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Statement of intent

The Board of Trustees of The Pace Centre is committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet its responsibilities and to ensure Pace's health and safety policies and procedures are implemented with regard to the provision of:

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities
- an effective local organisation within the school to implement the policy
- full and effective consultation with employees on matters affecting their health and safety
- effective communication throughout the school on health and safety matters
- competent specialist advice on health and safety matters when this is not available in the school
- sufficient information, instruction and training for staff on health and safety
- staff who are competent to carry out their work to meet their health and safety responsibilities and have been provided with adequate training and development to do this
- the effective management of contractors
- the effective monitoring and review of the implementation of the health and safety policy and health and safety performance

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff and will be contained within the Policy Section of the Staff Handbook. The policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

A health and safety poster is displayed on both sites.

This policy statement supplements:

- The Pace Centre Staff Handbook
- The Pace Centre Child Care Policies and Procedures
- The Pace Centre Educational Visits documentation
- The Pace Policy Safer Recruitment Policy and Procedures.

Chair of Trustees: Colin Hayfield	Chief Executive: Caroline Bennett
Date:	Date:

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

Legislation

This policy is based on advice from the Department for Education on [Health & Safety in Schools](#)

and the following legislation:

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

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Roles and Responsibilities

The Board of Trustees

- The Board of Trustees has ultimate responsibility for health and safety matters at The Pace Centre but delegates day-to-day responsibility to the Chief Executive and Headteacher
- The Board of Trustees 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 Board of Trustees is responsible for ensuring health and safety management systems are in place and effective
- As a minimum these systems should adhere to The Pace Centre's health and safety policy, procedures and standards as detailed in this Manual
- A Health and Safety Trustee has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback on health and safety issues and identified actions to the Board of Trustees
- The School's Health and Safety Trustee is Andy Coxall
- The Board of Trustees receives regular reports from the Chief Executive or other nominated member of staff to enable it to provide and prioritise resources for health and safety issues
- Where required the Board of Trustees will seek specialist advice on health and safety matters which the establishment may not feel competent to deal with without

Pace, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities 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

Responsibilities of the Chief Executive

Overall responsibility for the day-to-day management of health and safety rests with the Chief Executive. The Chief Executive has responsibility for:

- Co-operating with the Board of Trustees to enable health and safety policy and procedures to be implemented and complied with
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors
- Ensuring effective arrangements are in place to manage health and safety pro-actively by conducting and reviewing inspections and risk assessments and implementing required actions
- Reporting to the Board of Trustees on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition
- Reporting to the Board of Trustees any significant risks which cannot be rectified within the establishment's budget

- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions

The Senior Management Team

The Senior Management Team meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the Trustees. The senior management team will:

- Apply the Pace health and safety policy to their own department or area of work
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as DfES Advice on Health and Safety for Schools)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- Take appropriate action on health, safety and welfare issues referred to them, informing the Chief Executive of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility and report/record these inspections
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

Headteacher

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school buildings and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Board of Trustees on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the deputy heads of school assume the above day-to-day health and safety responsibilities.

Health and Safety Lead

The nominated health and safety lead is the Chief Executive.

Staff

Under the Health and Safety at work Act 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the School's health and safety policy and procedures at all times
- Report all accidents, incidents or near misses in line with the Accident Reporting Procedure
- Co-operate with School management on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent with / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

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

Health and safety committee

The health and safety committee meets once each half term on each site and consists of the Health and safety lead, health and safety champions and health and safety trustee.

Health and Safety Champions

Each Pace group has a nominated 'Health and Safety Champion'.

The Health and Safety Champion is a volunteer position. The role is designed to enable the person to represent colleagues on matters of Health and Safety.

The main responsibilities are:

- To help ensure the effective implementation of The Pace Centre's Health and Safety Policy and procedures within the Centre / Group
- To represent colleagues on matters concerning health and safety
- To be an effective member of the Health and Safety Committee within Pace
- To ensure that information relating to health and safety is notified to all staff within their team
- To liaise with the Health and Safety Lead
- To attend regular health and safety meetings
- To ensure that the minutes of such meetings are circulated to all staff within the team
- To ensure that health and safety training requirements are notified to the training team
- To raise health and safety issues at staff/team meetings

- To discuss the implications of health and safety within the group and ensure that staff are aware of action to be taken
- To champion fire safety and to play an active role in the safe evacuation of pupils as per the FEEP for their respective site

Pupils and Parents

Pupils and parents 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.

Contractors

Contractors will agree on health and safety practices with the Chief Executive before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Site Security

The Head of Operations is 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 Headteacher and Chief Executive Officer are key holders and will respond to an emergency.

Fire

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud (continuous) bell. Fire alarm testing takes 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 Fire Emergency Evacuation Plan (FEEP) for each site will be followed accordingly.

The school will have special arrangements in place for the evacuation of children and staff with mobility needs. Personal Emergency Evacuation Plans (PEEPs) are in place for all children and applicable staff and must be followed during an evacuation. These are on clear display in the classroom and are reviewed annually or as required.

A fire safety checklist can be found in appendix 1.

Please also refer to 'Fire Risk Assessment' completed by Chris Bailey in October 2017 and updated in October 2024 by Jenni Westray with advice from Buckinghamshire Fire & Rescue and guidance from Gov.uk - Fire Safety Risk Assessment: Educational Premises.

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

Every attempt will be made to avoid or choose the least harmful substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH Regulations).

In all other areas, the establishment's nominated person responsible for substances hazardous to health is the Head of Operations.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed
- Material safety data sheets are obtained from the relevant supplier for all such materials
- Where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance
- All chemicals are appropriately and securely stored out of the reach of children
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- Suitable personal protective equipment (PPE) has been identified and is available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment

Where persons may be affected by the use of hazardous substances on site, the Head of Operations is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and occasional contractors such as builders, decorators, flooring specialists, etc*).

Gas Safety

- Installation, maintenance and repair of gas appliances and fittings is 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 that they have adequate ventilation

Legionella

- A water risk assessment has been completed, and The Head of Operations is responsible for ensuring that the identified operational controls are conducted and recorded in the School's water logbook

- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: running of taps, temperature checks, heating of water, disinfection of showers, etc.

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 which 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

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 that 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
- Regular inspection and testing of school equipment is conducted by competent contractors.

Curriculum Areas

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Equipment

- All staff are responsible for ensuring that 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 directs them
- Any potential hazards will be reported to the Headteacher, Head of Operations or Chief Executive 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 must not be touched by wet hands and may 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

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)

Cleaning and General Maintenance

Please note any areas of the buildings that have not been cleaned thoroughly using the Facilities Helpdesk Log found in the All Pace Staff Team > Facilities channel > Tabs. This alerts the Operations Team to the need for additional attention in the areas mentioned.

Care of Kitchen and Communal Areas

The Staff Room and Kitchen areas should always be kept clean and tidy. Cutlery and crockery should be washed, dried, and returned to the cupboards. Work surfaces should be wiped clean after use. Please ensure that food is not left in the fridge for excessive periods and always remove perishable items at the end of each term. As the Coventon Road Staff Room is used for training and meetings, as well as general purposes, it should always be left clean and tidy. Please ensure that chairs are tidied, and equipment and materials are put away.

General Maintenance

Please log damage to equipment or areas of the building using the Facilities Helpdesk Log, found in the All Pace Staff Team > Facilities channel > Tabs. This alerts the Operations Team to the damage and allows repairs to be prioritised and scheduled.

Laundry

The tumble dryer is not vented out in the laundry at Coventon Road, and it is therefore essential that the vent is turned on (situated to the right of the room light switch) to remove steam from the room. Before switching the tumble dryer on please check that the lint catcher is clean, and the water reservoir is empty before use.

External play equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and Team Leaders will conduct a formal, termly inspection of the equipment.

General Guidelines for Maintenance of the Centre and Equipment

- Treat the building and equipment with care
- Please report any problems or damage immediately using the Facilities Helpdesk Log
- All buildings' heating is managed at comfort settings of 21°C. If heating needs to be increased due to certain classroom activities, please return to the original setting after the programme. Maintain sufficient but not excessive heat throughout the building during the day
- Only undertake essential washing in the machine
- Use the air vent in the laundry when the dryer is in use

- Turn off the dryer and the vent when the load is sufficiently dry
- Turn off lights in unoccupied rooms
- Ensure that you have had the correct training before using equipment for the first time
- Use machines and equipment with care to avoid expensive repair bills
- Please **do not** drag equipment or chairs across the floors to reduce damage to floor coverings.
- Wash baths immediately after use

Prevention of Accidents

Trips and Falls

The analysis of accident statistics shows the greatest concentration, especially of serious injuries, result from slips, trips and falls.

The most frequent causes of slips, trips and falls are: -

- Wet floors following cleaning. (Floor washing should be carefully planned so that a minimum number of people will need to use the area before the floor is dry. Warning signs should be put up at the limits of the wet area)
- Wet floors due to spillage from kettles etc. Plastic stoppered containers should be used to fetch all water
- Loose or torn carpets. (Report on Facilities Helpdesk form immediately and use wide adhesive carpet tape to effect temporary repairs.)
- Oil or grease spills, particularly in kitchens, workshops and car parking areas (Clean kitchen worksurfaces after use and mop spills on floors or surfaces)
- Inadequate lighting. (For safety reasons, cars should be moved from the car park to the drop-off zone after dark when less than four staff are in the building)
- Litter (should be picked up)
- Makeshift methods of reaching heights and inexpert use of ladders and steps. (The wheelie steps or step ladders should be used for reaching high shelves)
- Unsuitable footwear (non-slip lightweight footwear should be worn)
- Telephone and electric cables lying across walkways. (Often caused by persons moving desks and tables without consideration of this problem. Wide adhesive tape will provide a temporary solution pending relocation of telephone points and main sockets.)
- Objects left in walkways and corridors (these should be kept clear to allow free movement)
- Hurrying and inattention. (The traditional rule of "no running in corridors and "keeping to the left-hand side" make a major contribution to accident prevention)
- Desk and filing cabinet drawers left open
- Obscured vision when carrying bulky items
- Badly fitting mats in entrances
- Ice and snow. (Access paths must be kept safe by clearing where possible)

Hot Liquids

Hot liquids of all forms represent a serious safety risk to Pace users.

To help prevent scalds and burns it is Pace's policy that kettles should not be used in classrooms at any time when children are in the building. Kettles should be removed from work surfaces, emptied of hot water and stored away during these times.

Hot drinks should be consumed only in the kitchens and staff rooms when children are in the building. Care should be taken when leaving the kitchen with hot food or liquid and checks made to ensure that children are not present in the corridor before carrying hot food or drinks to the staff room or offices.

Visitors to Pace should be made aware of the policy that hot liquids are not permitted in the classrooms at all times when children are present. This policy applies to all Pace users, including parents, volunteers and visitors.

Storage of boxes

To reduce the risk of back strain or heavy boxes falling from a height a system of colour coding for the safe storage of boxes is used throughout Pace, as follows

- Lightweight – Green
- Medium weight – Yellow
- Heavy box – Red

Boxes labelled with a red sticker should be stored on shelves at waist height.

At least once a term each group should ensure that boxes are correctly labelled and stored.

Safety – Daily Guidelines

The safety of young children is of paramount importance. To ensure the safety of both children and adults, the PACE Centre will ensure that:

- All children are supervised by adults at all times and will always be within sight of an adult
- A book is available in each Group for the reporting of any accident and there is an online form to record all Incidents/Accidents and Near Misses (All Pace Staff > H&S channel > Tabs)
- Regular safety monitoring will include checking the accident and incident record
- All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods
- Main entrances will remain locked when not in use
- Children will leave the site only with authorised adults
- All adults entering the building will comply with the signing-in procedure
- Any visitor not displaying identity will be challenged
- Safety checks on premises, both outdoors and indoors, are made before every day/session
- Safety glass will be used throughout the building
- Outdoor space is securely fenced

- Equipment is checked regularly, and any dangerous items are repaired/discarded
- The layout and space ratios allow children and adults to move safely and freely between activities
- Fire doors are never obstructed
- Fires/heaters/electric points/wires and leads are adequately guarded
- All dangerous materials, including medicines and cleaning materials are clearly labelled and stored out of reach of children
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- Kettles are not boiled whilst children are in the classrooms. Any hot water remaining in kettles is disposed of and kettles are stored away whilst children are in the classrooms
- Hot drinks are not taken to classrooms whilst children are present
- Adults do not walk about with hot drinks or place hot drinks within reach of children
- Fire drills are held at least once a term
- A register of adults and children is completed as people arrive so that a complete record of all those present is available in any emergency
- There is no smoking or vaping either inside Pace or on the grounds of either site
- A correctly stocked first aid box is available at all times
- Fire extinguishers are checked annually, and staff know how to use them
- Whenever children are on the premises at least two adults are present
- Large equipment is erected with care and checked regularly
- Activities such as cooking receive close and constant supervision
- On outings, the adult/child ratio will be at least one to two. Health and safety guidelines for educational visits will be complied with
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises
- Children who are sleeping are checked regularly
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children
- The premises are checked before locking up at the end of the day
- Health and safety files will be kept up to date by health and safety champions. All risk assessments should be reviewed at least six monthly
- The Health and Safety Champions will meet twice termly

Lone Working

Lone working may include:

- Late working
- Home or site visits

- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

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

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

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

Working at Height

We 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 Operations Team retain ladders for working at height
- Pupils are prohibited from using ladders
- Staff must 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

Manual Handling of Equipment and Furniture

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

The School must 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 most 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

If in doubt, seek advice from the manual handling team.

Off-site Visits (see also: Procedure to be Followed for Taking Children out on Outings.)

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

- Risk assessments are completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider with a current first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage

Work experience

All students placed at Pace for work experience shall be given an abbreviated induction at the start of their placement.

This induction shall be organised and led by the Receptionist of the site they are working on and the member of Pace staff that will be responsible for them during their placement.

The Course shall cover the following topics: -

- Conducted tour of the site(s)
- Fire evacuation.
- Hygiene
- Moving and handling (not to facilitate children unless specific training has been provided)
- Footwear and protective equipment
- Security
- Child Protection

Work Experience students should never be left unsupervised, especially with the children.

Volunteers should not accompany children to the bathrooms.

Lettings

Pace occasionally hires out its premises for private lettings out of hours. Those who hire any part 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. They will also adhere to the Pace Lettings policy and to their responsibilities as the hirer. See Lettings policy for more information.

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 must report any incidents of aggression or violence (or near misses) directed at themselves to their line manager/Headteacher/Department Head immediately. This applies to violence from pupils, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the school premises.

Infection Prevention and Control

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

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

Coughing and Sneezing

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

Personal Protective Equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the Environment

- The environment, including toys and equipment, is cleaned frequently and thoroughly by appointed cleaners and staff members as appropriate

Cleaning of Blood and Body Fluid spillages

- All spillages of blood, faeces, saliva, vomit, nasal and eye discharges must be cleaned up immediately by staff present who must wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per the 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

Laundry

- Laundry is washed in a separate dedicated facility
- Soiled linen is washed separately and at the hottest wash the fabric will tolerate
- Staff must wear personal protective clothing when handling soiled linen
- Staff bag children's soiled clothing to be sent home, never rinse by hand

Clinical Waste

- Domestic and clinical waste is segregated, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Clinical waste is removed with a registered waste contractor

Animals

- Where applicable, staff and children must wash their hands before and after handling any animals
- In the event that an animal is kept onsite (such as a class pet):
 - the animals' living quarters must be kept clean and away from food areas
 - dispose of animal waste regularly and keep litter boxes away from pupils
 - supervise pupils when playing with animals
 - seek veterinary advice on animal welfare and animal health issues and the suitability of the animal as a pet

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. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion Periods for Infectious Diseases

The school will follow the recommended exclusion periods outlined by Public Health England, summarised in Appendix 4

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

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 the risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- 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

Accident Reporting

Accidents involving employees

- All employee accidents, no matter how minor, must be recorded in the Accident Books, which are available in each group and at Reception on each site. An Online Incident Form must also be completed (Teams > All Pace Staff > Health and Safety Channel > Tabs > Fill Report of Incident/Near Miss form) – this automatically alerts the Headteacher, Deputy Headteacher and Head of Operations
- If necessary, a Risk Assessment will be carried out for the employee. Where staff have a manual handling injury a manual handling Risk Assessment should be carried out and this should be arranged by contacting the Moving and Handling Team
- Records held in the first aid and accident book must 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

Accidents involving pupils and other non-employees (members of the public/visitors etc.)

Record any incidents in an accident book and, for students, make 2 copies of this and send them home with the child, ask the parents to sign one copy and return it to the group to file in their health and safety folder.. An Online Incident Form must also be completed (Teams > All Pace Staff > Health and Safety Channel > Tabs > Fill Report of Incident/Near Miss form) – this automatically alerts the Headteacher, Deputy Headteacher and Head of Operations.

Any dangerous occurrences (events which, although not necessarily resulting in any personal injury, have the potential for doing so) must also be reported on the Incident/Near Miss form (Teams > All Pace Staff > Health and Safety Channel > Tabs > Fill Report of Incident/Near Miss form) – this automatically alerts the Headteacher, Deputy Headteacher and Head of Operations. For

incidents/near misses involving medications please complete the Medication Error form ((Teams > All Pace Staff > Health and Safety Channel > Tabs > Fill Medication Error and Incident Report form) – this automatically alerts the school Nurses, Headteacher and Deputy Headteacher

The relevant form must be completed for any Incident/Near Miss/Equipment Incident involving the Pace staff, pupils, visitors or contractors.

If the occurrence is of sufficient importance and, if staff and non-employees are exposed to further risk without immediate attention, it should be immediately brought to the attention of the most senior member of staff available, and appropriate action taken.

All major incidents will be reported to the Chief Executive and Trustee responsible for Health and Safety. Parents/carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Trustees as necessary.

The Headteacher, Deputy Headteacher, Head of Operations, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923. The Headteacher will be responsible for making the report and in their absence, this will be made by the most senior member of staff available.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises/equipment, due to the way equipment or substances were used or due to a lack of supervision/organisation etc
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including weekends and holidays)
- Certain scheduled dangerous occurrences, whether an injury is caused or not

Regulations also require employers to report immediately the following: -

- An employee suffering one of the scheduled notifiable diseases

Any incident notified to the HSE must also be reported to the Health and Safety Lead and to the Trustees.

The Chief Executive will be responsible for carrying out any investigation that is required and for the statutory reporting of relevant accidents. In their absence or involvement, this will be done by the Headteacher.

"Major injuries or conditions" are:

- Fracture of the skull, spine, pelvis, thoracic cage, any bone in the arm or wrist (but not the hand) and any bone in the leg or ankle (but not the foot)
- Amputation of a limb, hand, foot, finger, thumb or toe, or part thereof if the joint or bone is severed
- The loss of the sight of an eye or a penetrating injury or a chemical or hot metal burn to the eye. (minor irritations which are resolved with eye irrigation need not be reported)
- Any injury requiring immediate medical treatment, or if consciousness is lost, as a result of an electrical shock or electric burn
- Loss of consciousness because of lack of oxygen
- Any acute illness requiring immediate medical treatment, or if consciousness is lost, resulting from exposure to a substance
- Acute illness requiring medical treatment where there is reason to believe that it resulted from exposure to a pathogen or infected material
- Any other injury that results in the casualty being admitted immediately into hospital for more than 24 hours

"Dangerous occurrences " include:

- The collapse or overturning of any scaffolding
- The explosion, collapse or bursting of a vessel the contents of which are under pressure (e.g. steam boilers, gas cylinders) which results in significant damage to equipment, or which might have injured someone
- An electrical short circuit or overload attended by fire or explosion which results in stoppage of the plant involved for more than 24 hours and which might have injured someone
- A fire or explosion which results in the stoppage of the plant involved or normal work in an area for more than 24 hours if it is due to the ignition of materials or their by-products (including waste) used in a work process or finished product
- The unintended collapse of any wall or floor in a workplace, or the collapse of any part of a building under construction
- Any incident where plant or equipment comes into contact with an uninsulated overhead electric line at over 200 volts or causes an electrical "flash" by coming close to it
- The collapse, overturning of or failure of a load-bearing part of a lifting device, such as a lift, hoist or crane
- The accidental release or escape of any substance or pathogen in circumstances which might cause death, major injury or condition or other damage to the health of any person

Reportable Diseases

There are very few conditions that might arise from work in schools. These are:

- Occupational asthma arising from work with animals or insects, or with epoxy resin materials
- Leptospirosis arising from handling animals or working in areas infested by rats (e.g. ponds or waterways)

- Hepatitis arising from work involving exposure to human blood products or body secretions

The regulations contain the complete schedule of reportable diseases and should be consulted if in doubt.

The Health and Safety Executive does not require reports in respect of pupil injuries arising from collisions, slips, or falls in playgrounds unless they are caused by the condition of the premises (e.g. potholes, ice, worn steps) by plant or equipment being on the premises (e.g. contractors' machinery) or by a lack of proper supervision.

[How to make a RIDDOR report, HSE](#)

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

Notifying Parents

The team leader will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Specifically:

- Parents will be contacted by telephone by a member of the team as soon as reasonably practicable after the incident, particularly in the event of a head injury
- Parent/carer will be informed of the accident at pick-up time
- A copy of the accident form will go home in the home-school book

Reporting to Ofsted and Child Protection Agencies

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

The Headteacher will also notify social services of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities and refresher training where required

Training records will be kept online and maintained by the training team who are also responsible for co-ordinating health and safety training needs in communication with the Health and Safety lead and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Chief Executive will be responsible for assessing the effectiveness of the training received.

Each member of staff is also responsible for drawing the Chief Executive's / Line Manager's attention to their personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Monitoring

This policy will be reviewed by the Head of Operations annually.

At every review, the policy will be approved and signed by the Chief Executive and Chair of the Trustees

Links with Other Policies/Documents

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Manual Handling Risk Assessment
- Fire Risk Assessment (FRA)
- Covid 19 risk assessment

Date: April 2025

Review Date: April 2026

To be reviewed by: Head of Operations

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil, and it helps to promote equality at this school.

Appendix 1. Fire Safety Checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

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 Public Health England (PHE).

Rashes and Skin Infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chickenpox	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children; these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
German measles (rubella)*	Four days from onset of rash (as per " Green Book ")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
Hand, foot and mouth	None	
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children; these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
Molluscum contagiosum	None	A self-limiting condition.

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Ringworm	Exclusion not usually required	Treatment is required.
Roseola (infantum)	None	
Scabies	Child can return after first treatment	Household and close contacts require treatment.
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.
Slapped cheek syndrome/fifth disease (parvovirus B19)	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children; these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children; these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

Diarrhoea and vomiting illness

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Flu (influenza)	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children; these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Tuberculosis*	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children; these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Whooping cough*	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.

Other infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre.
Diphtheria*	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures.
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
		affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination
Threadworms	None	Treatment is recommended for the child and household contacts.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

* Denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.