



THE LADY BYRON SCHOOL

THE CEDARS - 11 HIGH STREET, FLECKNEY, LEICESTERSHIRE, LE8 8AJ.

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Health and Safety Policy

The Lady Byron School



Prepared by:	Jonathan Hegarty www.jchsafety.co.uk	Date: 01/07/2024
Approved by:	Caroline England	Date: 01/07/2024
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General statement of intent

The Lady Byron School is committed to ensuring the safety of its employees, young persons, customers, members of the public and anyone else who are affected by our operations.

The company commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations 1999 and all other applicable regulations and codes of practice, so far as is reasonably practicable.

The management will ensure that significant risks are assessed, and suitable and sufficient measures are adopted to allow each young person, employee and any others relating to our business to carry out his/her duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised where necessary.

The company shall strive to achieve continuous improvement in Health & Safety performance.

Each employee will be made aware of his/her responsibility for his/her own health and safety and that of others. All employees will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the company will arrange or provide suitable training for both management and employees, where new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices, premises and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Proprietor. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy. The monitoring of all issues relating to this policy is the responsibility of the proprietor.

Signed: IK Minhas

Position: Proprietor

Date:



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1. Aims

The Lady Byron School aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, young people, and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

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



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3. Roles and Responsibilities

3.1 Proprietor

The company is owned and managed by Irinder Minhas. Sunil Arora, business manager, who is responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

The organisation of the workforce is the responsibility of Caroline England, who holds the position of Headteacher and who is responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented. Health and safety is overseen by Sunil and Irinder and she will have ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher. Sunil Arora is the site manager responsible for regular health and safety checks and completion of the inspection logbook.

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

The proprietor also have a duty to:

- Assess the risks to staff and others affected by school activities to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

3.3 Headteacher

The Headteacher is responsible for health and safety on a day-to-day basis. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise young people.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff
- Reporting to the Proprietor on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Monitor cleaning, hygiene and COVID-19 procedures. This includes ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteachers' absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.



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3.4 Health and safety lead

The nominated health and safety lead is the Headteacher, Caroline England and site manager Sunil Arora.

3.5 Staff

School staff have a duty to take care of young people 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 practices for young people
- Understand emergency evacuation procedures and feel confident in implementing them.

3.6 Young people and parents

Young people 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. This includes notifying the school of any COVID-19 related exposure, symptoms or issues.

3.7 Contractors

Contractors will agree health and safety practices with the Headteachers and Proprietor before starting work. Before work begins the contractor (which includes agency staff /supply teachers) will provide evidence that they are competent to carry out the required work, have completed an adequate risk assessment of all their planned work or will have been shown all appropriate school documentation relating to safe working.

4. First-aid, Medication and supporting young people' medical needs

Adequate first aid arrangements are assessed and maintained at the school and for all activities that the school leads. The school ensures that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.
- all first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary.
- sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked.
- a suitable area is available for provision of first aid.
- staff are regularly informed of first aid arrangements within the school, through induction, teacher training days and the staff handbook which is issued annually.



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- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed.
- information, instruction, and training will be provided to staff on any specific medical conditions of young people and the procedures to follow in case of emergency.

Specific arrangements in relation to First Aid can be found in the The Lady Byron School First Aid Policy.

4.1 Medicines

Staff will **not** give a young person a prescribed medicine. Parents may ask reception staff to oversee their child taking a prescribed medicine. This parental consent must be given in writing to the school and must indicate start and completion of medication and times that the medication must be taken throughout the school day. This will then be logged by the school. The parents/guardians must provide weekly tablet boxes for named young persons and will issue the boxes to individual named young persons and supervise their taking of such medication. The school will secure these boxes in the medicine cabinet located in the reception office. Parents must ensure that they send in either a daily or weekly supply of medicine/tablets. The medicine can be kept in the locked medicine cabinet, located in main reception, or if necessary in the medical room fridge.

5. Site Security

The Headteachers, in conjunction with the School Business Manager and Proprietor is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Headteacher and letting agent are key holders and will respond to an emergency.

6. Fire

The Lady Byron School is committed to providing a safe environment for both staff and young people.

The Lady Byron School manages the risk of fire by ensuring compliance with the Regulatory Reform (fire safety) Order 2005:

- A comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost.
- A detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation.
- Statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff.
- All staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction.



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- A fire drill is undertaken at least termly to practice evacuation arrangements and ensure working as expected.
- Emergency exits, evacuation routes and assembly points are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

New staff will be trained in fire safety and all staff and young people 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 begin immediately.
- The school has automatic fire detection and if this raises the alarm the school will commence evacuation.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident that they can use them without putting themselves or others at risk. Staff are not advised to fight fires but use them to aid evacuation.
- Staff and young people will congregate at the assembly point. These are by the school gates.
- Fire Marshals will sweep the building to ensure everyone is out and to locate existence of fire. Do not take risks.
- Fire Marshals will meet at school gates to report findings and determine that everyone is out of the building.
- Form tutors/class teachers will take a register of young people, which will then be checked against the attendance register of that day.
- The Headteacher will take a register of all staff.
- Staff and young people will remain outside the building until the emergency services say it is safe to re-enter or until Senior Management have determined if the fire is a false alarm i.e. vandalised break glass manual call point.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay attention to those with disabilities.

A fire safety logbook will be maintained by the Proprietor / School Business Manager.

7. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals.
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease



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Control of substances hazardous to health (COSHH) risk assessments are completed by the Headteacher 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.

Young persons do not have direct access to hazardous products.

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.

Gas safety

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

8. Water hygiene management

The school will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

The school will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid.
- employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems.
- ensure regular flushing of outlets is completed by a competent individual (School Business Manager)
- employ a competent person to undertake monthly monitoring of water systems including temperature readings.

A water risk assessment has been completed on 24th January 2024 by a specialist contractor. The Proprietor is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water logbook.



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This risk assessment will be reviewed every term and when significant changes have occurred to the water system and/or building footprint.

9. Asbestos

The Lady Byron School complies with the HSE's approved code of practice '*The management of asbestos in non-domestic premises*' (L127). The school is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The school has a whole site asbestos management (Type 2) survey from which a local asbestos management plan (lamp) has been developed.

A minimum six-monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the school's lamp. Where necessary more frequent checks of ACMs are undertaken.

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment and demolition (Type 3) survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

- An asbestos survey has been carried out for the premises on 20th March 2020.
- New survey required if changes to the building have occurred regarding new construction.
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site.

10. Equipment

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

10.1 Electrical equipment



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- The company ensures that the premises have an up-to-date five-year fixed wiring inspection carried out at appropriate intervals.
- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any young person 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 the Headteacher or Proprietor immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Portable appliance tests (PAT) will be carried out by a competent person on an annual basis.
- All isolators' switches are clearly marked to identify their machine where appropriate.
- 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.
- Only trained, competent persons are allowed to work on electrical equipment or circuits.
- When electrical maintenance is carried out the power must be isolated prior to commencing the task.

10.2 PE equipment

- The school ensures that children are provided with physical education in a safe way. On occasions it may be provided by an alternative provider to the school. In such incidence's safety will be checked prior to allowing it to proceed and risk assessments will be carried out.
- Young people are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely prior to allowing young persons to use it.
- Any concerns about the condition of the PE areas or other apparatus will be reported to the Headteacher. Prior to carrying out external exercise the playground and grass will be inspected for safety reasons.
- All PE equipment requiring specialist inspections will have this carried out in line with statutory guidance and manufacturer's instructions.

10.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).
- The school will provide suitable equipment to facilitate the needs of staff to ensure health is not damaged by work.

10.4 Specialist equipment



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Parents are responsible for the maintenance and safety of their children's wheelchairs and any equipment they need for mobility. The school will liaise with staff and parents to ensure safety and dignity are maintained at all times. In school, staff promote the responsible use of wheelchairs, crutches, and the like.

11. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

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

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

The lone worker will ensure that they are medically fit to work alone. Any concerns must be reported to the Headteacher.

12. 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 school retains step ladders for working at height. These will be inspected regularly and before each use. They are only to be used by competent persons who have completed Working at Height Awareness Training.
- Young people are prohibited from using any kind of ladders.
- Staff will wear appropriate footwear and clothing when using ladders of any kind.
- 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. A thorough risk assessment must be carried out and a safe system of work designed.
- Contractors are expected to provide their own ladders or access equipment for working at height. They must be competent, trained and experienced in the task they are performing. Contractors must provide relevant risk assessments.



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13. Manual handling

The Lady Byron School complies with the HSE's approved code of practice '*Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*).

Within the school there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Lady Byron School manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible.
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained.
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- any defective equipment is taken out of use until repaired or is replaced.
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

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

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

Staff and young people 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.

14. Off-site visits



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When taking young people off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of young people along with the parents' contact details.
- There will always be at least one first aider on school trips and visits.

15. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it. All activities which are carried out on school premises must be done safely and must not place young people at risk. Risk assessments must be put in place.

16. 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 the Headteacher immediately. This applies to violence from young people, visitors or other staff.

17. Smoking

Smoking is not permitted anywhere on the school premises. Anyone wishing to smoke must leave the premises to do so, beyond the front gates.

18. Infection prevention and control (including COVID-19)

We follow national guidance published by the Government or their agents when responding to infection control issues including matters relating to COVID-19. We will encourage staff and young people to follow this good hygiene practice, outlined below, where applicable.

18.1 Handwashing

- Wash hands regularly with liquid soap and warm water, and dry with paper towels
- Hands must be sanitised upon arrival and exit from the building and at regular intervals during the day.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals



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- Hand sanitiser is provided in wall mounted containers around the school.
- Cover all cuts and abrasions with waterproof dressings.

18.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues.
- Spitting is strictly prohibited and will be dealt with as a serious breach of personal conduct.

18.3 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.
- Visitors to the school should wear a face mask.

18.4 Cleaning of the environment

- Clean the environment, including shared learning resources, frequently and thoroughly.
- All touch surfaces should be cleaned between users.

18.5 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 doing it
- 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.
- School will have suitable bins available for the safe disposal of bodily fluids.

18.6 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.

18.7 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 young people.
- Supervise young people when playing with animals.



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- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

18.8 Young people vulnerable to infection

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

18.9 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

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

19. New and expectant mothers

Risk assessments will be carried out whenever any employee or young person 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 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

20. Occupational health services and work-related stress

The Lady Byron School acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The Lady Byron School will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HS(G) 218). The following arrangements are in place to locally manage staff health issues:



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- employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues.
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels,
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union.
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

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 (regular staff supervisions) are in place within the school for responding to individual concerns and monitoring staff workloads.

21. Risk Assessment

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Within the school various persons are tasked with the development of risk assessments based on their knowledge, experience, and competence. Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are always accessible to staff, copies can be accessed electronically via the shared drive.

New staff are to be provided with information relating to risk assessments at their induction.

22. Accident reporting

22.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the young person's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.



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22.2 Reporting to the Health and Safety Executive

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

The Headteacher will report these to the Health and Safety Executive and Proprietor as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

23. Training

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

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with young people with special educational needs (SEN), are given additional health and safety training in relation to young persons' needs as stated in their EHCP and their associated behaviours.



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24. Monitoring

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Proprietor and the Headteacher on a regular basis (every two years as a minimum), or as required.

To substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The Lady Byron School will use different types of systems to measure health and safety performance:

24.1 Active monitoring systems

- spot checks and termly site inspections will be undertaken by SLT
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
- appropriate statutory inspections on premises, plant and equipment will be undertaken.
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

24.2 Reactive monitoring systems

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

24.3 Reporting and response systems

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- The proprietor and the Senior Leadership team will all receive and consider reports on health and safety performance.
- See The Health and Safety Routine Inspections Logbook kept in reception

24.4 Investigation systems

- prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events.



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- analysing data to identify common features or trends and initiate improvements.
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

24.4 External Monitoring

- The Lady Byron School are using an external service who regularly conduct health and safety checks.

25. Policy Review

25.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.

25.2 To ensure effectiveness, this policy will be monitored and evaluated through staff training and discussion.

25.3 Incidents will be logged and reviewed, and all staff made aware, in order to demonstrate success.

25.4 This policy was last reviewed in August 2023

26. Links with other policies

This health and safety policy links to the following policies:

- Supporting young people with medical conditions
- Accessibility plan
- Risk Assessment Policy and Risk Assessments
- Educational Visits Policy
- COSHH Policy
- First Aid Policy
- Medication Policy
- Fire Safety Policy

27. Version History



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This policy was last reviewed in August

Version Number	Point Number	Amendment