# Educate U

# Health and Safety policy

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# Health and Safety policy

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# Health and Safety policy

## 1. Culture and Aims

At Educate U, the health, safety, and wellbeing of our pupils, staff, and visitors are of paramount importance. We are committed to creating and maintaining a safe, supportive, and inclusive environment that reflects our trauma-informed ethos and meets the diverse needs of our school community. Through proactive risk management, ongoing staff training, and a culture of shared responsibility, we ensure that safety underpins every aspect of school life. Our approach not only complies with statutory requirements but also goes beyond minimum standards to develop a culture where everyone feels protected, valued, and empowered to thrive.

Educate U aims to:

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

Educate U ensures, so far as is reasonably practicable, the health, safety, and welfare of all pupils, staff, and visitors in accordance with the Health and Safety at Work etc. Act 1974 and the Independent School Standards (Part 3).

This policy is supported by detailed procedures, risk assessments, and monitoring systems which ensure that health and safety arrangements are effectively implemented across all school sites.

This policy applies across all Educate U sites. Site-specific risk assessments and arrangements are in place where required to reflect differences in buildings, activities, and pupil needs.

## 2. Legislation

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

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees

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

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

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

## 3. Roles and responsibilities

### 3.1 The Proprietor

The Proprietor has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher.

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

The Proprietor as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- The Proprietor receives monthly reports on health and safety compliance, including risk assessments, incidents, audits, and statutory checks, and ensures that appropriate action is taken where required.

### 3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Delegating lines of responsibility and accountability
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the directors on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed

In the headteacher's absence, Kerry Simmons assumes the above day-to-day health and safety responsibilities.

### 3.3 Health and safety lead

The nominated health and safety lead is a Senior Leadership Team member, Kerry Simmons

Duties include:

- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary (Delegated lead is Gemma Bryant)
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held

- Ensuring all fire, electrical and COSHH risk assessments are completed and reviewed (Delegated lead is Carl Lago)
- Electric safety inspections and checks (Delegated lead is Carl Lago)
- Fire safety inspections and checks (Delegated lead is Carl Lago)
- Gas safety inspections and checks (Delegated lead is Carl Lago)
- Public liability Insurance renewals
- H & S folder upkeep
- Fire safety records upkeep
- Medication management/accident management (Delegated lead is Gemma Bryant)

### 3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### 3.5 Pupils and parents/carers

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### 3.6 Contractors

Contractors will agree health and safety practices with the Health and safety lead or Premise manager before starting work. Before work begins, the contractor will provide of Risk Assessments and Method Statements (RAMS) of all their planned work. It is the responsibility of the Health and Safety lead and premise manager to ensure that these are obtained first and stored on Smartlog.

### 3.7 Competent Persons

The school appoints competent persons to assist in meeting its health and safety duties. Competent persons are those with sufficient training, knowledge, and experience.

External specialists are engaged where necessary (e.g. fire risk assessors, asbestos consultants, legionella specialists).

**4. Site security**

The Proprietor and Headteacher are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Directors, Headteacher and Business Manager are key holders and will respond to an emergency.

**5. What's the Activity and Where's the Evidence?**

At Educate U, all compliance is monitored and evidenced in line with our "What's the Activity and Where's the Evidence?" approach. For each area of health and safety, we identify:

1. What's the Activity- the specific system, process, or area requiring oversight
2. Where's the Evidence - documentation or certification demonstrating that compliance is being met

We maintain secure, accessible records for all statutory inspections, risk assessments, remedial actions and contractor qualifications. These are all stored on Smartlog and/or in buildings folders.

Evidence includes:

- Certificates and reports from statutory examinations and maintenance
- Health and Safety Policy and associated risk assessments
- Asbestos Register and Management Plan
- Fire Risk Assessment (FRA) and Management Plan
- Legionella Risk Assessment and water safety records
- Contractor qualification checks and insurance documents
- Inspection logs and responsive maintenance call-outs
- Contact details for emergency contractors and critical services

All records are retained in accordance with statutory requirements and are available for inspection.

Compliance is monitored through internal checks, external audits, and contractor reports.

### 5.1 Compliance Check Statements by Activity Area

**Asbestos**

- ✓ Activity: Management of asbestos-containing materials
- ✓ Evidence: Asbestos Register, Management Plan, and staff training.

**Automatic Doors**

- ✓ Activity: Safety testing and servicing
- ✓ Evidence: Smartlog records

**Car Parking & Pedestrian/Vehicle Segregation**

- ✓ Activity: Safe traffic management on site
- ✓ Evidence: Risk assessments

**CCTV Monitoring**

- ✓ Activity: Security surveillance management
- ✓ Evidence: ICO registration, GDPR Policy and Privacy notice.

**Clinical Waste**

- ✓ Activity: Segregation, storage, and disposal of clinical waste
- ✓ Evidence: Purchase logs and Collection schedules

**Compulsory Display of Notices**

- ✓ Activity: Display of legal and statutory information
- ✓ Evidence: H&S Law poster, fire action notices, inspection photo log

**CDM (Construction Design & Management Regulations)**

- ✓ Activity: Planning and overseeing construction works
- ✓ Evidence: COM notifications, role appointments, site induction records

**Contractor Qualification Check**

- ✓ Activity: Verification of contractor safety and competence
- ✓ Evidence: Insurance certificates, DBS checks, qualifications, risk assessments and method statements.

**COSHH**

- ✓ Activity: Safe storage and use of hazardous substances
- ✓ Evidence: COSHH assessments, inventory logs, staff training records

**Equalities Act 2010**

- ✓ Activity: Accessibility and inclusion provision
- ✓ Evidence: Accessibility audits, adjustment records, complaints log

**Electrical Safety- PAT**

- ✓ Activity: Portable Appliance Testing
- ✓ Evidence: PAT register, testing labels, retest schedules

**Emergency lighting**

- ✓ Activity: Operational readiness of emergency lighting
- ✓ Evidence: 6 monthly flick tests, annual inspections, logbook

**Fire Safety**

- ✓ Activity: Whole-school fire safety procedures
- ✓ Evidence: Fire Risk Assessment, fire drill records, staff training

**FRA (Fire Risk Assessment)**

- ✓ Activity: Review and action of fire risks
- ✓ Evidence: FRA document, action plan updates, contractor works logs

**Fire Detection & Alarm Systems**

- ✓ Activity: Fire alarm testing and maintenance
- ✓ Evidence: Weekly test log, servicing certificates, fault reports

**Fire Doors**

- ✓ Activity: Inspection and maintenance of fire doors
- ✓ Evidence: Inspection records, remedial work orders, compliance logs

**Fire Fighting Equipment**

- ✓ Activity: Extinguisher maintenance and readiness
- ✓ Evidence: Annual servicing records, equipment list, staff training for Fire Wardens.

**First Aid Equipment**

- ✓ Activity: Provision and checking of first aid kits
- ✓ Evidence: Kit inspection sheets, trained staff list, accident reports

**Food Safety**

- ✓ Activity: Safe food preparation and hygiene
- ✓ Evidence: Food hygiene certificates, cleaning schedules, audit records

**Gas Safety**

- ✓ Activity: Inspection of gas systems and appliances
- ✓ Evidence: Gas Safe certificates, servicing logs, fault response records, CO2 checked monthly

**Glazing**

- ✓ Activity: Inspection of glazed areas for safety
- ✓ Evidence: Glazing inspection, breakage records, repair documentation

**Kitchen/Catering Equipment**

- ✓ Activity: Maintenance of catering equipment
- ✓ Evidence: Servicing records inc. PAT, gas/electrical inspections, cleaning logs

**Lone Working**

- ✓ Activity: Safe management of lone staff
- ✓ Evidence: Lone working risk assessments, communication system logs

**Noise at work**

- ✓ Activity: Monitoring and managing exposure to potentially harmful noise levels in the workplace (e.g. during maintenance work, use of machinery, or high-volume classroom or communal environments).
- ✓ Evidence: Completed Noise Risk Assessments (where required), Site audit records showing acoustic adaptations (e.g. soundproofing, soft furnishings, quiet zones)

**Rolling Doors**

- ✓ Activity: Inspection of roller shutter.
- ✓ Evidence: Maintenance reports, emergency release test logs

**Shared Premises**

- ✓ Activity: Defined responsibilities in shared sites
- ✓ Evidence: Joint H&S protocols

**Risk Assessments**

- ✓ Activity: Identifying and managing workplace risks
- ✓ Evidence: Risk assessment library, review dates, control measure implementation log

**Tree Safety**

- ✓ Activity: Monitoring of trees on/near premises
- ✓ Evidence: Tree survey report and any resultant actions

**Water Hygiene & Safety (Legionella)**

- ✓ Activity: Control of Legionella in water systems
- ✓ Evidence: Legionella Risk Assessment, temperature logs, flushing records

**Workstation Assessment (DSE)**

- ✓ Activity: Ergonomic setup for staff
- ✓ Evidence: DSE assessment forms, adjustment actions, training logs

**Work at Height**

- ✓ Activity: Safe planning of height-related tasks
- ✓ Evidence: Risk assessments, staff training records

### 5.2 Risk Assessment Arrangements

The school maintains a comprehensive programme of risk assessments covering all areas of activity, including curriculum activities, premises, off-site visits, and individual pupil needs.

Risk assessments:

- Are recorded and regularly reviewed
- Identify hazards, control measures, and responsible persons
- Are communicated to relevant staff

Staff are responsible for implementing control measures and reporting any concerns.

### 5.3 Consultation With Staff

The school consults with staff on health and safety matters through meetings, emails, briefings, and training. Staff are encouraged to raise concerns and contribute to improving safety practices.

## 6. Fire

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

Emergency evacuations are practiced at least once a term.

Fire safety arrangements are detailed in the Fire Safety Policy and associated procedures, including the General Emergency Evacuation Plan (GEEP) and Personal Emergency Evacuation Plans (PEEPs).

All staff receive fire safety training and understand their roles in evacuation procedures.

### 6.1 Fire Alarms

The fire alarm at Educate U school is:

- a dual tone siren upstairs
- a continuous siren downstairs

The fire alarm at Therapy House is:

- a dual tone siren

The fire alarm at Liverpool Gardens is:

- a dual tone siren

Fire alarm testing will take place once a week.

New staff will be trained in Fire Awareness on the Smartlog portal and all staff and pupils will be made aware of any new fire risks.

**6.2 In the event of a fire**:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point which is outside the Post Office/Opposite the Connaught theatre on Chapel road/Union Place.
- Fire Marshalls (Kerry Simmons / Grace Norman/ Gemma Bryant) will take a register of pupils, which will then be checked against the attendance register of that day
- The Fire Marshalls (Kerry Simmons / Grace Norman/ Gemma Bryant) will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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

- Educate U and Liverpool Gardens: The meeting place is outside the post office on Chapel Road/Union Road.
- Therapy House: The meeting place is outside Worthing train station
- Forest provision: The meeting place is the carpark.

### 6.3 Personal Emergency Evacuation Plans (PEEPs)

For personal emergency evacuation plans (PEEPs) Educate U has additional information on the arrangements you will have in place for the evacuation of people with mobility needs. These are separately outlined personal emergency evacuation plans (PEEPs) with designated members of staff.

### 6.4 Emergency Planning

The school maintains procedures for a range of emergency situations, including lockdown, critical incidents, and site evacuation.

These procedures are communicated to staff and practised where appropriate.

## 7. COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by Kerry Simmons (Business Manager) and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products will be locked away on the school premises where pupils do not have access to the products.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

A COSHH inventory is maintained, listing all hazardous substances used on site.

Safety Data Sheets (SDS) are available for all substances and are accessible to staff.

### 7.1 Gas safety

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

### 7.2 Legionella

- A water risk assessment has been completed on 15.09.2021 by Gareth Davis GES LTD is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every 3 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Temperature checks, holiday flushing of taps and toilets.

### 7.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site and can be found in Appendix 4.

## 8. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

All equipment is subject to risk assessment and only used by trained or supervised individuals.

Defective equipment is taken out of use immediately and reported.

### 8.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Kerry Simmons, Business Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### 8.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

### 8.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## 9. Lone working

Lone workers must maintain regular communication with a designated contact and follow agreed check-in procedures.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning
- Walking to/from school buildings

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

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

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

Lone working training is allocated via Smartlog to all staff and there is a lone working risk assessment in place.

**10. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

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

**11. Manual handling**

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

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

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

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

## 12. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- There will always be at least one first aider on school trips and visits
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For trips with children in Years 1-11, there will always be at least one first aider on school trips and visits

## 13. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## 13A Contractor Safety & Safeguarding

Contractors are required to work in accordance with school safeguarding and health and safety procedures.

Where work takes place during school hours, appropriate segregation of pupils and contractors is maintained.

## 14. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or from other staff.

## 15. Smoking

In line with the Health Act 2006, The Smoke-free (Premises and Enforcement) Regulations 2006, and our duty of care under the Health and Safety at Work etc. Act 1974, this school operates a strict no-smoking policy across all areas of the site and in all school-owned vehicles.

This prohibition includes:

- The use of all tobacco products;
- E-cigarettes and vaping devices;
- Any other related paraphernalia or imitation smoking products.

## 16. Infection prevention and control

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

### 16.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### 16.2 Coughing and sneezing

- Cover mouth and nose with a tissue

- Wash hands after using or disposing of tissues
- Spitting is discouraged

### 16.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids.
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

### 16.4 Cleaning of the environment

- Clean the environment frequently and thoroughly

### 16.5 Cleaning of blood and body fluid spillages

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

### 16.6 Laundry

- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### 16.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### 16.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Students not to be of-site with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### 16.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

**Following good hygiene practices**

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

**Implementing an appropriate cleaning regime**

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned daily.

**Keeping rooms well ventilated**

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

### 16.10 Pupils vulnerable to infection

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

### 16.11 Exclusion periods for infectious diseases

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

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

### 16.12 Outbreak Management

In the event of a suspected outbreak of infectious disease, the school will liaise with the UK Health Security Agency and follow their guidance.

## 17. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

## 18. Occupational stress

At Educate U we aim to promote a healthy work-life balance for all staff, where hard work and dedication, as well as the challenges of working in the context of a trauma & anxiety-based school, are recognised.

We aim to do this:

**Reducing workload**

- Producing calendars of meetings, deadlines and events so that staff can plan and manage their workload.
- Offering additional PPA to teachers or subject leaders.
- No expectation to mark every piece of learning or write extensive comments.
- No expectation for formal written lesson plans, unless requested by SLT.

- Enforcing the rule that no emails should be sent out before 08:00, after 18:00 or at the weekends.
- There is no expectation for staff to respond to emails or carry out work outside of typical school working hours (08:00 - 18:00) unless in an emergency, or when a child is at risk.

**Investing in staff:**

- Investing in staff CPD, including professional and academic qualifications, such as Level 2, 3, and 4 courses, SEND tutor course, ELSA course.

**Providing a robust well-being package including:**

- Reflexology sessions offered every 6 weeks.
- Access to Employee Assistance Programme designed to help you and your dependents aged 16-24 in full time education deal with personal and professional problems. This includes telephone helplines and may include treatments. The helpline is completely confidential and is available 24/7, 365 days a year.
- Access to Health Assured well-being app which supports physical and mental health.
- Therapeutic and HR support. All staff have access to confidential therapeutic support through our on-site and external therapy partners, including one-to-one supervision tailored to the needs of those working in trauma-informed environments. Our HR team provides personalised guidance on workload management, absence support, and professional conduct, ensuring staff feel heard, supported, and fairly treated. In addition, we regularly offer wellbeing check-ins, mental health risk assessments, and structured return-to-work plans for those recovering from illness or difficult circumstances. This joined-up approach ensures that staff at EducateU feel safe, valued, and equipped to thrive in their roles.

**19A First Aid**

**First Aid**

The school provides adequate and appropriate first aid provision in accordance with the First Aid at Work Regulations 1981.

This includes:

- A sufficient number of trained first aiders
- Clearly identified first aid kits
- Access to medical support where required

- Procedures for responding to illness and injury

First aid arrangements are detailed in the First Aid Policy.

## 19. Accident reporting

### 19.1 Accident forms

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- SMARTLOG – All accident forms are to be input directly onto Smartlog

### 19.2 Reporting to the Health and Safety Executive

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

RIDDOR stands for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

It's a UK legal requirement that obliges employers, schools, and other duty holders to report certain serious workplace incidents to the Health and Safety Executive (HSE).

The designated member of staff, Gemma Bryant will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### 19.3 School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations

- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the designated member of staff, Gemma Bryant will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

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

These include:

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

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

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

**19.5 RIDDOR**

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

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

**19.6 Notifying parents/carers**

The Class Teacher will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

**19.7 Reporting to child protection agencies**

The Designated Safeguarding Lead will notify West Sussex LA of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

**19.8 Reporting to Ofsted**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

**20. Health and Safety Training**

Training is appropriate to roles and refreshed regularly. Records are maintained and monitored to ensure compliance.

### 20.1 Staff training

At EducateU, all staff receive comprehensive Health and Safety training as part of their induction programme to ensure they are fully aware of their responsibilities in maintaining a safe and supportive environment for pupils, colleagues, and visitors. This training is delivered through Smartlog, our dedicated online compliance platform, which provides up-to-date, interactive modules covering key areas such as fire safety, manual handling, first aid awareness, and safeguarding protocols. Staff are required to complete this training during their induction and are automatically enrolled in refresher courses annually to ensure compliance and best practice. Safeguarding training including KCSIE is delivered annually by the Designated Safeguarding Lead with bi monthly spotlight training on safeguarding. This approach supports our commitment to maintaining high standards of health and safety across all our settings.

### 20.2 Training for Leadership and Management.

At EducateU, we prioritise robust leadership and management of health and safety through targeted training delivered via the National Association for School Premises Management (NASPM). Key members of staff, including the Headteacher, Business Manager, and Premises Manager, undertake role-specific Health and Safety training to ensure they are equipped to manage compliance, risk, and strategic oversight effectively. This includes comprehensive Fire Awareness and Fire Warden training, enabling key staff to respond swiftly and confidently in the event of an emergency. Our Premises Manager also completes in-depth training in Legionella management, Asbestos Management, and Managing Contractors in line with CDM Regulations, ensuring that our duty of care extends to all those working on or visiting our sites. By embedding NASPM training into our leadership development, we ensure that EducateU maintains the highest standards of site safety and statutory compliance across all settings.

## 21. Monitoring

Monitoring includes:

- Regular site inspections
- Review of incident data
- Audit of compliance records
- Review of risk assessments

Findings are reported to the Proprietor and used to inform continuous improvement.

This policy will be reviewed by the Headteacher every two years.

At every review, the policy will be approved by the Director of Education.

## 22. Links with other policies

This health and safety policy links to the following policies:

- First aid policy
- Risk assessment policy
- Accessibility plan
- Noise at work policy
- Fire Safety Policy
- Food Hygiene Policy
- Child Protection and Safeguarding Policy
- Trauma Informed Behaviour Policy
- Safeguarding Adults and Vulnerable Adults policy

## Appendix 1. Accident report form

# Accident Report Form

## Type of record:

- ○ Person involved
- ○ No person involved

- ○ Fatality
- ○ Loss Time / Serious Accident / Injury
- ○ Minor Accident / Injury
- ○ Near Miss
- ○ Unsafe Act or Condition

## Section 1: Personal Details

**Name of injured person / person involved:**
_____

**Sex:**
- ○ Male
- ○ Female
- ○ Other

**Age / DOB of the person:** _____

**Is the person:**
- ○ Employee
- ○ Member of the public
- ○ Student
- ○ Contractor
- ○ Agency Worker
- ○ Supported Person
- ○ On Work Experience
- ○ Volunteer

**Date/time of incident:** _____/_____/_____

**Reported by:** _____

**Home address of the person:**

Address1: _____

Address2: _____

Address3: _____

Town: _____

County: _____

Postcode: _____

Phone no: _____

Email address: _____

**Has next of kin/emergency contact been:**
- ○ Yes
- ○ No

## Section 2: Details of accident / incident

**Location of the accident / incident:**

**Associated department:**

**Specific location of accident / incident:**

**Was an injury sustained:**
- ○ Yes
- ○ No

**Type of injury sustained:**

**Type of accident:**

**Part of the body affected:**

**Witness Details:**

**Details of accident / incident:**

## Section 3: Details of first aid administered

**Was first aid given?**
- ○ Yes
- ○ No

**Who administered first aid:**

**Did the injured person go to hospital?**
- ○ Yes
- ○ No

**Details of treatment given and actions taken:**

**Appendix 2. Recommended absence period for preventing the spread of infection**

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

| Infection or complaint | Recommended period to be kept away from school or nursery |
|---|---|
| **Athlete's foot** | None. |
| **Campylobacter** | Until 48 hours after symptoms have stopped. |
| **Chicken pox (shingles)** | Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.<br>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over. |
| **Cold sores** | None. |
| **Respiratory infections including coronavirus (COVID-19)** | Children and young people should not attend if they have a high temperature and are unwell.<br>Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test. |
| **Rubella (German measles)** | 5 days from appearance of the rash. |
| **Hand, foot and mouth** | Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed. |

| | |
|---|---|
| **Impetigo** | Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment. |
| **Measles** | Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period. |
| **Ringworm** | Exclusion not needed once treatment has started. |
| **Scabies** | The infected child or staff member should be excluded until after the first treatment has been carried out. |
| **Scarlet fever** | Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff. |
| **Slapped cheek syndrome, Parvovirus B19, Fifth's disease** | None (not infectious by the time the rash has developed). |
| **Bacillary Dysentery (Shigella)** | Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school. |
| **Diarrhoea and/or vomiting (Gastroenteritis)** | Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.<br>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.<br>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea. |

| | |
|---|---|
| **Cryptosporidiosis** | Until 48 hours after symptoms have stopped. |
| **E. coli (verocytotoxigenic or VTEC)** | The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances. |
| **Food poisoning** | Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise). |
| **Salmonella** | Until 48 hours after symptoms have stopped. |
| **Typhoid and Paratyphoid fever** | Seek advice from environmental health officers or the local health protection team. |
| **Flu (influenza)** | Until recovered. |
| **Tuberculosis (TB)** | Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough. |
| **Whooping cough (pertussis)** | A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment. |
| **Conjunctivitis** | None. |
| **Giardia** | Until 48 hours after symptoms have stopped. |
| **Glandular fever** | None (can return once they feel well). |

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

## Appendix 3. First Aid Kit Checklist

This comprehensive First Aid Kit Checklist aligns with UK Health and Safety Executive (HSE) guidelines and suitable for both classrooms, trip backpacks and central locations:

### Basic First Aid Supplies

- ☐ Adhesive plasters (assorted sizes) – hypoallergenic
- ☐ Sterile gauze dressings (small, medium, large)
- ☐ Sterile eye pads
- ☐ Sterile wound dressings with bandage
- ☐ Microporous tape (hypoallergenic)
- ☐ Triangular bandages (can be used as slings or dressings)
- ☐ Safety pins
- ☐ Disposable gloves (nitrile or latex-free, medium & large)
- ☐ Sterile cleansing wipes (alcohol-free)
- ☐ Saline solution pods (for eye and wound irrigation)
- ☐ Finger dressings
- ☐ Conforming bandages (for sprains/support)
- ☐ Burn gel or burn dressing
- ☐ Face shield for CPR (disposable with one-way valve)

- ☐ Resuscitation mask (optional but recommended)
- ☐ Digital thermometer (non-contact preferred)
- ☐ Foil emergency blanket
- ☐ Tweezers (blunt-ended)
- ☐ Scissors (blunt-ended safety scissors)

- ☐ Instant cold pack (single-use)
- ☐ Cotton wool or swabs (non-sterile)

**Specialist Items (store separately, where required)**

- ☐ Epipen or auto-injector (if prescribed – named and stored per policy)
- ☐ Inhalers (labelled for specific pupils)
- ☐ Antihistamines (if part of a care plan)
- ☐ Medication as per individual health care plans (stored securely)

**Kit Condition & Maintenance**

- ☐ All items are in date and sterile where required
- ☐ Gloves and wipes sealed and unused
- ☐ Kit is in a clearly marked container with a green cross
- ☐ Container is intact, clean, and waterproof
- ☐ Location is accessible and known to all staff
- ☐ Check completed termly (or half-monthly in high-risk areas e.g. PE, science labs)

**Administration & Record Keeping**

- ☐ Accident report book (or digital access)
- ☐ Pen and notepad
- ☐ First aider guidance leaflet (e.g. HSE basic first aid advice)
- ☐ List of pupils with medical needs (e.g. asthma, allergies – where appropriate)
- ☐ Accident record forms

## Appendix 4 : Asbestos Register

No asbestos confirmed in:

- 58C Chapel Road, Worthing, BN11 1BG
- 17 Liverpool Gardens, Worthing, BN11 1RY
- 19 Liverpool Gardens, Worthing, BN11 1RY
- Station House, Worthing, BN11 1UR
- 54 Chapel Road, Worthing, BN11 1BE

Asbestos Confirmed in:

- 52 Chapel Road, Worthing, BN11

1BE – Asbestos Confirmed as below:

### Asbestos Register

Site Name: 52 Chapel Road, Worthing,

Project Number: J073769

| Item no | Sample Ref | Location | Product type and name | | Extent | Accessibility | Condition | Surface treatment | Asbestos Type | Sample | Material Risk Score | Priority Risk Score | Action Category |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | DT001523 | Ground Floor, Workshop | Asbestos Insulating Board | Insulation board ceiling | 16m² | Occasionally likely to be disturbed | Low Damage | Sealed Insulating Board | Amosite | Identified | 6 | 5 | 3 |
| 2 | As DT001523 | Ground Floor, Store 1 | Asbestos Insulating Board | Insulation board ceiling | 2m² | Occasionally likely to be disturbed | Low Damage | Sealed Insulating Board | Amosite | Strongly Presumed | 6 | 5 | 3 |
| 3 | As DT001523 | Ground Floor, Store 2 | Asbestos Insulating Board | Insulation board ceiling | 2m² | Occasionally likely to be disturbed | Low Damage | Sealed Insulating Board | Amosite | Strongly Presumed | 6 | 5 | 3 |
| 4 | DT001524 | Ground Floor, Hair and Beauty Room | Asbestos Insulating Board | Insulation board ceiling enclosed by fibreboard suspended ceiling tiles | 10m² | Occasionally likely to be disturbed | Low Damage | Sealed Insulating Board | Amosite | Identified | 6 | 5 | 3 |
| 5 | As DT001524 | Ground Floor, Craft Room | Asbestos Insulating Board | Insulation board ceiling enclosed by fibreboard suspended ceiling tiles | 6m² | Occasionally likely to be disturbed | Low Damage | Sealed Insulating Board | Amosite | Strongly Presumed | 6 | 5 | 3 |
| 6 | As DT001524 | Ground Floor, Studio | Asbestos Insulating Board | Insulation board ceiling enclosed by fibreboard suspended ceiling tiles | 6m² | Occasionally likely to be disturbed | Low Damage | Sealed Insulating Board | Amosite | Strongly Presumed | 6 | 5 | 3 |
| 7 | DT001530 | Ground Floor, Corridor | Asbestos Insulating Board | Insulation board ceiling enclosed by fibreboard suspended ceiling tiles | 8m² | Occasionally likely to be disturbed | Low Damage | Sealed Insulating Board | Amosite | Identified | 6 | 5 | 3 |
| 8 | As DT001530 | Ground Floor, Kitchen | Asbestos Insulating Board | Insulation board ceiling enclosed by fibreboard suspended ceiling tiles | 14m² | Occasionally likely to be disturbed | Low Damage | Sealed Insulating Board | Amosite | Strongly Presumed | 6 | 5 | 3 |
| 9 | DT001531 | Ground Floor, Wc | Asbestos Insulating Board | Insulation board ceiling enclosed by fibreboard suspended ceiling tiles | 6m² | Occasionally likely to be disturbed | Low Damage | Sealed Insulating Board | Amosite | Identified | 6 | 5 | 3 |
| 10 | As DT001531 | Ground Floor, Staff wc | Asbestos Insulating Board | Insulation board ceiling enclosed by fibreboard suspended ceiling tiles | 4m² | Occasionally likely to be disturbed | Low Damage | Sealed Insulating Board | Amosite | Strongly Presumed | 6 | 5 | 3 |