



Health and Safety Policy

(2026-27)

This policy supersedes all other ***policy name*** policies

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1. Statement of intent

The Fioretti Trust (the Trust) is committed to maintaining a healthy and safe learning environment in which to work. This policy demonstrates the Trust's commitment to fulfil its Duty of Care and to prevent accidents, incidents and cases of work-related ill health. The Trust considers that this can only be achieved with the full involvement of the Academy Trust community; and believes that by integrating appropriate health & safety, well-being and welfare practices into our work activities will reduce risk of work-related illness and injury.

The Trust shall in so far as is reasonably practicable, comply with the Health and Safety at Work etc. Act 1974 and all statutory provisions associated with it and will support employees in meeting their obligations under law including conducting risk assessments and developing effective emergency procedures.

Ensuring the health and safety of our employees and non-employees (i.e. visitors, contractors, pupils) is of paramount importance to the Trust. Together with our schools, the Trust shall ensure that activities and services are provided in such a way to minimise risk of injury or ill-health to employees and non-employees. This will be achieved through the effective identification of key hazards and the assessment of risk associated with our activities. We shall ensure that risks are suitably controlled.

The Trust shall ensure that adequate and appropriate resources are provided to make certain that safe plant and work equipment (including Personal Protective Equipment (PPE) where applicable) is provided in our schools including safe access and egress. The Trust shall also ensure that employees have the necessary competency to carry out the tasks expected of them and will provide them with the necessary information, training and supervision to do their work without putting themselves or others at risk.

The Trust shall consult employees on health and safety issues and this policy will be communicated to all employees of the Trust.

This policy reflects our dedication to health and safety and recognises that health and safety is equally important as our other objectives. To this end, the Trust will establish health and safety performance targets and objectives and ensure that the resources are available to achieve them.

Trustees of the Fioretti Trust approved this statement on 8th July 2025. This statement will be reviewed annually and published on our website.

1. Legal framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Health and Safety (Display Screen Equipment) Regulations 1992
- Gas Safety (Installation and Use) Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- Electricity at Work Regulations 1989
- Social Security (Claims and Payments) Regulations 1979

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) Promoting and supporting mental health and wellbeing in schools and colleges



- DfE (2021) 'Health and safety in schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- DfE (2023) 'Keeping children safe in education'
- HSE (2021) 'Sensible health and safety management in schools'
- HSE (2013) 'INDG417: Leading health and safety at work'
- HSG65 (2013) 'Managing for health and safety'
- HSE L8 Approved Code of Practice - Legionella: Control of Legionella Bacteria in Water Systems
- UK Health Security Agency (UKHSA) - Health protection in schools and other childcare facilities

1.3. This policy should be used in conjunction with the following school policies and procedures:

- Asbestos Management Plan
- First Aid Policy
- Continuity & Business Plan
- Supporting Pupils with Medical Conditions Policy
- Risk Assessments
- Accessibility Plan
- Remote Learning Policy
- Emergency / Critical Incident Plan
- Lone Working Policy
- Manual Handling Policy
- Working at Heights Policy

2. Duties of the Trust

- 2.1. As the employer, The Board of Trustees (BoT) of Fioretti Trust ("The Trust") has overall responsibility for the health, safety and welfare of all staff, pupils, visitors and contractors to the school and accepts its responsibility for providing a safe and healthy work environment.
- 2.2. The Trust will take reasonable steps to fulfil its responsibilities under the requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 as well as other Regulations, Approved Codes of Practice, Guidance etc. made under this legislation.
- 2.3. The Trust shall ensure that the Statement of Intent and appropriate health and safety organisation and arrangements are in place and kept up to date.
- 2.4. The Trust will ensure that sufficient resources are allocated by it to ensure as far as is reasonably practicable that employees, pupils, visitors and contractors are kept healthy and safe.
- 2.5. The Trust has delegated responsibility for the implementation of this Health and Safety Policy to the Governing Body and the Headteacher but is ultimately responsible.
- 2.6. The Trust will ensure that adequate and appropriate resources are provided to schools within the Trust and will support the Local Governing Body and Headteachers accordingly.

3. Duties of the local governing body

- 3.1. The Local Governing Body, in consultation with the Headteacher, will:
 - Ensure familiarity with the requirements of the applicable legislation and codes of practice.
 - Create and monitor a management structure responsible for health and safety in the school.



- Ensure that this health and safety policy is implemented by all and advise the Trust of any necessary changes.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

3.2. The Local Governing Body endeavours to provide:

- A safe place for all users of the site including staff, pupils, visitors and contractors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

4. Duties of the Headteacher

- 4.1. The Headteacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions at the school for all staff, pupils, visitors and contractors.
- 4.2. The Headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by all members of staff.
- 4.3. The Headteacher is responsible for the day-to-day implementation of the Health and Safety Policy and shall be the point of contact with the LA and the HSE where necessary. The Headteacher may appoint a designated Health and Safety Officer to be responsible for this task however, the Headteacher remains accountable.
- 4.4. In the Headteacher's absence, a named deputy will assume all day-to-day health and safety responsibilities. The identity of this person will be communicated to all staff at the start of each academic year.

5. Duties of all members of staff

- 5.1. All members of staff will:
- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
 - Cooperate with their employers on health and safety matters.
 - Carry out their work in accordance with training and instructions.
 - Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
 - Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
 - Avoid any conduct which puts themselves or others at risk.
 - Be familiar with all requirements laid down by the Local Governing Body.
 - Ensure that all staff, pupils, visitors and contractors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
 - Ensure all machinery and equipment is in good working order and safe to use, including adequate guards and statutory inspections (where required). They will also not allow improper



use of such equipment.

- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to a member of the School Leadership Team or designated Health and Safety Officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.

6. Construction/maintenance of the premises

- 6.1. When undertaking construction or maintenance work, the school will do so in accordance with applicable Trust policies and all work shall comply with the Construction (Design and Management) (CDM) Regulations 2015.
- 6.2. Construction work generally means the carrying out of any building, civil engineering or engineering construction work and includes the construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure.

7. Pupils

- 7.1. Pupils will:
 - Exercise personal responsibility for the health and safety of themselves and others.
 - Dress in a manner that is consistent with safety and hygiene standards.
 - Respond to the instruction of staff given in an emergency.
 - Observe the health and safety rules of the school.
 - Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.
 - Follow the school's health and safety advice on-site and off-site, and report any health and safety incidents to a member of staff.

8. Training

- 8.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school (i.e. general health and safety training delivered during inset days).
- 8.2. The Headteacher will ensure that an appropriate number of employees are suitably trained in effective hazard identification and undertaking effective risk assessments.
- 8.3. The Headteacher will ensure an appropriate number of employees are suitably trained in the handling of hazardous chemicals and materials.
- 8.4. The Headteacher will ensure that there are an appropriate number of first aid trained staff members working within the school.
- 8.5. The Headteacher will ensure that there are an appropriate number of emergency response



trained staff members working within the school (i.e. fire marshalls).

- 8.6. Staff members will be provided with regular training opportunities and have access to support where needed.
- 8.7. Staff members are expected to undertake appropriate Professional Growth (PD) in order to further contribute to the running and success of the school they work in.
- 8.8. Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or who work with pupils with special educational needs (SEN), will be given additional specific health and safety training relevant to their role.

9. Risk assessment

- 9.1. Under the Management of Health and Safety at Work Regulations 1999, each school must:
 - Identify the hazards (what could cause injury or illness)
 - Decide how likely it is that someone could be harmed and how seriously (the risk); and
 - Take action to eliminate the hazard, or if this isn't possible, control the risk
- 9.2. The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed and documented for all areas of risk in the school.
- 9.3. Risk assessments will be reviewed at least every two years unless the risk is considered high, in which case these shall be reviewed at least annually. Where there is a change within the organisation (i.e. where regulatory requirements change, new equipment is introduced, change in task etc). Risk Assessments must be reviewed before the specified review date.
- 9.4. Where an incident/accident occurs, the associated risk assessment will be reviewed as part of the investigation process.
- 9.5. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 9.6. The Local Governing Body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 9.7. The Educational Visits Coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

10. Slips and trips

- 10.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. Schools shall utilise the Risk Assessment process to:
 - Identify the hazards - risk factors considered include: Environmental (floor, steps, slopes, etc.); Contamination (water, food, litter, etc.); Organisational (task, safety, culture, etc.); Footwear; Individual factors (rain, supervision, pedestrian behaviour, etc.)
 - Decide who might be harmed and how
 - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
 - Record the findings
 - Review the assessment regularly and revise if necessary



11. First aid

- 11.1. Each school in the Trust will act in accordance with the First Aid Policy at all times.
- 11.2. Each school will ensure provision is made for both trained personnel and first-aid equipment on-site.
- 11.3. Each school must ensure that there are enough trained first aiders (first aid training must be provided at least every 3 years. The HSE strongly recommends refresher sessions once every year during this 3-year period); including First Aid at Work and Paediatric First Aid. This should be determined by carrying out a First Aid risk assessment. Each school must display who their First Aiders are and include their training date.
- 11.4. First-aid equipment should be suitable and sufficient and made available in easily accessible places. A named person should be identified for overseeing the maintenance of the first aid equipment.
- 11.5. There will always be at least one qualified first aider present on school trips and visits. For trips involving pupils in the Early Years Foundation Stage, at least one first aider with a current paediatric first aid certificate will be present.

12. Contacting the emergency services

- 12.1. Following an accident/injury, the first aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the injured party.
- 12.2. If there is no first aider immediately available, a common-sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

13. Fire safety

- 13.1. All staff members shall fully understand and effectively implement the Fire Evacuation Plan.
- 13.2. The Headteacher is responsible for ensuring that Fire Risk Assessments are carried out and regularly reviewed and for certifying that procedures for ensuring that safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff and ensuring appropriate fire marshal training.
- 13.3. The procedure for fire evacuation drills and the use of fire extinguishers will be clear and understood by all staff.
- 13.4. Fire extinguishers may be used by trained staff only, and only when the member of staff is confident they can use them without putting themselves or others at risk. Untrained staff and pupils must not attempt to use fire extinguishers.
- 13.5. Each school will test evacuation procedures on a termly basis, or more frequently if directed by the CEO.
- 13.6. Assembly points for each school are identified in the school's Fire Evacuation Plan. These must be clearly signed and kept free from obstruction at all times.
- 13.7. During evacuation, form tutors/class teachers will take a register of pupils and check it against the day's attendance register. The Headteacher or designated deputy will take a register of all staff. Staff and pupils will remain outside the building until the emergency services confirm it is safe to re-enter.



- 13.8. The school will have specific arrangements in place for the evacuation of people with mobility needs or disabilities. These arrangements will be documented in Personal Emergency Evacuation Plans (PEEPs) for any individual who requires one. Fire risk assessments will pay particular attention to persons with disabilities.
- 13.9. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 13.10. Fire detection and firefighting equipment will be checked on an annual basis by an approved contractor.
- 13.11. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office.
- 13.12. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.
- 13.13. New staff will be trained in fire safety procedures as part of their induction. All staff and pupils will be made aware of any new fire risks as they arise.

14. Accident reporting

- 14.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Headteacher or nominated Health and Safety Officer using the standard Accident Report Form (see Appendix b).
- 14.2. Where a Health and Safety Officer is appointed, they will be responsible for informing the Headteacher if the accident is fatal or a major injury, as outlined by the HSE.
- 14.3. An accident report form will be completed as soon as possible after the accident by the member of staff or first aider who deals with it. As much detail as possible will be recorded. Information about injuries to pupils will also be recorded in the pupil's educational record.
- 14.4. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with Regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. Schools should also check whether their insurer requires records to be retained for a longer period.
- 14.5. Parents/carers of pupils in the Early Years Foundation Stage will be informed of any accident, injury or first aid treatment given to their child on the same day, or as soon as reasonably practicable.

15. Significant accidents (RIDDOR)

- 15.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
- 15.2. The 'specified injuries' which must be reported include: fractures (other than fingers, thumbs and toes); amputation; injury likely to lead to permanent loss of sight; crush injury to head or torso causing damage to brain or internal organs; burn covering more than 10% of body surface area or causing damage to eyes/respiratory system/vital organs; scalping requiring hospital treatment; loss of consciousness caused by head injury or asphyxia; any other injury from working in an enclosed space leading to hypothermia, heat-induced illness, or requiring



resuscitation or hospital admission for more than 24 hours.

- 15.3. Over seven-day incapacitation of a worker must be reported within 15 days of the accident.
- 15.4. Additional reportable dangerous occurrences include: collapse or failure of lifting equipment; explosion/collapse/bursting of closed vessel or pipework; electrical short circuit causing fire or explosion; unintentional release of a biological agent likely to cause severe human illness; collapse of scaffolding over 5 metres; fire or explosion resulting in suspension of normal work for over 24 hours; accidental release of substances that may damage health.
- 15.5. Reportable occupational diseases include:
 - Skin diseases: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
 - Lung diseases: occupational asthma, farmer's lung, asbestosis, mesothelioma
 - Infections: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
 - COVID-19 - occupational exposure only
 - Other: occupational cancer, musculoskeletal disorders, decompression illness, hand-arm vibration syndrome
 - Carpal tunnel syndrome (where linked to use of vibrating tools)
 - Severe cramp of the hand or forearm (from repetitive work)
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any other occupational disease attributed to occupational exposure to a biological agent
- 15.6. Over three-day incapacitation must be recorded (but not reported to HSE).
- 15.7. Non-fatal accidents to non-workers (pupils, visitors): must be reported if the person is taken directly from the scene to hospital for treatment. Examinations and diagnostic tests alone do not constitute treatment.

16. Reporting procedure

- 16.1. Should an incident require reporting to the HSE, the Headteacher, Health and Safety Officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible and notify the CEO and Chair of Trustees within 24 hours (or immediately in the event of a fatality or significant incident).
- 16.2. Reports are submitted online at: <http://www.hse.gov.uk/riddor/report.htm>
- 16.3. Fatal and specified injuries may also be reported by telephone on 0845 300 9923 (Monday to Friday 8.30am–5pm).

17. Reporting hazards

- 17.1. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- 17.2. In the main, reporting should be conducted through the premises book to the Headteacher as appropriate.
- 17.3. Serious hazards will be reported using the appropriate form available in the school office.

18. Accident investigation

- 18.1. All accidents, however small, will be investigated by an appointed party and the outcomes recorded.



- 18.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 18.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 18.4. The school shall ensure that it identifies a responsible person for coordinating Accident Investigations. This person will undertake half-termly evaluations of all reported incidents, identify patterns and trends, and take corrective action to minimise reoccurrence.

19. Active monitoring system

- 19.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents occurring. Active monitoring may include:
 - Reporting and investigation of near misses with potential to cause significant harm.
 - Audits, including fire risk assessments and health and safety audits.
 - Termly examination of documents to ensure compliance with standards.
 - Monthly reports and updates to the Headteacher.
 - External measures, such as surveys by contractors, HSE, Environmental Health and Ofsted.
- 19.2. Every school within the Trust must complete the Termly Housekeeping Checklist, which is discussed and signed by the Headteacher. Completed copies must be submitted to the CFO within the deadline set at the beginning of each academic year.

20. Bomb threat procedure

- 20.1. All staff members will fully understand and effectively implement the school's Emergency Plan.
- 20.2. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure.
- 20.3. Upon receipt of a bomb threat or a suspicious package, staff members will ask: Where is it? In which building and on what floor? What time will it go off? What does it look like? What type of explosive? Who are you? Why are you doing this? Do you have a code word?
- 20.4. The appropriate evacuation procedure will be followed whether staff believe the threat to be a hoax or not.
- 20.5. Where possible, caller ID or the 1471 service will be used to identify the source of the call. Staff should note the time and write down exactly what was said. Recording devices will be used where possible.
- 20.6. The staff member receiving the call will contact the Headteacher immediately, who will alert the police and the LA. The Headteacher will decide whether to evacuate the building.

21. Evacuation procedure

- 21.1. Each school will develop an effective evacuation procedure. All staff will follow the procedure outlined in the Evacuation Plan in the event of a crisis.
- 21.2. In the event of a fire, the Evacuation Plan will be implemented.
- 21.3. If an evacuation is deemed necessary: all senior staff will be informed via the internal computer system (not by radios or mobile phones); staff and pupils will make their way to the



normal fire assembly area; doors and windows will be left open except in the area of any bomb or suspicious package (which should be sealed); staff should take personal items to avoid unnecessary searching; staff will be positioned at all gates and nobody allowed in or out except emergency personnel; once the police arrive, staff will await instruction from emergency services.

22. Visitors and contractors

- 22.1. The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.
- 22.2. All visitors and contractors will sign into reception. Once signed in, visitors will be collected by the relevant member of staff or escorted to the appropriate area.
- 22.3. No contractor will carry out work on the school site without the express permission of the Headteacher, other than in an emergency or to make the site safe following theft or vandalism.
- 22.4. Only registered and approved contractors will be appointed, and contractors must demonstrate that they have the necessary Health and Safety documentation (H&S Policy, Risk Assessments and Method Statements) and adequate public liability insurance in advance of conducting work.
- 22.5. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors.
- 22.6. Contractors appointed to the school shall bring their own PPE appropriate to the tasks they are to perform. Contractors are required to provide risk assessments identifying the PPE required.
- 22.7. Visitors and contractors will wear a visitor's badge/lanyard at all times. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 22.8. Temporary teaching staff and assistants will sign in at reception on arrival.
- 22.9. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.
- 22.10. Anyone hiring the school premises will be made aware of their health and safety obligations, including compliance with this policy, at the time of booking.
- 22.11. The security of the school site in and out of school hours is the responsibility of named key holders identified in the school's Security Plan. Key holders are responsible for visual inspections of the site and for the management of intruder and fire alarm systems. Key holders' details are held in the school office and communicated to relevant staff.

23. Personal protective equipment (PPE)

- 23.1. Schools will provide employees and pupils who are exposed to a hazard which cannot be controlled by other means with PPE.
- 23.2. PPE means all equipment worn or held by staff or pupils which is designed to protect them from specified hazards.



- 23.3. Visitors will be supplied with PPE when appropriate.
- 23.4. Staff and pupils will use the PPE provided and care for it according to the instructions and training given. They will report any loss or defects to their superior/class teacher.
- 23.5. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 23.6. Equipment manuals are readily available and warning signs are clearly displayed in areas and on equipment where PPE is mandatory.
- 23.7. When not in use, PPE will be properly stored, kept clean and in good repair.

24. Maintaining equipment

- 24.1. The Headteacher shall ensure their school has a Statutory Calendar to effectively manage statutory inspections and ensure equipment is regularly inspected. The following equipment shall be inspected at least annually: all fixed gymnasium equipment; workshop equipment (e.g. lathes and kilns where applicable); all fume cupboards (where applicable).
- 24.2. Gymnasium and PE equipment: pupils are taught to carry out and set up PE equipment safely and efficiently. Staff will check that equipment is set up safely before use. Any concerns about the condition of the gym floor or apparatus will be reported immediately to the site manager/caretaker.
- 24.3. All equipment and machinery will be maintained in accordance with the manufacturer's instructions.
- 24.4. Electrical equipment: All staff are responsible for using and handling electrical equipment sensibly and safely. Only trained staff members may check plugs. Where necessary, a Portable Appliance Test (PAT) will be carried out by a competent person. Permanently installed electrical equipment must be connected through a dedicated isolator switch and adequately earthed. Electrical apparatus and connections must not be touched with wet hands and will only be used in dry conditions. Maintenance, repair, installation and disconnection of electrical equipment must only be carried out by a competent person. All isolator switches must be clearly marked to identify their machine. This section reflects requirements under the Electricity at Work Regulations 1989.
- 24.5. It is the responsibility of the subject leader to ensure new equipment meets appropriate standards and conforms to all health and safety requirements (i.e. UKCA marking).
- 24.6. A responsible person will ensure that maintenance schedules and performance against statutory requirements are reported to governors at least once per term.

25. Hazardous materials (COSHH)

- 25.1. Each school will act in accordance with their Control of Substances Hazardous to Health (COSHH) Policy at all times.
- 25.2. No chemicals or other hazardous materials will be used without the permission of the Head of School.
- 25.3. The school will only purchase hazardous materials from a reputable source, making sure that the relevant Safety Data Sheet (SDS) is provided before purchasing.



- 25.4. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities no larger than necessary.
- 25.5. The Headteacher is responsible for ensuring all hazardous products are risk assessed before use and that the relevant control measures are in place.
- 25.6. All hazardous products are kept in appropriate containers with clear labelling and product information. Emergency procedures for dealing with spillages are displayed near where hazardous products are stored and used.
- 25.7. Hazardous substances will be disposed of by a registered waste carrier in accordance with school procedures. Regular audits (at least annually) of hazardous materials will be undertaken.
- 25.8. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in the curriculum.
- 25.9. COSHH risk assessments are completed by the designated person and circulated to all employees who work with hazardous substances. Staff will also be provided with appropriate PPE where necessary.

26. Gas safety

- 26.1. All installation, maintenance and repair of gas appliances, pipework and fittings will be carried out only by a competent engineer registered on the Gas Safe Register. No other person will carry out work on gas fittings.
- 26.2. All gas pipework, appliances and flues will be regularly maintained and records kept of all service and inspection work.
- 26.3. All rooms containing gas appliances will be checked to ensure they have adequate ventilation.
- 26.4. The Headteacher will ensure that a gas safety inspection schedule is included in the school's Statutory Calendar and that inspections are conducted by a Gas Safe registered engineer at the required intervals.
- 26.5. Any suspected gas leak will be treated as an emergency: the gas supply will be isolated at the meter, the premises ventilated, all ignition sources avoided, and the National Gas Emergency Service (0800 111 999) contacted immediately.

27. Legionella / water safety

- 27.1. A water risk assessment will be carried out for each school premises to identify and evaluate the risk of exposure to Legionella bacteria from water systems. This assessment will be conducted by a competent person and reviewed at least every two years, or whenever significant changes are made to the water system or building.
- 27.2. A named responsible person (typically the Headteacher or premises manager) will be appointed for each school to oversee implementation of the identified control measures and to maintain a water log book recording all checks and inspections.
- 27.3. Control measures to minimise the risk of Legionella will include, but are not limited to: regular temperature checks of hot and cold water systems; flushing of infrequently used outlets; regular inspection and, where necessary, disinfection of showers and spa pools; ensuring hot



water is stored at 60°C and delivered at the tap at 50°C (within one minute); and ensuring cold water is stored and distributed below 20°C.

- 27.4. Records of all water temperature checks, inspections, cleaning and disinfection will be maintained and available for inspection.
- 27.5. Any contractor carrying out work on water systems must be made aware of this risk assessment and must not disturb control measures without prior agreement.

28. Asbestos management

- 28.1. In accordance with health and safety law, an asbestos survey must be performed at schools within the Trust to identify if asbestos is present, the amount and condition. Records must be maintained regarding the location and condition of asbestos containing materials (ACMs) or presumed ACMs in all premises (see Appendix d).
- 28.2. A Risk Assessment must be prepared to assess the risk associated with any ACM identified on site and the control measures necessary to reduce risk of exposure.
- 28.3. An Asbestos Plan must be prepared and regularly monitored and reviewed.
- 28.4. Information on the location and condition of asbestos will be provided to anyone who is liable to work on or disturb it.
- 28.5. All surveys and sampling will be carried out by a suitably trained person and all asbestos removal work will only be carried out by a licensed contractor.
- 28.6. Staff will be briefed on the hazards of asbestos, the location of any asbestos in the school, and the action to take if they suspect they have disturbed it. Contractors will be advised that if they discover material they suspect could be asbestos, they will stop work immediately until the area is declared safe.

29. Medicine and drugs

- 29.1. The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to by all staff.

30. Smoking and vaping

- 30.1. All schools within the Trust have non-smoking premises and no smoking or vaping will be permitted on the grounds.

31. Housekeeping and cleanliness

- 31.1. Waste must be appropriately and securely stored in designated areas, labelled correctly and waste management documentation retained in accordance with Environmental Regulations.
- 31.2. Cleaners will be monitored by a member of the school's Leadership Team.
- 31.3. Special consideration will be given to hygiene areas and the disposal of laboratory materials and clinical waste (where applicable).
- 31.4. The Headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils. Rooms will be kept at a minimum of 16°C with a constant supply of fresh air.
- 31.5. Persons responsible for waste management will receive training.



- 31.6. Each school will complete a Termly Housekeeping Checklist (Appendix a).

32. Infection control

- 32.1. Schools within the Trust will actively prevent the spread of infection through: effective risk assessment; routine immunisation; maintaining high standards of personal hygiene and practice; maintaining a clean environment.
- 32.2. In the event of unexpected circumstances such as a pandemic, schools must act in accordance with all Trust and Governmental guidelines to prevent the spread of disease.
- 32.3. All schools employ good hygiene practice including: displaying handwashing posters; ensuring sufficient soap, warm water and paper towels are available; employing cleaners to carry out thorough and frequent cleaning; providing PPE where necessary; immediately cleaning spillages of bodily fluids using detergent and disinfectant with PPE; hygienically storing clinical waste; providing a secure sharps bin.
- 32.4. Respiratory hygiene: staff and pupils will be encouraged to cover their mouth and nose with a tissue when coughing or sneezing, to dispose of used tissues promptly, and to wash their hands after using or disposing of tissues. Spitting is discouraged.
- 32.5. Staff and pupils displaying signs of infection (rashes, vomiting, diarrhoea etc.) will be sent home and recommended to see a doctor.
- 32.6. Recommended absence periods for specific infections will follow current UKHSA guidance. A summary table of recommended exclusion periods is provided at Appendix c. The school will keep this table up to date as UKHSA guidance is revised.
- 32.7. All staff are subject to an occupational health check before starting employment with the Trust.
- 32.8. The Trust encourages parents to have their children immunised but recognises that this is a personal choice.
- 32.9. All cuts and abrasions should be covered with waterproof dressings.
- 32.10. Further information can be found in the school's Infection Control Policy.

33. Security and theft

- 33.1. Policy and procedures to reduce security risks are addressed in the school's Security Plan.
- 33.2. CCTV systems will be used where available to monitor events and may be used as evidence in investigations.
- 33.3. Money will be held in a safe and banked regularly to ensure large amounts are not held on-site.
- 33.4. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Missing or believed stolen equipment will be reported immediately to a senior staff member.

34. Severe weather

- 34.1. The Headteacher, in liaison with the Chair of Governors, decides on school closure on the grounds of health and safety. If a closure takes place, the CEO and Local Governing Body will



be promptly informed.

- 34.2. Each school will act in accordance with their personalised Emergency Plan at all times.

35. School trips and visits

- 35.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

36. Manual handling

- 36.1. Manual handling can prove hazardous due to repetition, force, posture, and a person's ability to safely hold items.
- 36.2. A risk assessment will be undertaken to identify manual handling activities, and those involved will be required to read it. Appropriate mechanical aids will be provided, and staff will be trained in their use.
- 36.3. Basic manual handling procedure: plan the lift; take the most direct, clear route; ensure the offload area is clear; when lifting, bend knees, keep back straight, feet apart, load close to body; lift smoothly and avoid twisting.
- 36.4. Further information is contained in the school's Manual Handling Policy.

37. Working at heights

- 37.1. Policy and procedures concerning employees working at heights are addressed in the school's Working at Heights Policy, in accordance with the Work at Height Regulations 2005.
- 37.2. Potentially dangerous activities with a risk of falling from height will not be undertaken when working alone. Staff members are required to sign statements confirming they have received, read and understood the policy.
- 37.3. The site manager/caretaker retains ladders for working at height. Pupils are prohibited from using ladders. Staff will conduct a visual inspection of ladders before use and will wear appropriate footwear. Access to high levels, such as a roof, is permitted only by trained and competent persons. Contractors are expected to provide their own equipment for working at height.

38. Lone working

- 38.1. Policy and procedures concerning employees' lone working are addressed in the school's Lone Working Policy.
- 38.2. Staff members are required to sign statements confirming that they have received, read and understood the relevant policy, prior to being allowed to undertake lone working.
- 38.3. Lone working may include late working, home or site visits, weekend working, site manager duties, site cleaning duties, working in a single occupancy office, or remote working. If there are doubts about the task to be performed alone, the task will be postponed until other staff are available. A colleague, friend or family member will be informed of where the lone worker is and when they are likely to return.

39. Violence at work

- 39.1. The Fioretti Trust believes that staff should not be in any danger at work and will not tolerate



violent or threatening behaviour towards any member of staff. This applies to violence or aggression from pupils, parents/carers, visitors or other members of staff.

- 39.2. All staff will report any incident of aggression or violence (or near misses) directed at themselves to their line manager or Headteacher immediately. This requirement applies regardless of the source of the aggression.
- 39.3. The Headteacher will ensure that all reported incidents of violence or aggression are investigated, recorded using the standard Accident Report Form, and where appropriate reported to the HSE under RIDDOR.
- 39.4. Where a risk of violence or aggression is identified through risk assessment, appropriate control measures will be put in place. These may include changes to working arrangements, additional supervision, physical adjustments to the environment, or referral to appropriate support services.
- 39.5. Staff who experience violence at work will be offered appropriate support, including access to occupational health and counselling services where available.
- 39.6. In cases of serious violence, the school will contact the police (999) and preserve any evidence. Staff members are expected to assist police with their investigation.

40. New and expectant mothers

- 40.1. The school will carry out a specific risk assessment whenever any employee or pupil notifies the school that they are pregnant, have given birth within the previous six months, or are breastfeeding. The risk assessment will be reviewed as the pregnancy progresses.
- 40.2. Appropriate measures will be put in place to control identified risks. Expectant mothers should not be required to carry out duties that pose a risk to their health or that of their unborn child.
- 40.3. Specific infection risks relevant to pregnancy that staff must be aware of include:
 - Chickenpox - can affect the pregnancy if the mother has not previously had the infection. Exposure should be reported to an antenatal carer and GP at any stage.
 - Shingles - caused by the same virus as chickenpox. Anyone who has not had chickenpox is potentially vulnerable to infection through close contact with a shingles case.
 - Measles and Rubella (German measles) - if a pregnant woman comes into contact with either, she must inform her antenatal carer and GP immediately.
 - Slapped cheek disease (Parvovirus B19) - can occasionally affect an unborn child. Exposure before 20 weeks of pregnancy should be reported to an antenatal carer and GP promptly.
 - COVID-19 - some pregnant women are at greater risk of severe illness. Current government and UKHSA guidance will be followed.
- 40.4. The Headteacher will ensure that all pregnant employees are informed of relevant risks in their workplace and that adjustments are made to working arrangements as necessary. Occupational health advice will be sought where required.

41. Workplace health and safety: stress management

- 41.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, fatigue, emotional problems, chest pains, elevated heart rate, lack of focus and increased sweating. Staff suffering from any of these symptoms are advised to consult their GP as soon as possible.



- 41.2. The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within each school for responding to individual concerns and monitoring staff workloads.

42. Workplace health and safety: display screen equipment (DSE)

- 42.1. Regular Display Screen Equipment assessments will be carried out by a competent person for teaching staff and administrative staff who regularly use laptops or desktop computers. DSE assessments are required when a workstation changes or when a new member of staff is employed. Where nothing changes, DSE assessments will be reviewed annually.
- 42.2. Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician. Where corrective glasses are required specifically for DSE use, the school will meet the cost of a basic pair. This entitlement is provided in accordance with Regulation 5 of the Health and Safety (Display Screen Equipment) Regulations 1992.

43. Monitoring and review

- 43.1. The effectiveness of this policy will be monitored continually by the CEO, Headteachers and their Local Governing Body. Any necessary feedback and amendments may be made immediately to the Trust Board.
- 43.2. This policy should be reviewed annually, or more frequently if required.



Appendix a) Fioretti Trust Health & Safety Termly Checklist

Y	N	Criteria	Action Required	Responsibility	Date Closed
HOUSEKEEPING					
☐	☐	Items stored properly?			
☐	☐	Floor free from trip/slip hazards (trailing cables etc)?			
☐	☐	Raw materials/chemicals correctly stored - secured out of reach of children, clearly labelled and marked?			
☐	☐	All tools/equipment stored safely and securely?			
☐	☐	All waste cleared, in correct bins and not overflowing?			
FIRE & EMERGENCY					
☐	☐	Emergency exits/routes and passageways clear?			
☐	☐	Fire equipment points & seals in place?			
☐	☐	All fire equipment gauges reading correctly (in green)?			
☐	☐	Equipment mounted to walls, accessible and undamaged?			
☐	☐	Emergency exits indicated? Illuminated and easily opened?			
☐	☐	All sockets, switches and cables free from damage?			
☐	☐	No sockets overloaded?			
☐	☐	Switch/fuse boards locked?			
WELFARE					
☐	☐	All furniture & fittings in repair?			
☐	☐	All light fittings working correctly?			
☐	☐	First aid kit accessible and appropriately stocked?			
☐	☐	Relevant emergency and safety signs in place?			
☐	☐	Are medicines stored appropriately and in original containers?			
☐	☐	Are all pupil medications within date?			



☐	☐	Is all emergency medication (asthma inhalers, epi-pens etc.) readily available and not locked away?			
CHILDREN'S OUTDOOR LEARNING ENVIRONMENT					
☐	☐	Are pathways/walkways stable underfoot and without significant trip hazards?			
☐	☐	Equipment stored away?			
☐	☐	Has all equipment been maintained in good condition?			
☐	☐	Are there effective arrangements to segregate pedestrians and vehicles?			
☐	☐	Are electronic powered gates/doors subject to regular maintenance by a competent person?			
☐	☐	Gates locked when school not in use?			
☐	☐	Clear signage directing visitors to reception?			
☐	☐	Gates and perimeter fencing of adequate height and maintained?			
☐	☐	Is external lighting adequate?			
☐	☐	Access to low roofs restricted?			



Appendix b) Accident Report Form

Name of injured person		Role / Class	
Date and time of incident		Location of incident	
Incident details - describe in detail what happened, how it happened and what injuries were incurred			
Action taken - steps taken in response, including first aid treatment given			
Follow-up action required - steps the school will take to reduce the risk of recurrence			
RIDDOR reportable?	Yes / No	Reported to HSE?	Yes / No (date: _____)
Name of person attending		Signature	
Date of report		Parent/carer notified? (EYFS)	Yes / No / N/A

Records must be retained for a minimum of 3 years (Reg. 25, Social Security (Claims and Payments) Regulations 1979 and RIDDOR 2013 Reg. 12) and then securely disposed of. Check whether your insurer requires a longer retention period.



Appendix c) Recommended Infection Exclusion Periods

Based on UKHSA 'Health protection in schools and other childcare facilities'. This table should be reviewed annually and updated whenever UKHSA guidance is revised.

Infection / Complaint	Recommended Absence Period
Chickenpox	Until all lesions are crusted over (usually 5 days from onset of rash).
COVID-19	Do not attend if unwell with high temperature. Anyone with a positive test result should not attend for 3 days after the day of the test.
Diarrhoea and/or vomiting (norovirus / gastroenteritis)	Until 48 hours after symptoms have stopped and the person is well enough to return.
Flu (influenza)	Until recovered.
Hand, foot and mouth	Children may return as soon as they feel better - no need to wait until blisters have healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Exclude from 4 days before onset of rash to 4 days after (cases are infectious during this period).
Mumps	5 days after onset of swelling (if well).
Rubella (German measles)	5 days from appearance of the rash.
Scarlet fever	Return 24 hours after commencing appropriate antibiotic treatment.
Slapped cheek / Parvovirus B19	Not infectious by the time the rash has appeared - exclusion not needed.
Whooping cough (pertussis)	48 hours of appropriate antibiotic treatment and well enough to return, or 21 days from onset if no antibiotics.
Mpox	Until recovered and cleared by clinician or in line with current guidance.
Tuberculosis (TB) - pulmonary	May return after 2 weeks of treatment if well and responding to therapy.
Hepatitis A	Exclude while unwell or until 7 days after onset of jaundice (or symptoms if no jaundice).
Scabies	Exclude until after the first treatment has been carried out.
Ringworm	Exclusion not needed once treatment has started.
Head lice	None.
Cold sores	None.
Conjunctivitis	None.
Glandular fever	None (can return once they feel well).
MRSA	None.



Appendix d) Asbestos Record

This record must be maintained and made available to anyone liable to work on or disturb asbestos-containing materials (ACMs). See Section 28. All surveys must be conducted by a suitably trained person.

School name: _____ Date of survey: _____
Surveyor name and organisation: _____

Location	Product / Material	Quantity	Surface Coating	Condition	Ease of Access	Asbestos Type	Comment / Action

Review date: _____ Reviewed by: _____
Next inspection due: _____

