

# Health and Safety Policy



**COOMBE HOUSE**  
SCHOOL

<b>Policy owner:</b>	Facilities and Health & Safety Manager	<b>Adoption Date:</b> January 2023
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## **1 Aims**

- 1.1 This is the health and safety policy of Dorset Centre of Excellence Limited which operates Coombe House School and other peripheral commercial and community activities, hereafter referred to within this policy as the **Company** or **We**.
- 1.2 We aim to apply high standards in the management and control of all our operations, to include matters of health and safety, to ensure that health and safety is an integral part of the Company's culture and staff, children and young people, and those who visit the School or may otherwise be affected by Company operations are safe.

## **2 Policy Statement**

- 2.1 Our statement of general policy is:
  - 2.1.1 to provide a culture of safety, equality and protection.
  - 2.1.2 to provide adequate control of the health and safety risks arising from our work activities.
  - 2.1.3 to consult with our employees, children and young people and anyone else affected on matters affecting their health and safety.
  - 2.1.4 to provide and maintain a safe place of work and safe plant and equipment.
  - 2.1.5 to ensure safe handling and use of substances.
  - 2.1.6 to ensure we have access to one or more competent persons (persons with sufficient knowledge, training, and experience) to assist us in complying with our health and safety obligations.
  - 2.1.7 to provide information, instruction, and supervision to employees.
  - 2.1.8 to ensure all employees are competent to do the tasks assigned to them or otherwise commensurate with their role, and to give them adequate training.
  - 2.1.9 to prevent accidents and cases of work-related ill health.
  - 2.1.10 to maintain safe and healthy working conditions.
  - 2.1.11 to review and revise this policy as necessary at regular intervals.
  - 2.1.12 to ensure that adequate resources are available for the management of health and safety issues.
- 2.2 In accordance with our obligations under the Health and Safety at Work etc. Act 1974, we have a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the Company's operations. Although the welfare and well-being of children and young people are not strictly within the remit of this policy, we recognise that this is inextricably linked with the Company's health and safety.
- 2.3 We will safeguard and promote health, safety and welfare by:
  - 2.3.1 taking a proportionate and holistic approach to risk management.

- 2.3.2 ensuring that the Directors and Leadership are aware of and understand the Company's health and safety and welfare policies and procedures to allow them to apply them sensibly and pragmatically to the identified and reasonably foreseeable risks.
  - 2.3.3 ensuring that key staff have clearly established roles and responsibilities.
  - 2.3.4 keeping paperwork to a minimum, with the significant hazards identified, their risks adequately controlled, and precautions clearly documented where needed.
  - 2.3.5 consulting with staff and safety representatives and children and young people, where appropriate, to find practical solutions to health and safety issues.
  - 2.3.6 ensuring that practice and compliance is regularly monitored, feedback given, and lessons learned.
- 2.4 Any references to legislation in this policy include any subsequent amendments to that legislation.

### **3 Scope and Application**

- 3.1 This health and safety policy applies to the whole Company.
- 3.2 The policy applies to all Company staff (including employees, fixed-term, part-time, temporary, and voluntary staff and helpers), children and young people and visitors to the site.

### **4 Regulatory Framework**

- 4.1 This policy has been prepared to meet the Company's responsibilities under:
  - 4.1.1 Health and Safety at Work etc. Act 1974.
  - 4.1.2 The Education (Independent School Standards) Regulations 2014.
  - 4.1.3 The Workplace (Health, Safety and Welfare) Regulations 1992.
  - 4.1.4 The Management of Health and Safety at Work Regulations 1999.
  - 4.1.5 The Electricity at Work Regulations 1989.
  - 4.1.6 The Work at Height Regulations 2005.
  - 4.1.7 The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2012.
  - 4.1.8 The Fluorinated Greenhouse Gases Regulations 2015.
  - 4.1.9 The Gas Safety (Installation and Use) Regulations 1998.
  - 4.1.10 The Health and Safety (Display Screen Equipment) Regulations 1992.
  - 4.1.11 The Lifting Operations and Lifting Equipment Regulations 1998.
  - 4.1.12 The Manual Handling Operations Regulations 1992.
  - 4.1.13 The Control of Substances Hazardous to Health Regulations 2002 (COSHH).

- 4.1.14 The Control of Asbestos Regulations 2012.
- 4.1.15 The Control of Pollution (Oil Storage) (England) Regulations 2001.
- 4.1.16 The Regulatory Reform (Fire Safety) Order 2005.
- 4.1.17 The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR).
- 4.1.18 The Health Protection (Notification) Regulations 2010.
- 4.1.19 The Construction (Design and Management) Regulations 2015.
- 4.1.20 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR General Data Protection Regulation).
- 4.2 This policy has regard to the following guidance and advice:
  - 4.2.1 [Leading health and safety at work](#) (The Health and Safety Executive (HSE), June 2013).
  - 4.2.2 [Health and safety: responsibilities and duties for schools](#) (DfE, April 2022).
  - 4.2.3 [Health and safety on educational visits](#) (DfE, November 2018).
  - 4.2.4 [Keeping children safe in education](#) (DfE, September 2023) (KCSIE).
  - 4.2.5 [Good estate management for schools](#) (DfE, April 2022).
  - 4.2.6 [Asbestos management in schools](#) (DfE, October 2020).
  - 4.2.7 [Emergency planning and response guidance](#) (DfE, April 2022).
  - 4.2.8 [Incident reporting in schools \(accidents, diseases and dangerous occurrences\): guidance for employers](#) (HSE, EDIS1 (revision 3), October 2013).
  - 4.2.9 [Using contractors: a brief guide](#) (HSE, INDG368 (revision 1), March 2013).
  - 4.2.10 [Approved Code of Practice Legionnaires' Disease L8](#) (HSE, November 2013).
  - 4.2.11 [Guidance on the management of outdoor learning, off-site visits and learning outside the classroom](#) (OEAP).
  - 4.2.12 [Investigating Accidents and Incidents](#) (HSE, HSG245 2004).
  - 4.2.13 [School and college security](#) (DfE, November 2019).
  - 4.2.14 [Controlling access to school premises](#) (DfE, November 2018)
- 4.3 This policy should be considered alongside the other policies of the Company, many of which have explicit and implicit references to health and safety.

## **5 Publication and Availability**

- 5.1 This policy is published on the Company's website.
- 5.2 This policy is available in hard copy on request from the Company Office.
- 5.3 A copy of the policy is available for inspection from the office during working hours.
- 5.4 This policy can be made available in large print or another accessible format if required.

## 6 Responsibility Statement and Delegation of Tasks

- 6.1 As an employer, Dorset Centre of Excellence Limited has overall responsibility for health and safety at the Company.
- 6.2 The Directors acting on behalf of Dorset Centre of Excellence Limited are committed to protecting the health and safety of those affected by the Company's operation, including but not restricted to its employees, children and young people, and visitors to the Company site.
- 6.3 To ensure that efficient discharge of its responsibilities under this policy, the Directors have allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Facilities and Health & Safety Manager	As required, and at least annually
Monitoring (and reporting to relevant leaders / Board of Directors and Managing Director) the implementation of the policy, relevant risk assessments and any action taken in response, evaluating accessibility, availability, proportionality and effectiveness via:  (a) Monitoring incident reports and records created in relation to the policy and identifying any action to be taken in response  (b) Monitoring any correspondence from regulators / enforcement action taken against and/or relating to the Company	Facilities and Health & Safety Manager  Headteacher (for Coombe House School)	Ongoing and at least annually
Reporting any suggested policy amendments to the Directors	Facilities and Health & Safety Manager	As required
Seeking input from interested groups (such as children and young people, staff, parents/carers) to consider improvements to the Company's processes under the policy	Facilities and Health & Safety Manager  Headteacher (for Coombe House School)	Ongoing

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Facilities and Health & Safety Manager	Ongoing and at least annually

6.4 To ensure the health and safety standards are maintained / improved, the following people also have responsibility in the following areas:

<b>Name</b>	<b>Responsibility</b>
Headteacher	Responsibility for pupil management and appropriate standards for Coombe House School
Facilities and Health & Safety Manager	Buildings, Grounds and Plant Equipment
Managing Director	Oversight of Health and Safety and Compliance activity

6.5 Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer to comply with the law. All employees must:

- 6.5.1 co-operate with supervisors and managers on health and safety matters.
- 6.5.2 undertake their work in accordance with training and instructions.
- 6.5.3 not interfere with anything provided to safeguard their or others' health and safety.
- 6.5.4 take reasonable care of their own health and safety.
- 6.5.5 inform the Company of any situation representing a serious and immediate danger, so remedial action can be taken.
- 6.5.6 report all health and safety concerns to an appropriate person (as detailed in this policy).

6.6 In addition, staff have a common law duty to act reasonably in all the circumstances.

6.7 All children and young people and visitors must:

- 6.7.1 co-operate on health and safety matters and in particular follow the instructions of staff in the event of an emergency.
- 6.7.2 take reasonable care for their own health and safety and that of others at the Company.
- 6.7.3 observe standards of dress consistent with safety and/or hygiene.
- 6.7.4 use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- 6.7.5 report all health and safety concerns to a member of staff.

## **7 Risk Assessment: Health and Safety**

- 7.1 We promote and safeguard the health and safety of employees, children and young people and others through the systematic assessment of risks posed by the Company's operation. Further information on the risk assessment process can be found in the separate Risk Assessment Policy.
- 7.2 Risk assessments of the Company's activities will be carried out to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, children and young people and others who may be affected by the Company's operation. This will be undertaken by conducting appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to (as a minimum) the level required by law.
- 7.3 Risk assessments will be concise and focused on removing / controlling risks.
- 7.4 Risk assessments will be conducted / reviewed for new and/or expectant mothers, employees aged under 18 and night and/or lone workers.
- 7.5 Risk assessments will be conducted by relevant members of staff in liaison with the Facilities and Health & Safety Manager and cover key areas of risk including:
  - 7.5.1 supervision arrangements, off-site trips, hazardous or adventure activities.
  - 7.5.2 personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, ionising radiation and fire safety.
  - 7.5.3 use of high-risk areas, such as gymnasias, playgrounds, swimming pools, machinery, laboratories and workshops.

The Company will identify the measures needed to reduce the risks from pandemics/epidemics so far as is reasonably practicable and to put appropriate and proportionate arrangements in place.

- 7.6 The responsibility to complete risk assessments in line with delegated authority is the overall responsibility of the Facilities and Health & Safety Manager for facilities (and the Headteacher for Coombe House School operations), who will delegate their completion to appropriate members of staff.
- 7.7 The findings of the risk assessments will be reported to the Managing Director (and the Headteacher where appropriate to school management and leadership).
- 7.8 Action required to remove / control risks will be approved by the relevant leader where there is a need for finance to be provided.
- 7.9 The Facilities and Health & Safety Manager will be responsible for ensuring the action required is implemented in conjunction with the action owner (and their line manager as required).
- 7.10 Risk assessments will be reviewed at least annually or when there are changes to the activity or related setting, whichever is soonest.
- 7.11 For further guidance on risk assessment, please refer to the Risk Assessment Policy.



## **8 Risk Assessment: Welfare Issues**

8.1 Our specific arrangements for safeguarding and promoting children and young people's welfare are set out in:

8.1.1 a separate risk assessment for individual children and young people.

8.1.2 our safeguarding and child protection, anti-bullying and behaviour policies.

## **9 Consultation with Employees**

9.1 We will consult with employees and other relevant stakeholders in good time on significant issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, information provision and training on health and safety and addressing complaints in relation to the Company's health and safety processes.

9.2 Representatives will be provided with sufficient information to enable them to participate fully in the consultation process.

9.3 We will also consult with children and young people, where appropriate.

## **10 Information, Instruction and Supervision**

10.1 The health and safety law poster is displayed in suitable areas around the site.

10.2 Further notices relating to first aid and fire safety will be displayed as appropriate.

10.3 We will display a certificate of employers' liability insurance at the Company office.

10.4 Health and safety advice is available from the Facilities and Health & Safety Manager.

10.5 Supervision of young workers / trainees will be arranged / undertaken / monitored by appropriate staff.

10.6 The Managing Director is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

## **11 Competency for Tasks and Training**

11.1 All employees are provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.

11.2 We ensure that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles, such as training in first aid and evacuation procedures and the assessment of risk.

11.3 We will also ensure that all employees receive job specific health and safety training, including risk assessment training where appropriate. The level and frequency of training depends on the role of the individual member of staff.

11.4 The Company will provide further training if risks change and refresher training when skills are not frequently used.

11.5 Staff training records are kept by Company HR.

11.6 Training will be identified, arranged and monitored by Company HR.

## **12 Off-Site Visits**

- 12.1 Procedures for off-site visits, including residential visits and adventurous activities are set out in the Company's relevant policies.

## **13 Workplace Safety**

- 13.1 We will ensure that the Company premises are safe and in good repair and are kept free of reasonably avoidable safety hazards and are fit for purpose and suitable for the age of the children and young people who use them and the activities provided on the premises.
- 13.2 We will take all reasonable steps to ensure that the Company premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips, trips and falls to employees, children and young people, and other users of Company premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992.
- 13.3 The Facilities and Health & Safety Manager will arrange periodic site inspections and the maintenance and repair of the Company grounds including matters such as tree safety.
- 13.4 The Facilities and Health & Safety Manager will arrange for periodic inspections of the Company premises to ensure that the premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.
- 13.5 We will promote effective infection control by ensuring that the Company premises are kept clean and tidy.
- 13.6 We will ensure that access to high-risk areas, including laboratories, workshops, swimming pool, gymnasium and out of bounds areas of the grounds is appropriately controlled and restricted.
- 13.7 We will ensure that contractors and sub-contractors are suitably vetted and inducted to the site prior to work commencing. We will ensure we have obtained a copy of their risk assessments and permits to work are issued in advance of their visit where appropriate.

## **14 Vehicle Safety**

- 14.1 We will ensure that there is adequate segregation of pedestrians, including children and young people, staff and visitors and vehicular traffic on the Company site.
- 14.2 The Facilities and Health and Safety Manager will ensure that any Company vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.
- 14.3 The Facilities and Health and Safety Manager is responsible for ensuring that Company vehicles are properly taxed, licensed and insured.
- 14.4 The Facilities and Health and Safety Manager will ensure that drivers of Company vehicles are competent to drive the vehicle in question, are properly licensed and insured to do so, that Company journeys are properly planned, supervised and risk assessed and that adequate records are maintained.

This policy should be read in conjunction with the relevant procedures that are in place for the use of vehicles for work purposes.

## **15 Safe Plant and Equipment**

- 15.1 The Facilities and Health & Safety Manager will be responsible for identifying all plant/equipment requiring maintenance.
- 15.2 The Facilities and Health & Safety Manager will be responsible for ensuring effective maintenance procedures are drawn up and implemented.
- 15.3 Any defects or problems found with plant/equipment should be reported the Facilities and Health & Safety Manager and that plant/equipment should be immediately taken out of use until it has been made safe.
- 15.4 New plant and equipment will be checked to ensure it meets health and safety standards before it is purchased.
- 15.5 Employees will be provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.
- 15.6 Employees are provided with adequate instructions and/or training on how to use personal protective equipment correctly.

## **16 Legionella**

- 16.1 The Facilities and Health & Safety Manager will ensure that an appropriate Legionella management programme is in place for all buildings.
- 16.2 The Facilities and Health & Safety Manager, Head Housekeeper and Senior Maintenance Technician will be responsible for ensuring Legionella Management monitoring is completed and recorded.
- 16.3 The Facilities and Health & Safety Manager will ensure that a risk assessment is carried out to assess the risk of Legionella and relevant preventative control measures implemented in accordance with HSE Approved Code of Practice L8.

## **17 Inspection and Testing Regime**

- 17.1 The Facilities and Health & Safety Manager will ensure that all equipment and systems including mains and portable electrical equipment, emergency lighting, gas appliances and fittings, local exhaust ventilation, pressure systems, oil storage systems, lifting equipment and glazing used at or by the Company are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the Company and that records of inspection, maintenance and testing are retained.
- 17.2 In particular, the Company will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989, the Gas Safety (Installation and Use) Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998, the Control of Pollution (Oil Storage) (England) Regulations 2001.
- 17.3 PAT Testing (Portable Appliance Testing) will be completed annually with visual inspections completed between PAT testing. A suitably qualified person will be used to complete PAT testing. All users will be trained on how to complete visual inspections and how to report concerns. Personal electrical items are not permitted. Should it be necessary for personal items to be used on site, they will be checked to ensure they comply with BN standards.
- 17.4 The Facilities and Health & Safety Manager will also ensure that inspections and assessments are carried out in respect of the Company's air conditioning in accordance with the Fluorinated Greenhouse Gases Regulations 2015 and the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2012.

## **18 Visual Display Units (VDUs) and Display Screen Equipment**

- 18.1 We will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992.
- 18.2 Staff must carry out a Display Screen Equipment self-assessment when there are major changes to the equipment, furniture or work environment (such as with a change of workstation), or where the nature of their work tasks change considerably. Any issues must be reported to their line manager to allow appropriate action to be taken.

## **19 Manual Handling**

- 19.1 We seek to avoid the need for manual handling (defined for the purpose of this policy as the transporting of loads by hand or using bodily force) wherever possible.
- 19.2 Where manual handling cannot be avoided, we will seek to reduce the related risks by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992.

## **20 Emergency Procedures: Fire and Evacuation**

- 20.1 We will ensure that fire risk assessments are carried out to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005. This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded, and staff and safety representatives will be informed of these.
- 20.2 The Facilities and Health & Safety Manager is responsible for ensuring that fire risk assessments are undertaken regularly (at least every two years) and reviewed annually.
- 20.3 The Facilities and Health & Safety Manager is responsible for ensuring that the findings of the risk assessments and any recommendations by the Fire Service are implemented. Escape routes are checked by the Estates team weekly. Fire doors must be free of obstruction and easily opened from the inside.
- 20.4 Fire extinguishers and other fire-fighting equipment (such as alarms, detectors and blankets) are maintained and checked regularly in order to ensure they are in working order and appropriately placed.
- 20.5 Alarms are tested at least once per week.
- 20.6 The Facilities and Health & Safety Manager is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.
- 20.7 The Company will ensure that there are sufficient fire marshals (or deputies in their absence) on site at all times and that they are appropriately trained.
- 20.8 The list of trained fire marshals is a live document that is kept up to date and displayed in public areas of the various buildings.
- 20.9 In addition to the Company's procedures regarding fire, we will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put staff, children and young people, visitors or other users of the Company premises at risk. This includes:
  - 20.9.1 security-related incidents.

- 20.9.2 serious injury to a child or young person, or member of staff.
- 20.9.3 significant damage to the Company property.
- 20.9.4 severe weather.
- 20.9.5 criminal activity.
- 20.9.6 the effects of a disaster in the local community.
- 20.9.7 public health incidents.
- 20.10 We will ensure that staff and children and young people are trained in what to do in an emergency.
- 20.11 All health and safety and fire emergencies should also be reported to the Managing Director who can be contacted on 01747 449 868 or via the main office on 01747 449 844. Coombe House School related matters should also be reported to the Headteacher.
- 20.12 Where an evacuation is considered necessary, the main fire bell will be activated, and the Company's emergency routine followed.
- 20.13 The Assembly points are:
  - Tennis Courts opposite Coombe House School
  - Grassed Area by Chapel
  - Astroturf Pitch
- 20.14 Emergency evacuation and fire drills will be tested at least once per term and the results recorded. Feedback from fire marshals and senior will be requested by the Facilities and Health & Safety Manager to inform lessons learned and subsequent process improvements.
- 20.15 Some school locations are fitted with Key Activated Fire Call Points which require staff to use the key supplied to raise a fire alarm. Relevant staff who work or regularly visit these areas are issued with a Fire Call Point Key as part of their induction process which will include an explanation of the process for raising a fire alarm.

## **21 Smoking**

- 21.1 The Company site is a smoke free zone.
- 21.2 Smoking is defined as being in possession of a lit substance such as tobacco or any other substance that can be smoked. This includes any type of cigarette, pipe, cigar or water pipe used to smoke tobacco. For the purposes of this policy, e-cigarettes / vapes shall be classed in the same manner as smoking of other materials. This includes prohibiting the use of e-cigarettes / vapes in all School and main site buildings, grounds or vehicles.
- 21.3 No smoking is permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business. The No Smoking Policy extends to the use of the building outside of school hours. On educational trips, including residential, the No Smoking Policy will apply.
- 21.4 Staff who become aware of incidents involving pupils and smoking will inform the responsible staff member. Staff who become aware of incidents involving other staff or visitors and smoking, should, where safe to do so, remind the smoker that the site is a smoke free zone and should inform their line manager.

21.5 Pupils of the School who disregard the policy will have their conduct considered according to the Company and School's disciplinary and behavioural procedure. Any smoking paraphernalia will be dealt with regard to the guidance within the School's behavioural policies and the DfE guidance on Searching, Screening and Confiscation: Advice for schools (July 2022).

## **22 Accidents, First Aid and Work-Related Ill Health**

- 22.1 This policy should be read in conjunction with the Company's First Aid policy.
- 22.2 We will ensure that there are adequate numbers of appropriately qualified First Aiders on the Company premises and for off-site trips and visits at all times.
- 22.3 Risk assessments will be undertaken by the HR Department to determine the level of equipment, facilities and personnel necessary to enable First Aid to be rendered to a casualty. The Company's risk assessment will also identify where specialist health surveillance is needed.
- 22.4 An up-to-date list of First Aiders is maintained by the HR Department.
- 22.5 The First Aid boxes are kept in every building and their location is made known to staff.
- 22.6 Health surveillance records will be kept by HR.
- 22.7 All accidents are to be reported to the Facilities and Health & Safety Manager and recorded in the Company accident record.
- 22.8 The accident record is kept by the Facilities and Health & Safety Manager.
- 22.9 We will take reasonable care to ensure that the health of our employees is not placed at risk. In doing so, the Company will consider the risk of employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other, and the demands placed on staff.

All work-related ill health including work-related stress should be reported to the Company's HR Department who will give consideration as to whether the employee is advised to access occupational health services which will be arranged by the Company accordingly.

## **23 Communicable Diseases, Pandemics and Epidemics**

- 23.1 The Company will manage the risks associated with communicable diseases, pandemics and epidemics.
- 23.2 The Company will implement the following general control measures:
- 23.2.1 ensuring good hygiene.
  - 23.2.2 maintaining appropriate cleaning regimes.
  - 23.2.3 keeping occupied spaces well ventilated.
  - 23.2.4 following public health advice on appropriate protective measures, testing, self-isolation and managing confirmed cases.
- 23.3 The Company has risk assessments and procedures in response to pandemics / epidemics which are kept under regular review. Like all risk assessments, these are 'living documents' and will be reviewed and updated as the circumstances and the public health advice change.
- 23.4 The Company will assess risk reduction measures in the following priority order:

- 23.4.1 elimination.
  - 23.4.2 substitution.
  - 23.4.3 engineering controls (e.g. design measures that help mitigate risk).
  - 23.4.4 administrative controls (e.g. floor markings or signage).
- 23.5 The Company will actively monitor whether the controls in place are necessary, effective and working as planned.

## **24 Control of Substances Hazardous to Health (COSHH)**

- 24.1 We will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. To do so, we will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.
- 24.2 All staff, visitors and children and young people will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage, and handling.
- 24.3 Appropriate line managers will be responsible for identifying all substances which need a COSHH assessment.
- 24.4 Line managers will be responsible for undertaking COSHH assessments.
- 24.5 Line managers will be responsible for ensuring that all actions identified in the assessments are implemented.
- 24.6 Line managers will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 24.7 Assessments should be re-assessed on a regular basis at least annually and any time there are significant changes to the task or process or a significant change in personnel who carry it out e.g. young / inexperienced workers, pregnancy, workers with pre-existing conditions such as asthma, dermatitis, etc.
- 24.8 All staff will ensure that hazardous substances are locked away after use and an up-to-date inventory maintained.
- 24.9 COSHH Inventories, Risk Assessments and Data Sheets should be kept where COSHH products are stored.

## **25 Asbestos**

- 25.1 We recognise that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACM) or presumed ACMs on the Company premises by complying with the Control of Asbestos Regulations 2012 and in particular by:
- 25.1.1 complying with our duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate.
  - 25.1.2 preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs.

- 25.1.3 working with the landlord to assess, manage and monitor the risks.
  - 25.1.4 ensuring that all employees who may encounter ACM or presumed ACM are adequately trained.
  - 25.1.5 ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency.
  - 25.1.6 ensuring that ACM or presumed ACM is not disturbed unless prior agreement has been given by Managing Director and there are appropriate control measures in place to ensure that staff, children and young people or any other users of the Company premises are not exposed to asbestos.
  - 25.1.7 ensuring that only authorised staff and/or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.
- 25.2 If anyone disturbs or suspects that they have disturbed ACM they should:
- 25.2.1 not disturb it further under any circumstances.
  - 25.2.2 ensure that access to the affected area is restricted and put up a warning sign stating, "possible asbestos contamination."
  - 25.2.3 immediately report it to the Facilities and Health & Safety Manager or Managing Director who will take appropriate action; and
  - 25.2.4 ensure that any clothing which has been covered in dust or debris is appropriately disposed of.

## **26 Work at Height**

- 26.1 We will take all reasonable steps to ensure the health and safety of any person working at height in accordance with the Working at Height Regulations 2005.

## **27 Radon**

- 27.1 The Company will carry out appropriate assessments in respect of radon levels affecting the premises and implement the control measures identified in accordance with HSE guidance on Radon in the workplace.

## **28 Hirers, Visitors, and Contractors**

- 28.1 All hirers, visitors and other users of the Company premises (to include parents, contractors, delivery people and inspectors) must:
  - 28.1.1 be ready to produce identification and ensure that they report to Reception where they will be required to verify their identify to the satisfaction of staff. Visitors will be given an area to leave their belongings in a safe place during their visit. If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. All visitors are expected to sign in and wear a visitor's badge. Visitors to the school who are visiting for a professional purpose (such as educational psychologists and school improvement officers) will be asked to show photo ID and:
    - will be asked to show their DBS certificate which will be checked alongside their photo ID, or



- the organisation sending the professional, such as the Local Authority or Educational Psychology Service, will provide prior written confirmation that an appropriate level of DBS check has been carried out (if this is provided, we will not ask to see the DBS certificate).
- where a visitor is attending site without a DBS certificate, a risk assessment will be conducted and they will be accompanied throughout their visit.

All other visitors, including visiting speakers, will be accompanied by a member of staff and those without a DBS certificate will be escorted at all times.

We will not invite into the Company any speaker who is known to disseminate extremist views and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

28.1.2 ensure that they are familiar with the Company's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.

28.1.3 Ensure they have read and comply with the Company's Safeguarding policy.

28.2 Contractors will be selected and managed in accordance with HSE guidance and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2015. All contractors who work on site will be risk assessed in accordance with the Company's safer recruitment procedures and appropriate measures put in place to safeguard pupils. This may include requiring regular contractors to confirm that they have had safeguarding training at the appropriate level to their role, implementing measures to segregate them from children and young people, or to supervise them and/or to carry out appropriate checks in relation to them, including DBS (Disclosure and Barring Service) checks where appropriate.

28.3 All contractors are required to adhere to appropriate behavioural boundaries including the staff code of conduct.

28.4 All contractors should be made aware of the relevant provisions in the Company's safeguarding and child protection policy and procedures appropriate to their role at the Company and taking into account the opportunity for contact with children and young people. As a minimum this should include knowing the identity of the DSL (Designated Safeguarding Lead) and the duty to pass on any safeguarding concerns.

28.5 Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the Company premises.

28.6 The Company will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised.

## **29 Security**

29.1 We aim to provide a safe and secure environment for all employees, children and young people, and other visitors to the Company premises.

29.2 We restrict access to the Company premises to members of the public to ensure the safety and security of employees, children and young people and other visitors and take all reasonable measures to deter unauthorised public access to the premises.

- 29.3 There is a public footpath on site which is near the edge of the boundary to the site. The nearest point is some distance away on the driveway entering the site. There is a risk assessment in place for this which is reviewed regularly.
- 29.4 We will take appropriate steps to ensure that there are adequate security arrangements for the premises by ensuring that:
- 29.4.1 there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks).
  - 29.4.2 security assessments are conducted and reviewed regularly.
  - 29.4.3 all employees and pupils are trained on the existence and operation of the Company's security arrangements and that staff training is updated as required.
  - 29.4.4 visitors to the premises are appropriately identified.
  - 29.4.5 there are adequate supervision arrangements in place.
  - 29.4.6 all security breaches or incidents are reported to the Managing Director, Headteacher, Facilities and Health & Safety Manager and/or to the Police or other emergency services as appropriate.
  - 29.4.7 security measures do not compromise or intrude on the reasonable privacy of employees and children and young people.

### **30 Protection from Violence and Harassment**

- 30.1 The Company will not tolerate any act of violence or harassment in which an employee or child or young person or any other person on the Company site is abused, threatened, or assaulted, or placed in fear for their own safety.
- 30.2 Any act of violence or harassment carried out by or against children or young people, or staff will be treated seriously. Any alleged incident will be investigated in accordance with the relevant procedure and reported as appropriate.
- 30.3 In the event of an act of violence, harassment or serious security breach incident, steps should be taken immediately to safeguard those affected and contact the Managing Director, Headteacher and/or the Police as appropriate.
- 30.4 Violence or harassment by employees will constitute gross misconduct and will be dealt with under the Company's disciplinary procedure.

### **31 Lone Workers**

- 31.1 We understand the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other Company staff).
- 31.2 Work activities involving lone workers will be risk assessed. The Company will consider the additional hazards posed by lone working and introduce adequate control measures in response.

### **32 Reporting Requirements**

- 32.1 There is a legal obligation to report certain accidents, diseases, incidents, dangerous occurrences and/or near misses to the HSE under the Reporting of Injuries, Diseases and

Dangerous Occurrences Regulations 2013 (RIDDOR). Reporting is most easily done online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). Fatal and "specified" injuries can also be reported by calling 0845 300 9923. Further guidance in relation to RIDDOR reportable incidents and the timescale for reporting can be found in Appendix 1.

- 32.2 The Facilities and Health & Safety Manager is responsible for ensuring that the Company complies with its reporting and record keeping obligations, including in relation to the reporting of accidents involving staff, children and young people, and visitors and will be the point of contact from the Company with external agencies.
- 32.3 The Facilities and Health & Safety Manager is responsible for reporting accidents, diseases, and dangerous occurrences to the HSE or enforcing authority.
- 32.4 If anyone at the Company is known or suspected to be suffering from disease which is classified as a notifiable disease, and/or in the opinion of a registered medical practitioner has an infection and/or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010 (SI 2010 / 659)), the Company will, where required, assist a registered medical practitioner in their report to the proper officer at the relevant local authority.
- 32.5 The Company will also take all reasonable steps to comply with relevant governmental guidance in relation to specific diseases and/or work with and, follow the advice of the local Public Health Authority as required.
- 32.6 Details of the local health protection teams can be found at <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>.
- 32.7 The Company will notify Ofsted of any serious accident, illness, or injury to, or death of, any child or young person whilst in their care, and of the action taken in respect of it where Ofsted require them to do so. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
- 32.8 The Facilities and Health & Safety Manager will also consider whether the Company is required to report the accident or incident to any other regulatory body or organisation.
- 32.9 The Company will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any pupil or other child whilst in their care and act on any advice given.
- 32.10 The Managing Director will consider whether the Company is required to report the accident or incident to the Company's insurers.

### **33 Record Keeping**

- 33.1 Details of injuries, conditions, dangerous occurrences, and occupational diseases should also be kept in an accident record which must be kept for the length of time required by law.
- 33.2 Where practicable, the Company will retain sufficient information in relation to its staff, children and young people, and other visitors in order to allow it to assist with any enquiries from public health protection authorities.
- 33.3 Following an incident or accident the Company will take all reasonable steps to collect and preserve relevant evidence and documentation.
- 33.4 All records created in accordance with this policy are managed in accordance with the Company's policies that apply to the retention and destruction of records.

- 33.5 The information created in connection with this policy may contain personal data. The Company's use of this personal data will be in accordance with applicable data protection laws. The Company has published privacy notices on its website which explain how the Company will use personal data.

## **34 Monitoring**

- 34.1 The Directors accept overall responsibility for monitoring health and safety performance and for ensuring that the Company meets the required health and safety standards.
- 34.2 At an operational level the Facilities and Health & Safety Manager is responsible for establishing, monitoring and reviewing health and safety measures, reviewing risk assessments, accident books / reports and accident investigations regularly and at least annually.
- 34.3 Reviews should include a review of health and safety related complaints and sanctions taken against employees and/or pupils for health and safety breaches and such reviews are reported to Company HR. This allows the Company to evaluate its performance to ensure that it is effectively managing risks.
- 34.4 As part of the monitoring process, the Company will ensure that appropriate corrective action is being taken in response to any review and that learning has been shared and necessary improvements put in place.

## **35 Internal Investigation**

- 35.1 The Facilities and Health & Safety Manager and HR are responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident, to prevent a recurrence, to discipline employees or pupils, to brief lawyers for the purpose of obtaining legal advice or to aid litigation and/or to actively monitor the effectiveness of this policy.
- 35.2 The Company will not sanction any internal investigation which may prejudice the investigations of outside agencies.
- 35.3 Where appropriate, the Company will seek legal advice from the Company's solicitors before commencing an internal investigation. No admission of liability on the Company's behalf shall be made without legal advice (if required) and prior agreement from the Company's insurers.
- 35.4 In the event of an accident or incident the Managing Director will consider whether it is appropriate to investigate and then give authority to Facilities and Health & Safety Manager to commence an investigation and decide when the investigation will start.
- 35.5 Any internal investigation will be conducted fairly and objectively taking a systematic and structured approach to investigating the processes and systems.

## **36 Press and Social Media**

- 36.1 The Managing Director will deal with any press enquiries and social media issues and no comment on the Company's behalf shall be made without legal advice (if required) and prior agreement from the Company's insurers.

### **37 Injured Person / Their Family**

37.1 The HR Manager will communicate with the injured person(s) and/or their family on the Company's behalf with prior legal advice (if required) and/or prior agreement from the Company's insurers.

### **38 Links With Other Policies/Procedures**

38.1 This Health and Safety Policy is linked to our:

38.1.1 First Aid Policy

38.1.2 Data Retention and Disposal Procedure and Guidance

38.1.3 Lone Working Procedure

38.1.4 No Smoking Policy

38.1.5 School Closure Procedure

38.2 All of our policies and procedures are available from the Company Office. The contact details are listed below:

Email: [office@dorsetcentreofexcellence.org.uk](mailto:office@dorsetcentreofexcellence.org.uk)

Telephone: 01747 449 844

### **39 Version Control**

Date of adoption of this policy	January 2023
Date of last review of this policy	December 2023
Date for next review of this policy	December 2024
Policy owner (Proprietor)	Dorset Centre of Excellence

## **Appendix 1 Guidance on RIDDOR Reporting**

The Company is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**):

### **Accidents involving staff**

The Company will report:

- work-related accidents resulting in death or "specified' injury" (including as a result of physical violence) must be reported immediately (major injury examples include: any loss of consciousness caused by head injury or asphyxia; amputation).
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days.
- certain work-related diseases.
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

### **Accidents involving pupils or visitors**

The Company will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

In determining whether the accident arose out of a "work activity", the Company should consider whether the accident was caused by factors, such as:

- a failure in the way a work activity was organised e.g., inadequate supervision on an educational visit.
- the way in which equipment, machinery or substances were used.
- the condition, design or maintenance of Company premises.

Further guidance specific to the operations of Coombe House School can be found in Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers (HSE, EDIS1 (revision 3), October 2013), and on the HSE website.

## Appendix 2 Investigations

Any investigation carried out will be proportionate to the level of risk identified and will take account of HSE guidance on investigating accidents and incidents (Investigating accidents and incidents: A workbook for employers, unions, safety representatives and safety professionals HSG245 (hse.gov.uk)). It is likely to include the following steps:

- 1 **Gathering the Information:** this will include the Company considering:
  - a) where and when the adverse event including an accident, incident, work-related illness or near miss happened.
  - b) who was injured / suffered ill health or was otherwise involved with the adverse event.
  - c) how did the adverse event happen.

If appropriate, any witness statements taken should be factual and avoid opinion. Any physical evidence should be preserved, if practicable, including photographs and CCTV footage. If experts are to be instructed, advice will be sought from the Company's solicitors.

- 2 **Analysing the information:** this will include:
  - a) examining all the facts.
  - b) determining, if possible, what happened and why, for example determining the root cause of the accident or incident.
  - c) considering possible lessons learned, shortcomings and/or failings, as appropriate.

- 3 **Identifying risk control measures:** this will include:
  - a) identifying suitable risk control measures.
  - b) identifying possible solutions in order to prevent a recurrence.
  - c) making recommendations, where appropriate.

### 4 **The action plan and its implementation**

A member of senior management will make decisions and act on any recommendations in any investigation report and/or any action plan and identify any trends. Any formal disciplinary action will normally be considered at this stage.

In cases of complex investigations, or where the Company otherwise considers it necessary, the Company may seek specialist help to support its investigations and/or instruct a third party to carry out the investigation on its behalf.

The investigation report, any action plan and/or any records created or collated as part of the investigation will be retained in accordance with the terms of this Policy and/or the Company's data retention procedures.

### **Appendix 3 Other Communicable Diseases (for Coombe House School)**

This section applies to Coombe House School.

*When should children and staff be absent from school?*

The basic principle advocated by The UK Health Security Agency (formerly Public Health England) in guidance on this area, is that children who are unwell with an infectious disease should not be at school or nursery. When the risk of infection to others has passed and the children have recovered, they should return to school whether or not vestiges of the disease are visible. It is important that parents and school staff understand this principle in order that children do not return before they should do. It is also important that school staff know where they can find information and obtain advice about such matters as exclusion periods.

The UK Health Security Agency provides the following guidance for staff on managing cases of infectious diseases in education settings: [Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities). *What if you suspect a child is suffering from an infectious disease?*

Children who attend school while suffering the early stages of infectious diseases can rapidly spread infection among their fellow pupils. Clear directions should be given to teachers and support staff in order that they know what to do when they suspect that a child is suffering from some form of infectious disease.

The UK Health Security Agency guidance emphasises that diagnosis should only be undertaken by an appropriately qualified health professional. Staff should, therefore, immediately notify the Headteacher of their concerns. The Headteacher should then make arrangements, having regard to applicable educational best practice guidance, for the child to be examined by a health professional. This may involve temporary exclusion (absence through illness) of the child and, in some circumstances, of close contacts as well. In such circumstances parents should be fully consulted and involved wherever practicable.

*What about exclusion (absence through illness) periods?*

As noted above, the UK Health Security Agency guidance advises that children should not attend school until after they have recovered and until the risk of infection to others has passed. The UKHSA guidance includes specific advice for schools on exclusion periods (absence through illness) for individual infectious diseases and sets out recommendations on the length of time for which children suffering from particular infections should be kept away from school once they are well again, to ensure that the risk of transmitting the illness to other pupils and adults has passed. It also includes information on other relevant matters such as hygiene control and immunisations.

The UKHSE guidance can be viewed here: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>.

Links to further guidance on specific infectious diseases are available on the UKHSA website.

*Where can schools get individual advice about management of illness?*

Schools should seek advice either from NHS Direct or from the local authority's Consultant in Communicable Disease Control (CCDC). The CCDC must be contacted whenever there are any cases of notifiable diseases in the school among either pupils or staff. The CCDC should also be contacted if there appears to be an unusual number of cases of an infectious disease in a school or nursery. The CCDC's advice should be sought urgently if a food handler in the school is suffering from diarrhoea or vomiting.



The full list of notifiable diseases can be found at <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>.

#### *What about outbreaks of infectious diseases?*

During outbreaks of infectious diseases, in particular, serious conditions such as meningitis, it is important that parents, pupils and staff are fully and regularly informed. It is sensible for schools to hold information on infectious diseases and on steps that may need to be taken if there are cases at the School. In the same way that all schools have a named individual to deal with accidents and injuries, so a named person will be appointed to co-ordinate the School's response should this type of issue occur.

#### *How can schools prevent the spread of infectious diseases?*

The spread of some infectious diseases in schools, particularly diarrhoea and vomiting illnesses, including Dysentery and Hepatitis A, can be controlled through good hygiene procedures.

These procedures include effective hand washing with warm, running water and soap, after using the toilet and before eating. Paper towels or hand-dryers are best for drying hands.

Spillages of body fluids, e.g. blood, faeces, saliva or vomit, should be cleaned up immediately. Disposable gloves should always be worn. Surfaces on which body fluids have been spilled should be cleaned with the appropriate disinfectant.

Cleaning fluid must be stored securely, away from the reach of children. Secure disposal procedures must also be followed.

Particular care needs to be taken to avoid transmission of infectious diseases to children from animals that might be kept on the site or which are encountered during farm visits. The School will conduct a risk assessment as appropriate taking account of relevant Department for Education (DfE) and local authorities guidance on hygiene procedures in these areas.

#### *How can staff protect themselves against infection from pupils?*

The most important measure is to ensure that children who are infectious are excluded as advised above. In the case of diarrhoea or vomiting, the hygiene measures described above are also essential. In other cases, immunisation may be necessary.

Due to the resurgence of Tuberculosis (TB) in certain parts of the country, staff may wish to consult their GP to discuss whether they are sufficiently protected against this disease. Staff working with children who are in high-risk groups for Hepatitis B may also wish to discuss with their GP if immunisation would be appropriate.

#### *What if staff themselves become ill with an infectious disease?*

Staff who become ill with an infectious disease should remain absent until they recover and no longer pose a risk of infection to others. In rare instances medical suspension may be necessary.

#### *What about pregnant teachers?*

During pregnancy, certain infectious diseases can pose dangers to unborn babies. Pregnant staff should contact their GP or antenatal clinic if they are concerned about possible exposure to an infectious disease at school. Women who are considering becoming pregnant should check with their GP that they have immunity to rubella.

Other diseases of possible concern include chickenpox and slapped cheek disease (parvovirus).

### Administration of Medication

Some children who are otherwise well may need to complete a course of medication during the school day which is covered by the separate Administration of Medication Policy.

#### Further guidance

Further NEU guidance on specific infectious diseases is available on the health and safety section of their website: [Infectious diseases in schools | NEU](#).

As at the date of this policy, NEU advice is as given in the following table but the website should be consulted to ensure advice given is up-to-date:

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school, nursery or child-minders</b>	<b>Comments</b>
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox	Until all vesicles have crusted over	See: Vulnerable Children and Female Staff – Pregnancy
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per Green Book	Preventable by immunisation (MMR x 2 doses). See: Female Staff – Pregnancy
Hand, foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x 2). See: Vulnerable Children and Female Staff – Pregnancy
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school, nursery or child-minders</b>	<b>Comments</b>
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child
Slapped cheek/fifth disease. Parvovirus B19	None (once rash has developed)	See: Vulnerable Children and Female Staff – Pregnancy
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local UKHSA centre. See: Vulnerable Children and Female Staff – Pregnancy
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

### Diarrhoea and Vomiting Illness

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school, nursery or child-minders</b>	<b>Comments</b>
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged five years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Consult your local UKHSA centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

## Respiratory Infections

Infection or complaint	Recommended period to be kept away from school, nursery or child-minders	Comments
Flu (influenza)	Until recovered	See: Vulnerable Children
Tuberculosis*	Always consult your local UKHSA centre	Requires prolonged close contact for spread
Whooping cough* (pertussis)	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local UKHSA centre will organise any contact tracing necessary

## Other Infections

Infection or complaint	Recommended period to be kept away from school, nursery or child minders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local UKHSA centre
Diphtheria*	Exclusion is essential.	Family contacts must be excluded until cleared to return by your local UKHSA centre. Preventable by vaccination. Your local UKHSA centre will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local UKHSA centre will advise on control measures
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are blood-borne viruses that are not infectious through casual contact. For cleaning of body fluid spills see: Good Hygiene Practice

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school, nursery or child minders</b>	<b>Comments</b>
Meningococcal meningitis*/ septicæmia*	Until recovered	Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local UKHSA centre will advise on any action that is needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local UKHSA centre will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular hand washing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local UKHSA centre
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

\* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, Coombe House School will make checks as necessary regarding the local / regulatory reporting expectations should a case be discovered within Coombe House School. Outbreaks: if an outbreak of infectious disease is suspected, contact your local UKHSA centre.

### *Good hygiene practice*

#### Hand washing

Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water and 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.

#### Coughing and sneezing

Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged.

#### Personal protective equipment (PPE)

Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood / body fluids (for example, nappy or pad changing). Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

#### Cleaning of the environment

Cleaning of the environment, including toys and equipment, should be frequent, thorough and follow national guidance. For example, use colour-coded equipment, Control of Substances hazardous to Health (COSHH) and correct decontamination of cleaning equipment. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE.

#### Cleaning of blood and body fluid spillages

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and 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. A spillage kit should be available for blood spills.

#### Laundry

Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

#### Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

#### Sharps disposal

Sharps should be discarded straight into a sharps bin conforming to BS 7320 and UN 3291 standards. Sharps bins must be kept off the floor (preferably wall-mounted) and out of reach of children.

#### Sharps injuries and bites

If skin is broken, encourage the wound to bleed/ wash thoroughly using soap and water. Contact GP or occupational health or go to A&E immediately. Ensure local policy is in place for staff to follow. Contact your local HPT for advice, if unsure.

#### Animals

Animals may carry infections, so hands must be washed after handling any animals. HSE guidelines for protecting the health and safety of children should be followed.

## Appendix 4 Key Contacts

<b>Facilities and Health &amp; Safety Manager</b>	Mark Beckett mark.beckett@dorsetcentreofexcellence.org.uk Telephone number: 01747 449 859
<b>Headteacher</b>	Darren Harte darren.harte@coombehouseschool.org.uk Telephone number: 01747 449 820
<b>Managing Director</b>	Andy Holder andy.holder@dorsetcentreofexcellence.org.uk Telephone number: 01747 449 868

## Appendix 5 Health and Safety Policy Summary

This is the statement of general policy and arrangements for	Dorset Centre of Excellence
Overall and final responsibility for health and safety is that of	Board of Directors
Day-to-day responsibility for ensuring this policy is put into practice is delegated to	Facilities and Health & Safety Manager HR Manager

Statement of general policy	Responsible person (position and name)		
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Facilities and Health & Safety Manager (Mark Beckett) HR Manager (Michelle Heywood)		
To provide adequate training to ensure employees are competent to do their work	Facilities and Health & Safety Manager (Mark Beckett) HR Manager (Michelle Heywood)		
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Facilities and Health & Safety Manager (Mark Beckett) HR Manager (Michelle Heywood)		
To implement emergency procedures - evacuation in case of fire or another significant incident	Managing Director (Andy Holder) Headteacher (Darren Harte) Facilities and Health & Safety Manager (Mark Beckett)		
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances	Facilities and Health & Safety Manager (Mark Beckett) HR Manager (Michelle Heywood)		
Health and safety law poster is displayed	Facilities and Health & Safety Manager (Mark Beckett)		
First Aid boxes and accident book are located	Office / Medical Room		
Accidents and ill health at work reported under RIDDOR	Facilities and Health & Safety Manager (Mark Beckett)		
Signed:	Managing Director	Date:	December 2023
Subject to review, monitoring, and revision by:	Facilities and Health & Safety Manager	Every 12 months or sooner if work activity changes	