.e. can it be used outdoors or in damp conditions etc.?
- Suitability – is the appliance suitable for the work for which it is required – is it powerful enough or too powerful, or is it just designed for occasional use?

If an appliance is found to be faulty then the procedure outlined below should be followed:

1. Make sure the appliance is switched off and unplugged from the power supply.
2. Where possible remove the appliance from use to a secure area.
3. Clearly label the appliance to identify that it must not be used.
4. Report the fault to the Site Staff

Students should also be taught the above guidelines and to report any problems immediately to their teacher/supervising member of staff before use. There must be adequate supervision of students while using electrical equipment.



ACCIDENT REPORT

ALL SECTIONS OF THE FORM MUST BE COMPLETED.

FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED

Please ring CHRIS ARTHUR or MARK ARTHUR IMMEDIATELY if the injured person has been taken directly to hospital

When completed this form should be e-mailed to the local authority and accidents@astoncetrust.org

NAME OF ACADEMY:

1. Injured Person		Surname:			Title:		
Forename(s)				Sex:	M	F	
Year Group:				Dob:			
Home Address:				Post Code:			
Employee:	Member of Public:	Resident:	Pupil:	Other:	specify below		
If Employee - Directorate:				Job Title:			
Service Area:				Payroll Number:			



2. Details of Accident		Date:			Time:		
Location of Accident: (including building, street or room name or number where relevant)							
Description of how accident happened (Note any equipment involved which could be a contributory factor). - Please continue to a separate sheet if necessary.							
Full description of injuries sustained (if any) (eg. cut to right knee)							
Action taken (Has first aid been administered? Did the IP go to hospital and receive medical treatment?)							
If First Aid was administered, who was it given by?							
Was the injured person taken directly to hospital as a result of the accident (eg by ambulance, by a member of staff, or by a parent/guardian)? ACET only				Yes / No			

Please complete investigation on page 2.

Was a parent/carer contacted? ACET only	Yes / No	
Did the parent/carer attend? ACET only	Yes / No	
Name and status of any witnesses (if pupils, please include their age)		
Injured Persons Manager/Principal (or his/her representative)		

3. RIDDOR REQUIREMENTS

(a) Has this accident resulted in any of the following:

(please mark as appropriate)

- Taken directly to hospital from the site of the accident and received medical treatment.
- Employee absence for more than 7 days
- Employee 'Specified Injury' (e.g. fracture/break, crush injuries, amputations, burns covering at least 10%)
- Fatality

(b) Work Related Covid 19 Cases

- Has an unintended incident at work led to someone's possible or actual exposure to coronavirus.
- Has a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work.
- Has a worker died as a result of occupational exposure to coronavirus.

If yes to any of the above notify the Emergency & Safety section immediately on 01709 823878



4. Investigation IF ALL INFORMATION IS NOT IMMEDIATELY AVAILABLE, THIS INFORMATION CAN BE SUBMITTED FOLLOWING SUBMISSION OF THE ACCIDENT FORM. DO NOT DELAY IN SUBMITTING THE FORM.

PLEASE ENSURE THIS SECTION IS COMPLETED by Manager, Supervisor, Dept. Head etc. without delay. Attempt to identify any factors which may have contributed to the accident and any action needed to prevent a repetition. Were there adequate safe working procedures and were they followed?

1

Please attach the current risk assessments in place for this work activity

If no risk assessment is in place, give reasons why not?

Appendix 3. Recommended absence period for preventing the spread of infection

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

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

Infection or complaint	Recommended period to be kept away from school or nursery
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.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
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 a 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 adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
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.

Reporting of serious and minor accidents

Serious Accidents Include:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture (including suspected)
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness
- if someone suffers temporary or permanent loss of sight
- penetrating injury to eye
- chemical or hot metal burn to eye
- absorption of any substance:
 - by inhalation
 - by ingestion
 - through the skin
- electric shock or electrical burn
- exposure or suspected exposure to:
 - a harmful substance
 - a biological agent
 - a toxin
 - an infected material

Fill in ACET accident form, send a copy to LA and 'cc' accidents@astoncetrust.org

Minor Accidents Include:

- animal and insect bites, such as a bee sting that doesn't cause an allergic reaction
- sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces
- cuts and grazes
- minor burns and scalds
- dislocation of minor joints, such as a finger or toe
- wound infections

IF IN DOUBT FILL IN AN ACCIDENT FORM

Fill in ACET minor incident form (on Microsoft Forms)

In incidences of violence to staff, the ACET violence to staff form must be filled out. Should the violence also result in an injury, a minor or serious (depending on which is appropriate for the injury sustained) accident form must also be filled out.

Please report all incidents as soon as possible, but no later than 5 days from the date of the incident.