



Leytonstone
SCHOOL

Resilience **E**mpathy **A**chievement **C**ommunity **H**onesty

Health and Safety Policy

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1. Aims

Our school 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

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 1999, which require employers to carry out risk assessments (including physical, chemical, and psychosocial/mental health risks), make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height
- The Terrorism (Protection of Premises) Act 2025 ("Martyn's Law"), which requires qualifying premises to implement reasonable and proportionate security measures, conduct site threat evaluations, and maintain clear procedures for staff in the event of a security or terrorism-related incident

3. Roles and responsibilities

3.1 The Local Authority and Governing Board

Waltham Forest has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Board.

The Governing Board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.1 The Governing Board

The Governing Board is responsible for ensuring that effective supervision is in place to confirm the policy and controls in the risk assessments are being followed:

- The health and safety policy statement is clearly written and promotes a positive attitude towards safety of staff, pupils and visitors.
- Responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created to assess any significant risks and ensure that safe systems of work are implemented.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually.
- Any contracts awarded - such as cleaning, catering services and building works etc. – are tendered in accordance with appropriate standards.

3.2 The Headteacher

The Headteacher supports the Governing Board by ensuring that:

- This policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment are inspected and tested to ensure they remain in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.

- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A report to the Governing Board on the health and safety performance of the school is completed annually.
- The Headteacher and Senior Leadership Team: Ensure that workplace stress and psychosocial risks are formally assessed under the *Management of Health and Safety at Work Regulations 1999*, ensuring reasonable adjustments and support mechanisms (such as access to Employee Assistance Programmes) are made available to protect staff mental health and well-being.

Teaching/ non-teaching staff holding posts/ positions of special responsibility

This includes the Senior Leadership Team, Business Manager, Premises Manager, Heads of Departments, & Clerical Managers/Supervisors. They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Develop policies and procedures, which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher or line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are recorded and investigated appropriately.
- Include health and safety in the annual report for the Headteacher.

Special obligations of class teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.

- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation by line manager/Head of Department/SLT.
- Report all accidents, defects and dangerous occurrences to the Premises Manager, Business Manager or the Headteacher. The Premises Manager ensures that all accidents are reported to the online accident-reporting portal.

Obligations of the Kitchen Manager

- The Kitchen Manager is responsible for the safe operation of the catering facilities and must:
- Ensure staff are instructed, informed and supervised to work in accordance with the school's Health and Safety Policy.
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents
- Inform the Business Manager or Headteacher of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.
- Ensure all catering staff have appropriate, up-to-date food hygiene certification
- School staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and Kitchen Manager.

School Health and Safety Representatives

The Governing Board and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. The school safety representatives are: Headteacher, School Business Manager, the Premises Manager, the Deputy Headteacher responsible for managing operations and the Health and Safety Union Representative. Safety representatives have the following key duties:

- Investigate potential hazards and dangerous occurrences.
- Examine causes of accidents.
- Investigate employee concerns and complaints relating to health and safety.
- Make representation to the employer on matters arising out of the above functions.
- Carry out inspections of the workplace.
- Represent employees in consultations with the Health and Safety Executive.
- Safety representatives will be given access to information they are entitled to see, for example about accidents. They will also be allowed time off for training in accordance with negotiated agreements and will be given appropriate time and facilities to undertake their health and safety duties in order that they can play an effective role, in resolving any problems that need further action or in a review of procedures.

Obligations of all employees

All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Governing Board, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific Health and Safety training received.
- Report all accidents and near misses in accordance with current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Cooperate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those, which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Cooperate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.
- All staff must sign in and out of the building at all times.

Obligations of contractors

When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of school meals, then, subject to the explicit agreement of the Governing Board, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher or their representative of any risks that may affect the school staff, pupils and visitors.
- All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.

- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their, or other peoples, health and safety.

4. Site security

- Sean Goffin, Site Manager, is responsible for the physical security of the school site in and out of school hours.
- Security Risk Assessments & Martyn's Law Compliance: In accordance with the *Terrorism (Protection of Premises) Act 2025*, the school maintains a site-specific security risk assessment evaluating public capacity, access controls, and potential security threats.
- Security Procedures & Response: Clear procedures (including lockdown, invacuation, and evacuation protocols) are established and communicated to all staff to ensure rapid, coordinated action in the event of a security incident or terrorist threat. Staff receive regular instruction on threat awareness and emergency security responses.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. A fire risk assessment of the premises will be reviewed regularly (appendix 2).

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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

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 points (appendix 2). Site plan These are:
 - Year 7 – basketball court
 - Year 8, 9 and 10 – big playground
 - Year 11 – grass area on left hand side of playground
 - Small exams in front of big playground
 - Staff and visitors – in front of big playground
 - Reset and group room – in front of the basketball court
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The school business manager/ a member of the admin team 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. Personal emergency evacuation plans (PEEPs) are place.

6. 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 Sean Goffin, site 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, stored in locked cupboards, with clear labelling and product information.

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.

7. 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

8. Legionella

- A water risk assessment will be completed. Sean Goffin, Site Manager 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 2 years and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: monthly water temperature checks by a specialist contractor (corrective actions addressed urgently), annual deep clean of all cold-water storage tanks. Annual

servicing of all sink thermostatic mixing valves, quarterly descaling of all shower heads, annual descaling of all taps, weekly flushing of infrequently used water outlets.

9. Asbestos

- The Headteacher is designated as the School Asbestos Duty Holder and the Premises Manager is designated their deputy, both have attended Asbestos Duty Holder Training.
- The Premises Manager is responsible for ensuring that the school Asbestos register is read and signed by all contractors prior to starting any work on the premises.
- Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Headteacher/Business Manager.
- Staff must report any damage to asbestos materials immediately to the Premises Manager and the Headteacher.
- Where damage to asbestos material has occurred, the area must be evacuated and secured. The Headteacher will immediately notify The Chair of the Governing Board by telephone.
- An asbestos audit is carried out every 2 years (appendix 1).
- The Headteacher, site manager, school business manager and site team must complete Asbestos awareness training annually.

10. 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.

10.1 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 site 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

10.2 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
- Any concerns about the condition of the gym floor or other apparatus will be reported to the site manager

10.3 Display screen equipment

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

10.4 Specialist equipment

- Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

11. Lone working

Lone working may include:

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

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, members of staff may notify the site team in instances when they are undertaking lone working. The site team will make its own arrangements to ensure they can account for each other's whereabouts especially at the end of the day. The lone worker will ensure they are medically fit to work alone.

12. Working at height

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

In addition:

- The site 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

13. 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

14. 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 access to the parents/carers' contact details
- There will always be at least one first aider on school trips and visits
- See Trips/ visits policy

15. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it. See Lettings policy for in-depth operational details on the school's terms and management of risks that the school takes responsibility for.

16. Violence at work

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

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

17. Smoking

Smoking is not permitted anywhere on the school premises. See policies: behaviour policy and Code of Conduct policy.

18. Infection prevention and control (Appendix 3)

National guidance published by the UK Health Security Agency will be followed when responding to infection control issues.

18.1 Coughing and sneezing

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

18.2 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 (e.g. nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

18.3 Cleaning of the environment

- Clean the environment frequently and thoroughly

18.4 Cleaning of blood and body fluid spillages

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

- Make spillage kits available for blood spills

18.5 Clinical waste

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

18.6 Infectious disease management

We will follow national guidance and 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.

18.7 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), 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.

18.8 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.

19. 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 carer and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

20. Accident reporting

20.1 Accident record book

- An accident will be recorded as soon as possible after the accident occurs by the member of staff or first aider who deals with it using the Evolve software system.
- 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 electronic accident book held on Evolve and 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.

20.2 Reporting to the Health and Safety Executive

The welfare/lead first aiders 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). This will also be reported to the local authority. The welfare/lead first aiders will report these to the HSE as soon as is reasonably practicable.

- Fatalities, Specified Injuries, and Dangerous Occurrences: Reported immediately (e.g., by telephone) and followed up with a formal written report within 10 days of the incident.
- Over-7-Day Incapacitation Injuries: 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) will be reported within 15 days of the accident.

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 welfare/ lead first aiders 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

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)

21. Training

- Staff are provided with health and safety training as part of their induction process.
- Staff who work in high-risk environments (e.g., science labs, design technology workshops, or supporting pupils with complex SEN needs) receive additional safety training.
- Mental Health & Well-being: Training and resources are made available to raise awareness of workplace stress, manage psychosocial risks, and signpost mental health support services available within the school and local authority.

22. Monitoring

The School Business Manager will review this policy annually. At every review, the policy will be approved by the Governing Board.

23. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident plan

Appendix I. Asbestos record

INSPECTION RECORD										
SITE		Leytonstone Secondary School;			Inspected by Responsible Person:		Duty Holder (Head Teacher):			
Issue Date					Designation:		Designation:			
					Signature:		Signature:			
					Date:		Date:			
Recommend Action as Hazard Risk Assessment Summary					19-24	13-18	8-12	0-7		
					Weekly	Monthly	Termly	Annually		
Page No.	SITE	Location		Brief Description	Total Assessment	Recommendation	Remedial Works Forth Completed (Yes/No)	Checked Good Damaged		Comment
Pg 10 of 20	Leytonstone Secondary School	Main	Basement Stairwell Lobby 2	Gaskets to pipework	8	Manage				
Pg 11 of 20	Leytonstone Secondary School	Main	Basement Boiler Room	Insulation Debris to walls	9	Manage				
Pg 12 of 20	Leytonstone Secondary School	Main	Basement Boiler Room	Insulation Debris to walls	9	Manage				
Pg 13 of 20	Leytonstone Secondary School	Main	Basement Boiler Room	Gaskets to pipework	8	Manage				
Pg 14 of 20	Leytonstone Secondary School	Main	Basement Boiler Room	Gaskets to pipework	8	Manage				
				No Access further investigations required						
* THIS INSPECTION RECORD MUST BE READ/ USED IN CONJUNCTION WITH FULL CIRCLE ASBESTOS RE-INSPECTION SURVEY REPORT REF: J055858 *										

Appendix 2. Fire evacuation assembly points



Appendix 3. 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. 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. 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. 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. 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.