



MOSAIC
SCHOOLS LEARNING TRUST

HEALTH AND SAFETY POLICY

(APPLIES TO EX-COMPASS ACADEMY TRUST SCHOOLS)

All schools in Mosaic Schools Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Staff Responsible:

Premises Manager

Date of Review:

September 2024

Date of Next Review:

September 2026

VERSION CONTROL

Date	Change
September 2024	New policy based on CAT policy.

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1. Statement of Intent

This policy applies to ex-Compass Academy Trust schools. Ex CSAT schools each have their own School level policy.

At Mosaic Schools Learning Trust we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our Multi Academy Trust community is of paramount importance to us and this policy reflects our dedication to creating a safe environment as is reasonably practicable.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work related illness.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives on health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our Trust.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

2. Organisation

The Health and Safety Organisational Structure for Mosaic Schools Learning Trust, is detailed below and diagrammatically illustrated in Appendix 1.

3. Duties of Mosaic Trust Board

It is the responsibility of Mosaic Schools Learning Trust to:

- 3.1 Oversee that the Trust premises are compliant with Health and Safety legislation.
- 3.2 Implement Health and Safety Executive & Mosaic Schools Learning Trust recommended practices.
- 3.3 Review Health & Safety Audit Reports on a termly basis.
- 3.4 Ensure familiarity with requirements of the appropriate legislation and codes of practice.
- 3.5 Create and monitor a management structure responsible for Health and Safety in the Trust.
- 3.6 Ensure that the Trust's Health and Safety Policy is implemented. Periodically assess the effectiveness of the policy; ensure any necessary changes are made and are agreed with the Health and Safety Lead.

3.7 Review the Trust Health and Safety policy with recommendations from the Health and Safety Lead for the Trust.

4. Duties of Health and Safety Lead – Director of Finance and Operations

It is the responsibility of the Health and Safety Lead to:

- 4.1 Ensure that the Academy Trust's Health and Safety policy is reviewed annually and implemented.
- 4.2 Ensure that appropriate safeguarding procedures and policies are in place, reviewed regularly and implemented at each school within the Trust.
- 4.3 Ensure that the Trust's premises are properly insured.
- 4.4 Liaise with external bodies including the HSE as required.
- 4.5 Ensure a system for the reporting and recording of accidents and that this is applied rigorously by all members of staff, the school community, visitors and contractors.
- 4.6 Ensure that Business Continuity Plan is reviewed annually or as required and up to date versions are shared with appropriate staff and stake holders.
- 4.7 To communicate Health and Safety matters with senior management to ensure compliance of safety across the Trust.
- 4.8 To provide a safe place for all users of the sites including staff, pupils and visitors.
- 4.9 To provide safe means of entry and exit for all site users.
- 4.10 To provide equipment, grounds and systems of work which are safe.
- 4.11 To provide where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.
- 4.12 Ensuring Health & Safety policies and procedures are reviewed annually, or when significant changes occur. Review outcomes must be brought to the attention of all employees (including revisions). All staff are informed on an annual basis and forms part of the induction process.
- 4.13 Audit termly inspections to ensure that a safe and healthy environment is maintained.
- 4.14 Audit systems for the recording of accidents and ensuring that this is applied rigorously by all members of the school community, visitors and contractors.
- 4.15 Investigate Serious Accidents and Incidents and report findings as required.

5. Duties of the Facilities Manager

It is the responsibility of the Facilities Manager to:

- 5.1 Work with the Premises Staff at each school to ensure the Trust's premises of each school remain fit for purpose.
- 5.2 Maintain oversight of any building/construction projects taking place at the schools.
- 5.3 Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- 5.4 Manage termly audit inspections to ensure that a safe and healthy environment (including legionella) is maintained and report it to the Director of Finance and Operations and Trust Board.
- 5.5 Organise regular Health and Safety audit inspections ensuring actions are identified and are completed quickly and report findings to Director of Finance and Operations, Headteachers and Trustees.
- 5.6 Take responsibility for the day-to-day operation of the health and safety policy.

- 5.7 Ensure that all staff and all members of the school community are familiar with the Health and Safety policy of the school and are aware of their own responsibilities.
- 5.8 Take active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- 5.9 Liaise with Premises Staff and ensure that equipment, buildings and grounds are safe, secure and well maintained.
- 5.10 Ensure that there are arrangements for firefighting equipment and that it is available and maintained.
- 5.11 When necessary, seek competent advice and guidance from other professional sources.
- 5.12 Ensure that regular risk assessments are carried out and reviewed on a regular basis, that necessary action is followed up quickly and all control measures are in place.
- 5.13 Maintain / oversee logs and records of: Health and Safety Files and related files such as fire drills, inspection of school gates, CCTV, Electronic Entry System, fire, security systems in place, legionella and gas safety compliance.
- 5.14 Ensure safe arrangements for the handling, storage and transportation of any articles and substances.
- 5.15 Ensure safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.
- 5.16 Ensure individuals, including fire wardens, first aiders etc are adequately supported and trained.
- 5.17 To provide supervision, training and instruction so all staff can perform their duties in a healthy and safe manner. This forms part of the induction process for new starters.

6. Duties of the Headteacher

It is the responsibility of the Headteacher to work with the Central Team to:

- 6.1 Ensure the Health and Safety of their School site and those who use it.
- 6.2 Ensure that School employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions.
- 6.3 Ensuring the objectives and content of the Health and Safety Policy are fully understood by all and that all staff under their management are made aware of their duties and responsibilities in line with the Policy.
- 6.4 Liaise with the Facilities Manager and premises staff to ensure that equipment, buildings and grounds are safe, secure and well maintained.
- 6.5 Ensure that there are arrangements for the speedy evacuation of the buildings in case of fire or another emergency. Liaise closely with any trade union appointed safety representative and with the school first aiders.
- 6.6 The Headteacher will bring to the attention of the Health and Safety Lead for the Trust any significant health and safety issues, the outcome of audits, involve the governors in any policy matters and bring to their attention health and safety guidance received from enforcement authorities.
- 6.7 Ensure, as a minimum, that health and safety, should be included as a standing item at staff and management meetings.
- 6.8 Ensure that adequate deputation is in place for all of his/her responsibilities in the event that the Headteacher is off-site for any reason.

7. Duties of Senior / Premises Staff

The Premises Staff will be familiar with the requirements of health and safety legislation.

7.1 In addition to general duties, the Premises Staff will be responsible for the implementation and operation of the Trust's Health and Safety Policy in their department and areas of responsibility as delegated by the Headteacher & Facilities Manager.

7.2 Ensure that there are arrangements for firefighting equipment and that it is available and maintained. Located in the premises office.

7.3 Ensure a keen interest in the Trust's Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

8. Duties of all members of staff

8.1 All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.

8.2 Staff will avoid any conduct which puts themselves or others at risk. Staff are responsible for actions they take outside of school policies, practices, procedures and risk assessments.

8.3 They will be familiar with all requirements laid down by the Trust.

8.4 Staff members have a duty to ensure all staff, pupils and visitors are applying Health and Safety regulations and adhering to any rules, routines and procedures in place.

8.5 Staff will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.

8.6 Staff will use the correct equipment and tools for the job and any protective clothing supplied.

8.7 All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.

8.8 All staff will report any defects in equipment or facilities to the designated Health and Safety Officer – School Business Administrator or Premises Staff.

8.9 Pupils should not be left unattended in the classrooms.

8.10 All staff will also take an interest in health and safety matters and suggest any changes they feel are appropriate.

8.11 Staff will make suggestions as to how the Trust can reduce the risk of injuries, illness and accidents.

8.12 They will exercise good standards of housekeeping and cleanliness.

9. Obligations of Contractors

9.1 Contractors working on the Academy premises are required to identify and control risks arising from their activities.

9.2 Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the Trust.

9.3 Contractors will inform the Caretaker of all potential risks to staff, pupils and visitors.

9.4 Contractors will display polite, professional and appropriate conduct on site.

9.5 Cleaning contractors will wear an easily identifiable uniform or badge at all times.

9.6 No contractor will execute work on the school site without the express permission of the Headteacher, Facilities Manager or caretaker other than in an emergency or to make safe following theft or vandalism.

10. Obligations of those involved in Letting Trust Premises

10.1 When the Trust Premises are used for purposes not under the direction of the Headteacher, then, subject to the agreement of the Trust, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.

10.2 Anyone hiring the Trust premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their Health and Safety obligations when making the booking.

11. Pupils

11.1 Pupils will exercise personal responsibility for the health and safety of themselves and others.

11.2 Pupils will dress in line with safety and hygiene standards.

11.3 Pupils will respond to the instruction of staff given in an emergency.

11.4 Pupils will observe the health and safety rules of the Trust.

11.5 Pupils will not misuse, neglect or interfere with items supplied for their, and others pupils', health and safety.

12. Accidents

In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury, the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance. In cases involving pupils, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians should be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school.

In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase medical attention may be obtained but in all cases the parents will be advised of the incident.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate.

Any accident where first aid is administered to students is to be recorded initially in the pupil accident book (Ouch File) and in other cases where the pupil is taken to hospital on form AR3. For those involved in serious incidents, for example, witnesses, first aiders, a written

statement/report must be completed within 24 hours of the incident (subject to exceptional circumstances).

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site.

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves are provided for this purpose and kept in the first aid box.

13. Asbestos

The school Asbestos Management Plan (AMP) is kept by the caretaker. It is reviewed and updated by the facilities manager if new information is received, work is undertaken on ACM's, damage occurs or ACM's are removed. An annual re-inspection is carried out by an external contractor annually.

Contractors are informed of the whereabouts of asbestos on the school site prior to undertaking work and are provided with copies of the site plan and risk register. Contractors should have procedures in place to deal with the unintended or unexpected release of asbestos.

If a member of staff finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:

1. All activities will stop, and everyone will be evacuated from the affected area.
2. Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken.
3. Items, including equipment, books and personal belongings, will not be moved from the area.
4. Advice will be sought from an asbestos expert regarding remedial action.
5. Unless the incident is minor, the school will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
6. Anyone who has come into contact with asbestos and is concerned about their exposure will be advised to contact their GP.

NB All staff are advised that materials containing asbestos in school are only labelled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

14. Competency

All staff appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of pupils.

15. Computer Workstation Assessments

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' (for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time on a daily basis. Such staff are also entitled to a free eye test (further details are available from the Assistant Director of Operations & HR).

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. If staff have any questions on DSE they should speak to the Assistant Director of Operations & HR or refer to the DSE policy.

16. Consultation with Employees

The school complies with the Health and Safety (Consultation with Employees) Regulations 1996 by:

- Having Health and Safety as a standard item on the agenda at staff meetings;
- Where appointed, consulting with the Trade Union Accredited Safety Representative(s)/ representative(s) of employee safety in good time on all H&S issues.

17. Contractors on Site

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

Service Contractors - Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work but their working methods must take into account how they will impact upon staff, pupils and other visitors on site. The school will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements.

Building Contractors - These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- Slips/ trips/ falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- Being hit by falling objects dropped by persons working above head height;
- Inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.;
- Coming into contact with machinery or vehicles;

- Goods being delivered to site.

Small scale building works – This will include day-to-day maintenance work and all work undertaken on site **where a pre site meeting has not taken place.**

All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Caretaker.

Before any work is commenced, it is essential that the Headteacher and Facilities Manager are made aware of:

- What work is to be undertaken
- Where the work is to be carried out
- An indication of the likely timescale
- What equipment is to be used
- What services are required

Before work is to commence, the contractors must be advised by the Caretaker:

- Where they can gain access to services
- What the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the specified meeting point
- Any particular problems with the work, e.g. access may still be required to the area.

The contractors must be issued with a visitor's pass and advised that it must be worn at all times whilst on site.

The contractors must be advised who to contact on site if they have a problem.

Large scale works - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein. For all large scale works a pre meeting will take place and the Headteacher, Facilities Manager and Caretaker will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

18. Crisis incidents: Bomb threat procedure & External Incidents

Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the Police. The staff member receiving the call should then contact the Headteacher who will then alert the Police and the Local Authority.

The Headteacher will decide whether or not to evacuate the building.

If an evacuation is deemed necessary, the following procedure will take place

Staff and pupils will be asked to make their way to the normal fire assembly areas (the area should be moved if close to the area of the bomb or suspicious package.)

Once the police have arrived staff will await further instruction from the emergency services

For further details, please see Lock-Down Policy. A copy of this policy is kept in the folder on the Mosaic Share – Documents.

19. Educational Visits

A separate educational visits policy is held for each school and this is held locally.

20. Electrical

Fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at work legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently Class 1 (Earthed) items will be tested within 14 months.

The Facilities Manager is responsible for ensuring the PAT tests are carried out and a copy is stored with the caretaker at each site. Items that have failed are removed from service immediately and either repaired or disposed of.

21. E-Safety

The Trust has a separate policy for E-safety and a copy of this policy can be found in the Mosaic Share – Documents. The policy indicates there is a whole Trust approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

22. Fire Safety

Procedures for ensuring safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.

The school will test evacuation procedures each term.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Fire extinguishers are subject to an annual check by a contractor and on a weekly basis, the extinguishers are checked, by the site staff to ensure that they are in position and that the pins are in place.

Fire alarms will be tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the site office.

Emergency lighting will be tested on a six-monthly basis and records will be maintained and held in the site office.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

23. First Aid

The school will try to exceed the basic recommendation for first aiders but will ensure that:

- A minimum of two paediatric trained staff will be on site.
- Two persons who hold the appointed persons first aid certificate will be on site during the school day.
- A list of staff who hold a first aid at work certificate is on notices displayed around the school or available from the office.

24. Food Activities

The following hazards have been identified with this activity:

- a) burns, scalds etc. from use of hot water/oven/dishes/food;
- b) electric shock relating to the use of electric equipment;
- c) fire associated with burning food or faulty equipment;
- d) cross contamination of food leading to food poisoning;
- e) slips trips or falls due to spillages/obstructions on floors/uneven surfaces;
- f) cuts through use of knives and other equipment, e.g. graters.

These are controlled by the following:

24.1 Location - The risks associated with slips, trips and falls are managed by ensuring that:

- the oven is positioned/used where pupils and staff do not have to pass close by it. (This will either be in a designated work area or by positioning the mobile unit away from walkways.)
- the tables on which food is to be prepared is positioned to allow easy access around them and surfaces are clean;
- knives are appropriately stored;
- the floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions;
- Any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and will/can assist in mopping them up.

24.2 Equipment - The risks associated with electric shock and cuts, associated with use of knives and other equipment, are managed by ensuring that:

- a visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc. All portable electrical equipment is also subject to an annual portable appliance test;
- equipment is used in line with manufacturers' instructions and/or training received;
- the prohibition on pupils using metal graters, portable electrical equipment and, dependent on age, sharp knives is enforced;
- All equipment provided for food activities is kept in good condition and only used for food activities.

25. General Arrangements - Accident / Incident / Recording / Reporting

- 25.1 Pupils – All accidents to pupils involving injury are to be recorded. These will initially be completed in the school pupil accident book, which is kept in the School Office.
- 25.2 In addition any reportable incident will immediately be reported on form AR3 and sent to the Mosaic Health and Safety Lead. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.
- 25.3 Staff – All accidents to staff are to be recorded and this will be done by completing the Accident Record Book in the School Office.
- 25.4 Visitors – All accidents to visitors other than pupils are to be recorded on an AR3 form.
- 25.5 For those involved in serious incidents, for example, witnesses, first aiders, a written statement/report must be completed within 24 hours of the incident (subject to exceptional circumstances).
- 25.6 Near Miss Incidents – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the School Business Administrator who will then decide with the Headteacher if it needs to be forwarded to Health and Safety Lead for the Trust.
- 25.7 Behaviour Incidents – Racial Incidents are to be recorded by completing a Racial Incident Reporting Form. Incidents of violence, bullying and other harassment are to be reported to the Headteacher for the relevant area of the school.
- 25.8 **Notification to the Health and Safety Executive** - Significant accidents as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) must be reported to the HSE as soon as possible online or by telephone. Contact details can be found at www.hse.gov.uk.

Such accidents are as follows:

- Accidents to employees causing either death or major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven day period does not include the day of the accident.
- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which covers more than 10% of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of scalding 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.

- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over 5 metres in height.
- When a dangerous substance being conveyed by road is involved in a fire or released.
- Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.
- Poisonings.
- Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/ acne.
- Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.
- Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

25.9 The Health and Safety Executive (HSE) has [advised](#) that Coronavirus is now RIDDOR reportable (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), but only in certain circumstances. The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.

A report under RIDDOR should only apply in the following circumstances:

- An accident or incident at work has, or could have, led to the release or escape of coronavirus. This must be reported as a dangerous occurrence.
- A person at work has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease.
- A person at work dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent.

26. General Maintenance Equipment

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. External providers will be responsible for their own equipment and will ensure it is maintained.

27. Hazards and Hazardous substances (COSHH)

- 27.1 Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 27.2 In the main, reporting should be verbal and written to either the Facilities Manager or Caretaker.
- 27.3 Serious hazards will be reported to and recorded by the Facilities Manager or Caretaker
- 27.4 The Caretaker is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- 27.5 The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.
- 27.6 All equipment, materials and chemicals must be held in appropriate containers and areas conforming to Health and Safety Regulations
- 27.7 Hazardous substances must be labelled with the correct hazard sign with a COSHH data sheet.
- 27.8 Storage life must be considered by Caretaker. All COSHH and Ionising Radiations Regulations must be adhered to.
- 27.9 The school COSHH assessment is kept in the Caretaker's Office and summary information is kept where substances are stored/used. If staff have any questions on hazardous substances they should initially speak to the Caretaker
- 27.10 No hazardous substances will be used without the permission of the Headteacher/Facilities Manager.
- 27.11 Low toxic products such as corrective fluid and aerosol paints will be stored securely and only used under supervision in a well-ventilated area
- 27.12 Dust and fumes must be safely controlled by LEV Regulations.
- 27.13 No staff member or pupils should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

28. Hygiene

The risks associated with cross contamination are managed by ensuring that:

- 28.1 Everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area;
- 28.2 The table/(s) on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use.

29. Infection Prevention and Control

- 29.1 The Trust 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 in the Trust Infection Prevention Control Procedures; a copy of this document is kept on the Mosaic Share Drive. See appendix 2.

30. Maintaining equipment

- 30.1 Protective clothing and equipment must be supplied and used when required, including to all staff and pupils.
- 30.2 **Inspectors or a trained Health and Safety Technician will inspect the following equipment for health and safety issues annually:**
 - All electrical appliances.
 - All gymnasium equipment
- 30.3 It is the responsibility of the Facilities Manager to ensure new equipment meets the appropriate standards and conforms to all Health and Safety requirements. A Safety Consultant should be consulted as necessary

31. Manual Handling

- 31.1 Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment. All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.**
- 31.2 Regarding manual handling of pupils, all pupils who may need to be lifted or supported are assessed using the manual handling assessment form. The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupils use, e.g. standing frames, wheeled chairs and hoists.
- 31.3 A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed

as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available. See Manual Handling Policy.

32. Medical Needs, Medicines and drugs

32.1 The school will try to accommodate pupils with medical needs wherever practicable in line with the School's Accessibility Plan. A copy of this policy is kept on the Mosaic Share Drive.

32.2 No pupil may take medication on school premises without a letter of consent from their parent or carer.

32.3 Staff members have a duty to report any suspicion of unauthorised medicines or drugs being taken or carried.

32.4 The Medical Needs Policy will be understood by all staff. A copy of this policy is kept on the Mosaic Share Drive. See appendix 3 (To follow after consultation with individual schools)

33. PE Equipment

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the Caretaker will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. On an annual basis an independent service contractor inspects the PE equipment.

34. Play Equipment

All play equipment, which includes moveable play items as well as fixed external play structures, is subject to visual inspection by staff, prior to use. If defects are noted, the caretaker will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. The fixed playground equipment is subject to a termly review of its condition and an annual check by an independent contractor.

35. Risk Assessments

35.1 The Director of Finance and Operations and Headteacher have overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in the Trust.

35.2 The school risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then reviewed by the facilities manager to ensure they are appropriate to the school or amended to make them site specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, pupils and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation

35.3 Risk assessments will seek to identify all defects and potential risks along with the necessary solutions or control measures.

35.4 The Educational Visits Co-ordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

36. Safeguarding

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is displayed in the staff room.

37. Security and Theft

37.1 CCTV systems will be used to monitor events and identify incidents taking place.

37.2 Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.

37.3 Money should be counted in an appropriate location and staff should not be placed at risk of robbery. If the occasional need should arise to transport money, appropriate precautions should be taken.

37.4 Staff and pupils are responsible for their personal belongings and the school/ Trust accepts no responsibility for loss or damage.

37.5 Thefts may be reported to the Police and staff members are expected to assist Police with their investigation.

37.6 All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

37.7 Missing or believed stolen equipment must be reported immediately to a Senior Staff Member.

38. Severe weather

The Headteacher, in liaison with the Facilities Manager, makes a decision on school closure on the grounds of Health and Safety. If a closure takes place the Director of Finance and Operations and Accounting Officer must be informed. See separate guidelines and refer to Severe Weather Policy.

39. Specific Arrangements

39.1 **Art** - The hazards associated with this practice are the creation of dust and damage to clothing. The hazards associated with substances are addressed by only using water-based paints and glues.

NB wallpaper paste containing fungicide is not to be used in school.

- Precautions and Practice - The risks associated with damage to clothing and dust creation are managed by ensuring:
- only small quantities of powder paints are to be mixed at one time;
- that tables are covered with newspaper to protect the surfaces and ease cleaning;
- that cleanable aprons are worn by pupils involved in painting;
- that paint pallets and brushes are washed up/out after use.

39.2 **Clay** - The risks associated with creation of dust and cross contamination will partly be managed by ensuring that:

- only premixed clay is used by pupils and that the clay is to be cut into workable sizes;
- desks are protected from staining by covering with newspaper. Newspaper is to be disposed of at the end of the lesson;
- spillages of clay are cleared up immediately using wet mopping or sponging techniques.

Housekeeping - The risks associated with the creation of dust will partly be managed by ensuring that:

- all staff and pupils wash hands and the equipment used with clay regularly and at the end of lesson. Equipment/hands are to be washed in the classroom sink, which has a sink trap, in order to prevent blockages forming in other sinks.

NB Brushing of dried clay is prohibited.

Personal Protective Equipment - The risks associated with damage to clothing are managed by ensuring that:

- all staff and pupils working with clay wear the aprons provided

39.3 **Science** - The school follows the guidance for safe practice in science as given in 'Be Safe' produced by the ASE. The hazards associated with Science are controlled by following the guidance contained therein. This document is available for all staff in the staff room

39.4 **Sport /PE** - The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE. The main risks associated with this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard. The general requirements are as follow:

- Before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery;
- Staff will remove jewellery and change into appropriate footwear;

NB It is acceptable for staff to wear watches where necessary to time lessons.

- Pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment;
- Staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves '**Can the pupils move the objects where they have been asked to safely and without risk to their health?**', before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;
- Mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls;
- Staff are only to use equipment they are familiar with.

- For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE', which is kept in the staffroom.

This document is available for all staff in the staff room

39.5 Swimming Arrangements - The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools. We follow, public or private, specific health and safety arrangements and guidance provided by the organisation/facilities being used

39.6 Technology - The school follows the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT. The hazards associated with this activity include:

- Exposure to hazardous substances, e.g. glues/dusts;
- Damage to clothing;
- Personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment.

These are controlled by:

Location - Risks associated with personal injury are partly managed by ensuring that:

- Work is only to be undertaken on suitable surfaces. Suitable surfaces are those that are large enough to accommodate the work, and which are flat and stable.

Personal Protective Equipment - Risks associated with damage to clothes and partly those associated with personal injury are partly managed by ensuring that:

- Where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles;
- Personal protective equipment is stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored safely.

Equipment - Risks associated with Personal Injury are partly managed by ensuring that:

- Equipment is kept clean and stored so as to minimise damage/help pupils to find the correct tool. (Shadow boards or tool racks)

Hazardous Substances - Risks associated with hazardous substances have been addressed as part of the school COSHH assessment.

40. Traffic Management

40.1 The school should seek to continue its liaison with the Police and Road Safety Officer ensuring regular visits from both services.

40.2 Headteacher should regularly remind parents about the potential dangers of parking outside the school.

40.3 Children must be regularly reminded to use the School Crossing if available.

41. Transport

41.1 Mosaic Schools Learning Trust has adopted the authority's guidelines for the transport of pupils. One of the following options will therefore be used.

- 41.2 Staff transport pupils/equipment in their own cars or drive to other venues during the working day. School insurance (Essex) provides staff who use their own cars' insurance cover for this purpose.
- 41.3 Transport and driver are hired in from a reputable source. This is the usual practice for school trips.
- 41.4 The parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.
- 41.5 With written consent and appropriate checks, parents may transport other pupils
- 41.6 School mini buses may be used to take children on trips, to venues, sporting events, etc. during the working day. School insurance (Essex) provides insurance cover for this purpose.

42. Smoking

The Trust Schools are non-smoking premises and no smoking will be permitted on the site, including e-cigarettes

43. Visitors to the School

- 43.1 All visitors must sign in to reception.
- 43.2 Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.
- 43.3 Visitors and contractors will wear a visitor's badge at all times while on Trust Premises.
- 43.4 Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log.
- 43.5 No vehicles to be allowed on the playground unless supervised by a member of Site Staff or it is an Emergency vehicle.
- 43.6 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 43.7 If visitors are uncooperative, threaten violence, refuse to leave the site or carry out physical or verbal abuse (immediate help may be sought via a 999 phone call).

44. Water Assessment

Assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease as detailed in the Legionella Policy on the Mosaic Share – Documents. The school water assessment records are kept in the Premises Office.

45. Wellbeing

The wellbeing of staff is seen as an integral part of the Trust's H&S responsibilities. The Trust, Director of Finance and Operations and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work-life balance and to expect appropriate support

or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager. Sickness absence or health concerns will be dealt with under the Trust's absence policy. The Trust endorses the principles set out in the HSE's Management Standards as a framework to support staff wellbeing.

46. Workplace Health and Safety: Stress Management

Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible

47. Working at Height

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height. Any frequent operations and any involving the use of equipment must be covered by a work at height assessment which is completed by the premises staff.

Specialist Operations – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

48. Lone Working

The Trust recognises that some staff are required to work by themselves, without close or direct supervision, sometimes in isolated work areas or out of office hours. Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, an Employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work. A Lone Working Policy is available on the Mosaic Share- Documents.

49. Abbreviations

The following are used in the policy:

AfPE – Association for Physical Education

ASE – Association for Science Education

COSHH – Control of Substances Hazardous to Health

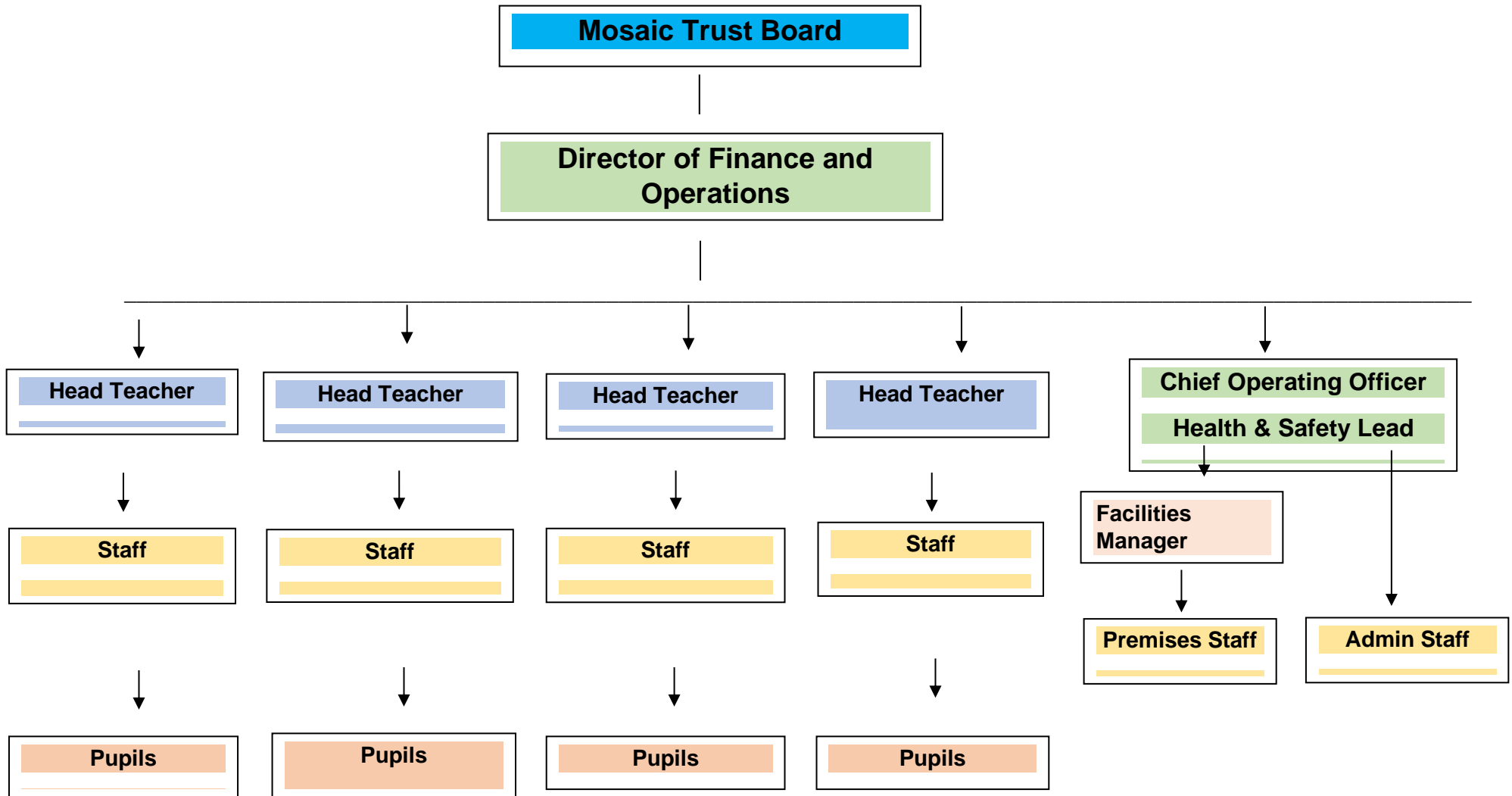
DSE – Display Screen Equipment (Computers)

H&S – Health and safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

NAAIDT – National Association of Advisers in Design & Technology

Health and Safety Organisational Structure – Mosaic Schools Learning Trust



MOSAIC SCHOOLS LEARNING TRUST

Infection Prevention and Control Procedures

Issue	Date Issued	Date for Review
1	Summer 2022	Summer 2023
2	Summer 2023	Summer 2024
3		

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Introduction

The Trust follows 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.

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

2. Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

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

4. Cleaning of the environment

Clean the environment frequently and thoroughly

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

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

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

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

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 twice a day (after break times)

Keeping rooms well ventilated

Areas with poor ventilation (as indicated by CO2 monitors) will have measures put in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

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/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.

11. Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

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

Posters containing the exclusion periods are on displayed in the school offices.