

HEALTH AND SAFETY POLICY

| | |
|-----------------------------------|--|
| Date of issue: | September 2021 |
| Originator: | J Dean |
| Responsible sub-committee: | Finance and Resources |
| Linked Policies: | <ul style="list-style-type: none"> • First aid • Risk assessment • Supporting pupils with medical conditions • Accessibility plan • Lockdown policy • Lone Working policy • Manual Handling policy • Working at Height policy • COVID 19 Risk Assessment • COVID 19 FAQ • COVID 19 Ventilation Guidance |
| Review Date: | September 2025 |
| Target Audience: | All stakeholders in TSAT |
| Dissemination Via: | Policy Pack, SharePoint |

| Version | Section | Amendments | Date | Author |
|---------|----------------------------------|--|------------|--------|
| 1 | | New policy based on Tapton School policy and updated for latest Legal and HSE updates | | |
| 2 | Covid – 19 | Additional information regarding the COVID procedures the Trust has put in place with links to further information | 11/08/2021 | J Dean |
| 3 | Maternity Risk Assessment | Added the link to the updated Maternity Risk assessment | 14/07/2022 | J Dean |

| | | | | |
|----------|--|---|-------------------|---------------|
| | Misuse of equipment / general conduct | Added information regarding general conduct in the workplace | | |
| 4 | Legislation | Added the legislation that the policy is based upon. | 10/07/2023 | J Dean |
| 5 | Accidents | Added and expanded section regarding work related injuries, Occupational Diseases, Near miss events & regulations around visitors and reporting of incidents. | 10/07/2023 | J Dean |
| 6 | Accidents | Added link to OFSTED page for reporting EYFS serious accidents | 10/07/2023 | J Dean |
| | | | | |



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 Registered office: England and Wales. VAT Number: 134392225.

Contents

| | |
|---|----|
| 1. Introduction | 1 |
| 2. School Details..... | 3 |
| 3. Policy Statement..... | 3 |
| 4. Aims..... | 5 |
| 5. Responsibilities..... | 5 |
| 6. School Health and Safety Representative | 8 |
| 7. General Arrangements to Keep People Safe – Risk Assessments | 9 |
| 8. Fire..... | 10 |
| 9. Permission to work..... | 12 |
| 10. Asbestos | 12 |
| 11. Legionella Risk Management | 13 |
| 12. Accidents..... | 14 |
| 13. First Aid..... | 16 |
| 14. Electricity..... | 17 |
| 15. Gas..... | 18 |
| 16. Substances | 18 |
| 17. Educational Visits and Off-Site Activities | 19 |
| 18. Lone Working..... | 20 |
| 19. Medical Needs..... | 21 |
| 20. Working at height | 21 |
| 21. Manual handling..... | 22 |
| 22. Infection prevention and control | 22 |
| 23. Covid – 19 Additional Specific Detail which works in conjunction with Infection Prevention and Control..... | 24 |
| 24. New and expectant mothers | 25 |
| 25. Curriculum Safety..... | 26 |
| 26. Work Experience (Only offered to 6 th formers)..... | 27 |
| 27. Staff Wellbeing and Stress..... | 28 |
| 28. General Conduct in the workplace | 28 |
| 29. Monitor and Review..... | 28 |
| 30. Useful Contacts..... | 28 |
| 31. Useful Websites | 29 |
| Appendix I. Recommended absence period for preventing the spread of infection..... | 30 |

I. Introduction

Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy.

This Health and Safety Policy states our intention to work safely and is a useful tool to help the school achieve its objectives.

Please also refer to the Whole School Risk Assessment Document which is reviewed annually.

Making the policy work

It is a legal requirement to communicate this policy to all employees as everyone working at Taptan School Academy Trust, from the Headteacher to new members of staff has their own role and responsibilities.

Communication

The Health and Safety policy and Health and Safety in general, will be communicated with staff via the following means:

- Health & Safety Committee
- Governors meetings – Standing Agenda point – Finance / Resources committee
- Staff meetings
- Via email at the beginning of each academic year.

Health & Safety Training that has been made available to staff in school and specific job roles:

| Training | Staff |
|---|--|
| Control of Substances Hazardous to Health – COSHH | All Building Supervisors Cleaning Team Catering Team |
| Manual Handling | All Building Supervisors Cleaning Team Catering Team |
| Legionella | Building Supervisors / Site staff |
| Asbestos Awareness | Building Supervisors / Site staff |
| IPAF / PASMA | Building Supervisors / Site staff |
| Working at Height | All staff briefing completed |
| Health & Safety Training – online course | All staff to complete |



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2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

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

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

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

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



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3. School Details

This is the Health and Safety Policy of: **TAPTON SCHOOL** which is part of Tapton School Academy Trust

Address: Tapton School, Darwin Lane, Sheffield, S10 5RG

4. Policy Statement

Tapton School Academy Trust (TSAT) are committed to providing high standards of health and safety for all users of the different sites. We will ensure, so far as is reasonably practicable, that

- The premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public
- There are safe systems of work for all employees and students
- Suitable and sufficient work equipment is provided
- There are adequate welfare arrangements
- Information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

The above is Section 2 of the HASAW Act 1974 and is our legal responsibility

As a Trust, our strategic aims include:

Sustainable Trust - We will support every school and learner with the highest standard and most cost-effective education and business support services to ensure that we liberate as much capacity and resources to add value and deliver the highest quality education experience.



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TSAT recognises its responsibility to provide adequate control of the health and safety risks arising from its activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner. This is completed by Annual Risk Assessments, Dynamic Risk Assessments and Planned Activity Risk Assessments.



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Whilst day to day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the TSAT Board of Trustees..

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. TSAT commits to implementing the Health & Safety at Work etc Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation. TSAT's competent health and safety representative (John Dean & Tommie Barker) will provide to the schools' leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.

TSAT supports the view that a positive health and safety culture is of significant benefit to the good performance and safety of all schools. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the Trust's strategy, law and any significant changes will be brought to the attention of all staff.

5. Aims

- To ensure that the Trust is always a safe and healthy place
- To provide equipment, resources and systems that are safe and without risks to health
- To raise awareness among all users of the Trust as to their responsibility for themselves and others
- To provide sufficient information, instruction, training and supervision to enable all employees, students and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all pertinent information from the relevant external bodies to the correct user[s] – such as communication via the Health & Safety Executive, enforcement bodies such as the Local Authority and relevant staff training
- To regularly monitor and review safety procedures throughout the Trust
- To create and update a central file containing relevant health and safety information. This will be located in a Trust H&S file on SharePoint.

5. Responsibilities

5.1 Overall responsibility for the management of Health and Safety is the Board of Trustees of Taptan School Academy Trust through the CEO. *The Trustees have delegated responsibility to the Local Governing Boards but the Trustees remain accountable:*

| Role | Name |
|-------------------------------|---------------------|
| Committee responsible for H&S | Finance & Resources |
| CEO | David Dennis |



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5.2 Responsibility for individual academy health and safety management is that of:

| Role | Name |
|-----------------------------------|-----------------------|
| Local Governing Board | Jim Rushton |
| Headteacher | Kat Rhodes |
| Business Manager / School Manager | Debra Kirkham |
| Building Supervisor | Michael Scott (Mitie) |

5.3 Responsibility for the following areas is that of:

| Area | Responsible Person |
|---|--|
| Premises Management – including whole school Risk Assessments | Debra Kirkham |
| Catering Provision | Mitie (third party managed by Debra Kirkham) |
| Early Years Provision | n/a |
| PE provision | Rachel Becks |
| Trips & Visits | Debra Kirkham |
| Science | Viv Bates |
| Design Technology | Tim Priest |
| Food Technology | Tracey Stafford |
| Art | Kari Pilarek |
| Cleaning Provision | Mitie (third party managed by Debra Kirkham) |

5.4 General Responsibilities

The Trustees will:

- Ensure the Health and Safety policy is applied in the school through regular reports to the Finance & Resources Committee from the Executive team including
 - Health and Safety Action Plan
 - Risks – through the overall Trust Risk Register
 - KPIs
 - Breaches reporting
 - Any internal audits.



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- Ensure the Local Governing Boards (LGBs) are effectively monitoring the Health & Safety of the School by
 - Copies of Local Governing Board H&S minutes
 - Escalation / Exception reporting from LGBs.

The Local Governors will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner
- Ensure the Health and Safety policy is applied in the school through regular reports from the Headteacher including details of any issues, risks or breaches
- Report to the Trust Executive team and Trust F&R Committee any significant breaches of policy or risks arising
- Deal with any health and safety problems brought to them by the Head Teacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances
- Ensure that the Health and Safety Policy is brought to the attention of all staff and implemented in school. Help prepare, implement and monitor a “site-specific” health and safety policy
- Confirm compliance with Statutory and Local Authority policies and procedures and monitor health and safety management within school
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance
- Ensure adequate consultation takes place to allow everyone to contribute to safe working. This will be done in the following way:

Additional Governor Responsibilities

E.G: Site specific H&S training to areas such as Design Technology, Science, Nursery settings

The Headteacher will:

- Take overall responsibility for day to day management of health and safety issues
- Ensure that health and safety is incorporated into the planning and organisation of all school functions
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk
- Attend health and safety training courses as appropriate
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers)



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- Provide necessary information to staff members and their representatives on health and safety matters
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities
- Ensure staff have an appropriate workload in support of a reasonable work/life balance
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be done in the following way:

Additional Headteacher Responsibilities

Site specific H&S training to areas such as Design Technology, Science, Food Technology. Ensuring that First Aid training courses is delivered for managing school trips.

All Staff Members will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the schools policies and procedures
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits
- Attend health and safety training courses as appropriate
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders
- Bring to the attention of the Associate Headteachers information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits
- Report to the Associate Headteachers any problems that they feel that they cannot deal with themselves
- Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the health and safety policy of their employer
- Complete the on-line H&S courses assigned to them in a timely way.

6. School Health and Safety Representative

The Governing Body and Headteacher recognise the role of Safety Representatives. Safety Representatives will be allowed appropriate paid time off to enable them to fulfil their duties.

We communicate and consult with safety representatives on a regular basis about health and safety matters and offer facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic health and safety inspections.



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| Name | Trade Union |
|------|-------------|
| | |
| | |
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| | |

7. General Arrangements to Keep People Safe – Risk Assessments

Risk Assessments are a legal requirement under **Regulation 3 of the Management of Health and Safety at Work Regulations 1999**.

All of our Risk Assessments are recorded. We have a Generic Risk Assessment booklet as a starting point but, where there are no generic assessments we carry out our own assessments using the blank assessment form which can be found in the Health Safety area of the school's Learning Platform). Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

We share the findings of our risk assessments with all members of staff. Risk assessments are kept in the following places:

| Document | Location |
|--|---------------------|
| Fire Risk Assessment | Learning Platform |
| Generic Premises Risk Assessment | Learning Platform |
| Foundation Stage Risk Assessment | n/a |
| Educational Visits Risk Assessments | Evolve |
| Hazardous Substances Risk Assessments | Department specific |
| Task / activity based Risk Assessments | Department specific |

Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

The following people assist with the assessment process for their individual area of work:



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| Name | Area of responsibility |
|-----------------|------------------------|
| Viv Bates | Science |
| Tim Priest | D&T |
| Tracey Stafford | Food Technology |
| Rachel Becks | PE |
| Harriet Brodie | Educational Visits |

| | |
|------------------------------|---------------------|
| Debra Kirkham/Office Manager | Premises Management |
| Jillian Hirst (Chartwells) | Catering Provision |

NB It is the Headteachers' responsibility to ensure that risk assessments are carried out. However the Headteachers may delegate the function or request the assistance of competent staff in carrying out a risk assessment.

8. Fire

An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

When our school requires painting, only paints providing a flame-retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation (damage to these closers is very common in schools).

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

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell

Fire alarm testing will take place once a week

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

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



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All documentation relating to fire safety is kept:

| Document | Location |
|---|--|
| Fire Risk Assessment (including Arson Assessment) | Learning Platform and Caretaker's office |
| Fire Precautions Log Book | Caretaker's office |
| Fire Safety Training Records | Caretaker's office |

The following people have a role to play in ensuring fire safety issues are adequately dealt with

| Name | Responsible for: |
|------------------------------|--|
| | Named Responsible Person |
| Debra Kirkham/Office Manager | Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis |
| Office Manager/Michael Scott | Inducting new members of staff and supply / agency staff, contractors etc |
| Debra Kirkham/Michael Scott | Making sure that staff receive regular refresher training |
| Debra Kirkham/Michael Scott | Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc |
| Debra Kirkham/Michael Scott | Ensuring regular fire drills are carried out and recorded |
| Michael Scott | Keeping the Fire Precautions Log Book up to date |
| Michael Scott | Ensuring all fire specific equipment such as door release fobs, firefighting equipment, emergency lighting and fire alarms are serviced and checked for compliance |



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9. Permission to work

A permission to work form is completed and approved for any work that is; intrusive to the structure of the building, the ground adjacent to building but within the school's boundary and/or makes alterations to existing mechanical, electrical, fire & life and water systems.

Tommie Barker, Trust Facilities Manager and Debra Kirkham is responsible for ensuring that the Premises and Assets Team are informed, via the permission to work scheme, at the planning stage of any such work.

10. Asbestos

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings. It was mainly used because of its fire proofing and insulation qualities.

| | Location |
|---|----------|
| There is an Asbestos Register on site. This is kept | N/A |

The Headteacher, as the duty holder under the **Control of Asbestos Regulations 2006**, has responsibility for the management of asbestos on site, although some functions and day-to-day issues may be delegated to Senior Managers and other members of staff.

| | Name |
|---------------------|------|
| Responsible persons | N/A |

are responsible for ensuring that it is brought to the attention of any relevant member of staff and also to all contractors that may carry out work on our site.

A copy of the school's asbestos management survey (formerly known as a 'type 2' asbestos survey) is kept in the asbestos register which is located at the main reception of the school site.

Where invasive building works are to be carried out on the school premises e.g. refurbishment, demolition, additional electrical wiring, mechanical pipework, installation of whiteboards and projectors, a Refurbishment & Demolition (R&D) asbestos survey (formerly known as a 'type 3' asbestos survey) will be carried out. Any asbestos containing material (ACM) that is identified as having the potential to be disturbed as part of 'small' / project work shall be removed by a licensed contractor ensuring air quality tests are conducted prior to the re-population of the school site.

Tommie Barker, Trust Facilities Manager is responsible for ensuring that the Premises and Assets Team are informed, via the permission to work scheme, at the planning stage of any such work.

| | Name |
|--|------|
|--|------|



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| | |
|---|-----|
| The following members of staff are responsible for monitoring the condition of asbestos materials that are on site and ensuring that records are kept up to date. | N/A |
|---|-----|

11. Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

Legionnaires' disease does not spread from person to person.

Legionella temperature checks will be completed each month at each site along with other legionella checks such as flushing of little used outlets and shower head cleaning. An annual audit will also be completed by a 3rd party.

| Document | Location |
|------------------------------------|--------------------|
| Legionella Survey | Caretaker's office |
| Legionella Log Book | Caretaker's office |
| 3 rd party organisation | Caretaker's office |

The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

| Name | Responsible for: |
|-----------------------|---|
| Michael Scott (Mitie) | Overall responsibility as Named Duty Holder |
| Michael Scott (Mitie) | Ensuring that the recommendations of the Legionella risk assessment are carried out |
| Michael Scott (Mitie) | Ensuring that the Legionella risk assessment is reviewed on a regular basis |
| Michael Scott (Mitie) | Ensuring that all activities identified in the maintenance programme are carried out and recorded |
| Michael Scott (Mitie) | Keeping the Log Book up to date |

The following people have attended Legionella training



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| Name | Date of Training: |
|-----------------|-------------------|
| Michael Scott | Jan 20 |
| Luke Barry | April 22 |
| Oshin Beveridge | April 22 |

12. Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

| Document | Location |
|-----------------------|-------------------------|
| Accident Report Forms | Office Manager's office |
| RIDDOR report forms | Office Manager's office |

The following people have responsibilities for:

| Name | Responsible for: |
|----------------|--|
| Beth Oakley | Recording all accidents to staff / pupils |
| Office Manager | Ensuring that accidents are investigated and that major accidents, which are reportable on-line to the Health and Safety Executive (under the RIDDOR regulations), |
| Office Manager | Ensuring risk assessments are reviewed in light of lessons learned |
| Office Manager | Periodically reviewing accident reports to identify trends |
| Debra Kirkham | Reporting serious incidents / accidents to Governors |
| | |

12.1 Reporting to the Health and Safety Executive

The Office Manager 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).



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The Office Manager will report these to the Health and Safety Executive 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Office Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
- Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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



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Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

12. Reporting to Ofsted

[Report a serious childcare incident - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

13. First Aid

Under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of the school.

The following people hold the relevant first aid qualification:

| Qualification | Staff members with appropriate qualification |
|------------------------------------|--|
| Full First Aid Qualification | 2 staff fully trained (details held in first aid room) |
| 1 Day First Qualification | 31 staff trained (details held in first aid room) |
| Paediatric First Aid Qualification | N/A |

The following people have responsibilities for:



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Tel: 0114 267 1414 Email: enquiries@taptonttrust.org.uk Web: www.taptonttrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

| Name | Responsible for: |
|----------------|--|
| Debra Kirkham | Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities) |
| Office Manager | Keeping records of First Aid Qualifications and ensuring these are re validated |
| Beth Oakley | Ensuring First Aid boxes are checked and restocked on a regular basis |

14. Electricity

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

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school are the responsibility of Interserve and are tested at least every five years by a competent electrician.

| Document | Location |
|-------------------------------------|--|
| Office Manager's office | Office Manager's office |
| PAT testing Certificate | Office Manager's office (with appliances test results) |
| Fixed installation test certificate | Caretaker's Office |

The following people have responsibilities for:

| Name | Responsible for: |
|--|---|
| All staff | Visually checking portable electrical appliances |
| Office Manager | Arranging the testing of portable appliances |
| Michael Scott | Ensuring the five yearly checks are carried out on the fixed installation |
| Michael Scott/Debra Kirkham | Arranging repairs / remedial work |
| Subject Leaders/Senior technicians/Mitie | Showing key members of staff how to isolate the electrical supply in an emergency situation |



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 Tel: 0114 267 1414 Email: enquiries@taptonttrust.org.uk Web: www.taptonttrust.org.uk

Charitable Limited Company Registration Number: 07697171.
 Registered office: England and Wales. VAT Number: 134392225.

15. Gas

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

| Document | Location |
|----------------------------|--------------------|
| Gas Servicing Certificates | Caretaker's Office |

The following people have responsibilities for:

| Name | Responsible for: |
|--|---|
| Michael Scott /Debra Kirkham | Arranging the testing and maintenance of gas appliances |
| Michael Scott /Debra Kirkham | Arranging repairs / remedial work |
| Michael Scott /Debra Kirkham | Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe) |
| Subject Leaders/Senior technicians/Mitie | Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation |

16. Substances

The **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes.

| Document | Location |
|---|---|
| Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc | Caretaker's Office, Science Prep Rooms/DT Office/Art Office |
| Hazard Data Sheets | Science Prep Rooms/DT Office/Art Office |
| Documented risk assessments | Departmental Offices/Prep Rooms |



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
 Tel: 0114 267 1414 Email: enquiries@taptontrust.org.uk Web: www.taptontrust.org.uk

Charitable Limited Company Registration Number: 07697171.
 Registered office: England and Wales. VAT Number: 134392225.

The following people have responsibilities for:

| Name | Responsible for: |
|-----------------------------|--|
| Viv Bates/Nancy Logan/Mitie | Keeping the inventory up to date |
| Viv Bates/Nancy Logan/Mitie | Ensuring hazard data sheets are available |
| Viv Bates/Nancy Logan/Mitie | Making sure that risk assessments are documented |
| Viv Bates/Nancy Logan/Mitie | Making sure Personal Protective Equipment (where necessary) is provided and worn |
| Viv Bates/Nancy Logan/Mitie | Training staff in the safe use and handling of substances |
| Viv Bates/Nancy Logan/Mitie | Disposing of surplus substances safely |

17. Educational Visits and Off-Site Activities

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- Supporting the Headteacher when approving educational visits
- Assessing the competency of leaders and other adults on the visit
- Ensuring that all members of staff receive induction training in the schools process for educational visits
- Helping and supporting members of staff with the planning of educational visits including help with risk assessments.

| Document | Location |
|---|------------------|
| Educational Visits Documentation | On-line (EVOLVE) |
| Educational Visits Generic Risk Assessments | On-line (EVOLVE) |

The following people have responsibilities for:

| Name | Responsible for: |
|------|------------------|
|------|------------------|



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 Tel: 0114 267 1414 Email: enquiries@taptonttrust.org.uk Web: www.taptonttrust.org.uk

Charitable Limited Company Registration Number: 07697171.
 Registered office: England and Wales. VAT Number: 134392225.

| | |
|----------------|---|
| Harriet Brodie | Educational Visits Co-ordinator |
| Debra Kirkham | Reporting Educational Visits to Governors |
| Harriet Brodie | Ensuring staff receive induction training in educational visits |
| Harriet Brodie | Ensuring post visit evaluation is completed |

The following people have attended EVC training and also EVOLVE training

| Name | Date / Type of Training: |
|----------------|--------------------------|
| Debra Kirkham | 2218 (EVC) |
| Harriet Brodie | Sept 2023 (EVC) |

18. 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.

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

| Document | Location |
|---------------------|-------------------|
| Lone Working policy | Learning Platform |



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 Tel: 0114 267 1414 Email: enquiries@taptonttrust.org.uk Web: www.taptonttrust.org.uk

Charitable Limited Company Registration Number: 07697171.
 Registered office: England and Wales. VAT Number: 134392225.

19. Medical Needs

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

| Document | Location |
|------------------------------|--------------------------|
| Medicines Policy | Head's PA office/Website |
| Pupils individual care plans | First Aid Room |
| Consent Forms | Pupil Files |

There may be a requirement to administer medicine or for a member of staff to have specific medical training such as Epilepsy or Catheter training. The following staff have completed specialist training:

| Practice | Name |
|-----------------------------|---|
| Epilepsy Recovery training | Nancy Logan |
| Catheter training | N/A |
| Administration of medicines | Beth Oakley, Zoe Woolhouse, Louisa Harid, Alison Milnes, Dave Simpson |

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



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Charitable Limited Company Registration Number: 07697171.
 Registered office: England and Wales. VAT Number: 134392225.

| Document | Location |
|--------------------------|-------------------|
| Working at Height policy | Learning Platform |

21. Manual handling

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

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

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

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

| Document | Location |
|------------------------|-------------------|
| Manual Handling policy | Learning Platform |

22. Infection prevention and control

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

22.1 Handwashing

- Wash hands with liquid soap and 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

22.2 Coughing and sneezing

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



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Charitable Limited Company Registration Number: 07697171.
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22.3 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

22.4 Cleaning of the environment

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly

22.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

22.6 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

22.7 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

22.8 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



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Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

- 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

22.9 Pupils vulnerable to infection

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

22.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix I.

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

23. Covid – 19 Additional Specific Detail which works in conjunction with Infection Prevention and Control

TSAT recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, students and such other persons as may be affected by its activities. The Trust will adopt health and safety arrangements during the pandemic in line with Health & Safety legislation, Public Health England guidance and in consideration of Local and National Government guidelines.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

The Trust will ensure that the risks of Covid-19 presented to students, staff and visitors are reduced to as much as possible.

The Trust will:

- Apply and communicate sensible risk management and safe working practices. This will involve:
 - Regular assessment of hazards and associated risks
 - Following government and public health regulations and guidance in respect of Covid
 - Consider guidance from the local authority
 - Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level
 - Monitoring the effectiveness of those measures by senior leaders
 - Provision of information, instruction, training and protective equipment to staff (and students where required)
 - Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.



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Charitable Limited Company Registration Number: 07697171.
 Registered office: England and Wales. VAT Number: 134392225.

- Provide an updated Frequently Asked Questions (FAQ) document to ensure all staff have access to a knowledge base of information regarding Covid-19
- Implement measures to ensure social distancing (where applicable) is observed across the site and in all buildings consistent with and appropriate to the numbers of students, staff and visitors in the school
- Maintain an appropriate hygiene regime to be followed by all students, staff and visitors
- Operate an enhanced cleaning regime for the duration of Covid-19
 - Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during Covid-19
 - Educate students about Covid-19 and encourage and re-assure them about the measures in place to protect themselves from it
 - Require all employees and encourage and support all students to show a proper personal concern for their own safety, for that of the people around them
 - Require staff to exercise increased due care and attention and observe safe working methods
 - Communicate regularly and effectively with staff and parents about the school's response to Covid-19
 - Put in place measures to check on staff wellbeing (including for leaders).

Draw up contingency plans for:

- Someone falling ill or demonstrating Covid-19 symptoms on site
- Deep cleaning in the event of an outbreak of Covid-19 on site
- Provide appropriate personal protective equipment (PPE) as required by staff.

Covid-19 specific Risk Assessments and procedures will be distributed by the Schools separately. Please speak to the Headteacher or Business Manager.

- COVID 19 Risk Assessment
- COVID 19 FAQ
- COVID 19 Ventilation Guidance

24. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. [Tapton School Academy Trust - Staff Risk Assessments - All Documents \(sharepoint.com\)](https://www.taptontrust.org.uk/Shared%20Documents/Staff%20Risk%20Assessments%20-%20All%20Documents)

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



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
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Charitable Limited Company Registration Number: 07697171.
 Registered office: England and Wales. VAT Number: 134392225.

- 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.

25. Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education – formerly BAALPE) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate.

| Document | Location |
|----------|------------------------------|
| CLEAPSS | Science Prep Rooms/DT office |
| AfPE | Subject Leader PE office |
| DATA | DT office |

The following people have responsibilities for:

| Name | Responsible for: |
|---------------|---|
| Subject Leads | Ensuring risk assessments are in place for all tasks / activities |
| | |

The following people have attended training

| Name | Date of Training | Type of training i.e. Woodworking machines; Radiation Protection Supervisor, Trampoline Coaching etc |
|--------------|------------------|--|
| James Fulson | June 22 | Power saws, Hand tools, Portable power tools, Centre lathes, Mortiser, Wood sawing machines, Drilling machines, Sanding machines, Planer / thicknesser, Wood turning lathe |



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Charitable Limited Company Registration Number: 07697171.
 Registered office: England and Wales. VAT Number: 134392225.

| | | |
|--------------|---------|--|
| Tim Priest | June 22 | Power saws, Hand tools, Portable power tools, Centre lathes, Mortiser, Wood sawing machines, Drilling machines, Sanding machines, Planer / thicknesser, Wood turning lathe |
| John Senior | June 22 | Power saws, Hand tools, Portable power tools, Centre lathes, Mortiser, Wood sawing machines, Drilling machines, Sanding machines, Planer / thicknesser, Wood turning lathe |
| Kari Pilarek | June 22 | Power saws, Hand tools, Portable power tools, Centre lathes, Mortiser, Wood sawing machines, Drilling machines, Sanding machines, Planer / thicknesser, Wood turning lathe |
| James Fogg | June 22 | Power saws, Hand tools, Portable power tools, Centre lathes, Mortiser, Wood sawing machines, Drilling machines, Sanding machines, Planer / thicknesser, Wood turning lathe |

26. Work Experience

The Schools Work Experience Co-ordinators will ensure that there is clear communication and co-ordination between placement providers, students and parents. All work experience placements will be checked to ensure that the appropriate insurance, risk assessments and health and safety policies are in place in regard to the level of risk any student may face.

The school will work with parents to make sure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can consider them and will pass on relevant information about the student to the employer. The placement provider (ie the employer) has primary responsibility for the health and safety of the student, and the school's role is to satisfy itself that the placement provider is acting responsibly

| Document | Location |
|----------|---|
| | Use Software called Unifrog for recording work experience |

The following people have responsibilities for:

| Name | Responsible for: |
|----------------|--|
| Jenna Williams | Work Experience Co-Coordinator |
| Jenna Williams | Ensuring work experience placements have been vetted |



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 Tel: 0114 267 1414 Email: enquiries@taptontrust.org.uk Web: www.taptontrust.org.uk

Charitable Limited Company Registration Number: 07697171.
 Registered office: England and Wales. VAT Number: 134392225.

| | |
|----------------|---|
| Jenna Williams | Making sure risk assessments are available and have been shared with students / parents |
| All staff | Carrying out monitoring visits during work experience placements |

27. Staff Wellbeing and Stress

The health and wellbeing of all members of our staff is considered as part of the schools risk assessment process. All members of staff have the opportunity to contribute to the schools stress risk assessment. This is reviewed periodically and the findings shared with staff.

| Document | Location |
|------------------------|----------------------|
| Stress Risk Assessment | With the individuals |
| | |

28. General Conduct in the workplace

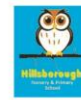
Under Section 7, Employee Duties, of the Health and Safety at Work act 1974, every employee while at work must take reasonable care for their own health and safety, as well as the health and safety of others who may be affected by their acts or omissions at work.

29. Monitor and Review

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.

30. Useful Contacts

| Name | Role | Qualification | Contact |
|-----------|--|----------------|---|
| John Dean | Trust Premises and Operations Director | NEBOSH IOSH | jdean@southeygreen.sheffield.sch.uk T: 0114 2326879 ext 2309 M: 07794 239025 |



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Tel: 0114 267 1414 Email: enquiries@taptonttrust.org.uk Web: www.taptonttrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

| | | | |
|---------------|---|--------------------|---|
| Tommie Barker | Trust Senior Facilities & Project Manager | NEBOSH IOSH | tbarker@southeygreen.sheffield.sch.uk Direct 0114 2326879 ext. 2312 Mobile 07983126692 |
|---------------|---|--------------------|---|

31. Useful Websites

www.hse.gov.uk

Approved Codes of Practice (ACOP) & guidance are produced by the Health & Safety Executive (HSE). Many of these cover aspects of school safety. Copies of these are referred to by way of the HSE website.

The ACOPs have been brought to the attention of all members of staff whenever applicable.

The HSE Website is available for use as a source of reference when carrying out a task e.g. planning an educational visit or setting up equipment in the event of a heating breakdown.



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
Tel: 0114 267 1414 Email: enquiries@taptonttrust.org.uk Web: www.taptonttrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

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

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

| Infection or complaint | Recommended period to be kept away from school or nursery |
|---------------------------------|--|
| Athlete's foot | None. |
| Campylobacter | Until 48 hours after symptoms have stopped. |
| Chicken pox (shingles) | Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over. |
| Cold sores | None. |
| Rubella (German measles) | 5 days from appearance of the rash. |
| Hand, foot and mouth | Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed. |
| Impetigo | Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment. |
| Measles | Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period. |
| Ringworm | Exclusion not needed once treatment has started. |
| Scabies | The infected child or staff member should be excluded until after the first treatment has been carried out. |
| Scarlet fever | Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff. |



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Tel: 0114 267 1414 Email: enquiries@taptontrust.org.uk Web: www.taptontrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

| | |
|--|--|
| Slapped cheek syndrome, Parvovirus B19, Fifth's disease | None (not infectious by the time the rash has developed). |
| Bacillary Dysentery (Shigella) | Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school. |
| Diarrhoea and/or vomiting (Gastroenteritis) | <p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p> |
| Cryptosporidiosis | Until 48 hours after symptoms have stopped. |
| E. coli (verocytotoxigenic or VTEC) | The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances. |
| Food poisoning | Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise). |
| Salmonella | Until 48 hours after symptoms have stopped. |
| Typhoid and Paratyphoid fever | Seek advice from environmental health officers or the local health protection team. |
| Flu (influenza) | Until recovered. |
| Tuberculosis (TB) | Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough. |



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| Whooping cough (pertussis) | A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment. |
| Conjunctivitis | None. |
| Giardia | Until 48 hours after symptoms have stopped. |
| Glandular fever | None (can return once they feel well). |
| Head lice | None. |
| Hepatitis A | Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis. |
| Hepatitis B | Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required. |
| Hepatitis C | None. |
| Meningococcal meningitis/ septicaemia | If the child has been treated and has recovered, they can return to school. |
| Meningitis | Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed. |
| Meningitis viral | None. |
| MRSA (meticillin resistant Staphylococcus aureus) | None. |
| Mumps | 5 days after onset of swelling (if well). |
| Threadworm | None. |
| Rotavirus | Until 48 hours after symptoms have subsided. |



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