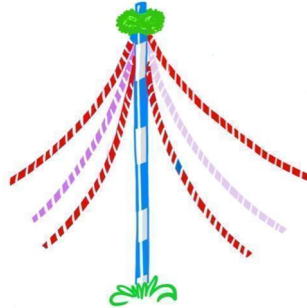


Maypole School



SAFETY, HEALTH, ENVIRONMENT & FIRE POLICY (SHEF)

2026/27

Drafted by:	Terry Price	May 2025
Authorised by:	Adrienne Cherrywood	01 June 2025
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1. Introduction

This Safety, Health, Environment and Fire (SHEF) Policy is to set out Maypole School's policy for protecting the health and safety of staff, pupils and visitors. . The Policy also explains the health and safety responsibilities of key personnel, and outlines our health and safety procedures.

It is recognised that Maypole School:

- has a moral duty to take all reasonable steps to prevent people being harmed;
- has a legal duty imposed by the Health and Safety At Work Act (1974) and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, adequate information, instruction and training; and to take reasonable care of the health and safety of others;
- has a moral and legal duty to ensure that our pupils have the healthy and safe environment that they are entitled to.

The Principal has overall SHEF responsibility within Maypole School and is the Accountable Person (AP). The School is committed to taking all reasonable steps to maintain a healthy and safe place of work for staff, pupils and visitors, so that they and the environment (that may be affected by its work) are exposed to the lowest practicable level of risk. The aim is that the school will not merely meet the required regulatory and Ofsted standards; but that we will exceed these standards wherever practical.

This Policy applies to all Maypole employees, agency staff, visitors and contractors. The Policy must be shared with all new staff when they join, and the respective Head of School, SHEF Advisor & Office Manager, are to ensure that all staff have been made aware of the aspects that may affect them.

Please note that the meaning of the terms "site" and "workplace" includes all activities undertaken within Maypole School, and also off-site activities such as vocational, educational, sporting and recreational visits, activities and events.

All staff should be aware of two key principles regarding this policy:

- Firstly, ignorance of the content of this policy is not a valid excuse for not complying with the policy.
- Secondly, the policy should be implemented using common sense, because although it is very comprehensive, it can never address every single eventuality that could occur.

The Policy and associated RAs will be reviewed annually, or earlier in the event of significant changes to regulations or to the way that we work.

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties that 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 RAs, 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
- [Manual Handling Operations Regulations 1992](#), are designed to ensure staff do not get injured when lifting.

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues, and [Actions for schools during the coronavirus outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.

3. Policy Objectives & Organisation

Policy Objectives

We aim to:

- Provide and maintain a safe and healthy environment throughout the school site, and safe means of entry and exit from it.
- Establish and maintain safe working procedures amongst staff, pupils and all those on the school site; and integrate good health and safety management into management and decision-making processes.
- Provide safe use, handling and storage systems for the control of noise, toxic and corrosive substances, dust and vapours under the school's control.
- Formulate effective procedures for use in case of fire and other emergencies, and for evacuation the school premises.
- Lay down procedures in case of accidents and medical treatments.
- provide safe maintenance of equipment, and of systems of work.

Health and safety management system

The School will maintain a documented and consistently applied health and safety management system, that has clear roles and responsibilities, and clear procedures.

Where we do not have the necessary expertise in-house then we will, where necessary, seek specialist advice to determine the risks to health and safety in the establishment, and the precautions required to deal with them.

The system will be steered and monitored by the Executive Leadership Team (ELT) and the SHEF Committee.

SHEF Committee

The objectives of the SHEF committee is to:

- monitor self-audit and external audit data and the levels of residual risks, analyse accident/near miss reports, identify trends and recommend any further appropriate control measures;
- monitor the implementation of additional control measures to reduce risks, and of new working practices;
- coordinate the SHEF Management and Action Plans, to ensure that Maypole School complies with all SHEF regulations;
- monitor new SHEF legislation which could impact on the School's operation, and develop new policies as required.
- Act as a conduit between the staff and the ELT, bringing issues to the attention of the ELT and SHEF advisor and disseminating pertinent SHEF information to all staff, pupils and visitors at their respective sites.

When available, the Principal will chair the SHEF Committee, which will meet at least termly. The Committee will grow as the School increases in size, but currently consists of:

- Adrienne Cherrywood (Principal, Chair)
- Terry Price (Senior SHEF Advisor, Secretary)
- John Herring (Admissions & Planning)
- Kitty Clark (Executive Head).
- Site SHEF Representatives
- Site Premises Officers

The Secretary publishes (on the Staff Drive) and distributes a record of decisions, to all committee members on completion of each meeting. The Committee is accountable to the Principal, who will direct responsibilities and tasks as required.

4. Arrangements to meet Policy Objectives

The Principal's intent is that Maypole School will work in the following way.

Individual Employee Responsibilities

All employees must be aware of their responsibility to preserve their own safety and that of the wider school community, and to protect the environment.

To enable this they must be aware of and comply with all relevant safety and environmental procedures and instructions. They must also be aware of and comply with the conclusions of any RAs that are relevant to the location, activity or pupils that they may be involved with.

As previously stated, ignorance of this policy will not be deemed to be an acceptable reason for failing to comply with this policy.

Compliance Checks and Inspections

A pivotal element of this Policy is a system of regular and careful inspections and checks, working to detailed checklists, on a weekly and monthly basis. The results of these checks will be recorded in writing, and any defects or problems will be reported quickly and accurately. The SHEF Advisor will be required to provide the ELT & SHEF Committee with regular confirmation and evidence that all SHEF policies and procedures are in place, and are being effectively implemented.

Familiarity with off-site safety rules

Employees who are working off-site must be familiar with any local safety or environmental rules; and must observe them. They must also think and plan ahead, and act with commonsense to ensure that their and their pupils' activities do not put anyone at risk.

Hazard identification and Risk Assessments

It is essential that we have an effective system of identifying any significant workplace, fire and environmental hazards. If any unsafe activities are being conducted – the member of staff must stop the activity immediately, and report it to the respective Head of School and/or the Principal. If it is felt that this cannot be done to acceptable standards, then the matter must be reported urgently to the Principal. The School's policy is that staff must be supported in any such case like this, and that identified risks will be quickly assessed, and mitigating actions implemented.

The Executive Head and Principal will check all risk assessments to ensure they are suitable and sufficient.

Quick reporting and investigation

In the event of any Accidents, Incidents, or Near Misses, these are to be investigated quickly, to identify any immediate or underlying causes, with the aim of identifying lessons so that corrective action can be undertaken to prevent recurrence.

Emergency / Routine Procedures

The required procedures covering emergencies, and the associated routine practice events, are included in this Policy. In the event of an emergency, all staff must understand and be familiar with the actions required of them. In the event that additional or temporary procedures are required (for example for Covid 19) then additional instructions will be issued as required.

Control of Visitors – the 4Cs

All visitors or persons working on-site such as contractors, agency staff or pupils are to be made aware of any hazards that exist in the workplace areas. This includes any practices which may result in environmental damage. The 4Cs process (Co-ordinate, Co-operate, Communicate & Control) is to be applied for all visitors/contractors. Whilst the SEF Advisor has overall responsibility for the 4Cs process, site administrators and premises officers must ensure contractors complete the necessary paperwork and read the relevant safety guidance upon arrival at their site.

Building, Site and Equipment Safety

The Principal is responsible for providing safe buildings and a safe site, with safe equipment. The Principal will provide adequate resources to enable effective implementation of the School's SHEF policy.

Consultation with employees

The School will ensure that effective consultation takes place with all employees on health and safety matters, and that individuals are consulted, before allocating particular health and safety functions to them.

Information, Instruction, Training & Supervision

The School will provide suitable and sufficient Information, Instruction, Training and Supervision to all employees, to enable them to work safely and avoid any actions that may adversely affect the health or safety of themselves or others.

Leaders at all levels are required to commit to this Policy, and to actively promote and assist in the development of a positive health and safety culture.

Welfare support

The School will provide a supportive and effective system of welfare support for both staff and pupils.

Monitoring SHEF performance, and Policy Review

The School will regularly monitor health and safety performance, to ensure that risks are dealt with sensibly, responsibly and proportionately.

This Policy will be reviewed annually, or more frequently in the event of any significant regulatory development, or change in the way that we work.

5. Roles and Responsibilities

Maypole School personnel with key responsibilities for SHEF matters are listed below.

The Principal

The Principal has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Deputy Chair/ SHEF Advisor/Executive Head.

The Principal 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.

As the employer, The Principal is also responsible for:

- chairing the SHEF committee (when available);
- monitoring and assessing, on an ongoing basis, the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- Informing employees about risks and the measures in place to manage them;
- Ensuring that adequate health and safety training is provided, and that resources are allocated appropriately.

The Deputy Chair

To deputise for the Chair when required, attend meetings (when available) and monitor SHEF procedures.

The Executive Head

The Executive Head is responsible for the daily health and safety at all sites. This involves:

- Reporting to the Principal on health and safety matters, and on any SHEF requirements/deficiencies.
- Implementing the SHEF policy and plans.

- Ensuring that, in her absence, health and safety responsibilities are delegated to another senior member of staff.
- Ensuring all RAs are completed, and reviewed in the required timescale.
- Investigation of any accidents/near misses.
- Making all new staff available for a site SHEF induction.
- Providing adequate training for school staff, to meet the requirements of this policy.
- Ensuring appropriate evacuation procedures are in place, and that regular fire drills are held and routine checks are conducted.
- Welfare of all staff and pupils, including ensuring there are enough staff to safely supervise pupils.
- 1st Aid provision.
- Ensuring that the school building and premises are safe and regularly inspected, and that any defects are raised to the Principal/SHEF Advisor.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Making any RIDDOR reports that may be necessary.

Senior SHEF Advisor

The nominated Senior SHEF Advisor is Terry Price (Operations & Contracts Manager). His duties are to:

- act as Secretary to the School SHEF committee, deputising for the Principal/Deputy Chair as required.
- ensure that the School's Safety Management System (SMS) is maintained and appropriate strategies are developed to implement the Head of School's policy, with a system for measuring and reviewing procedures put in place
- advise the Principal and Executive Head on any aspect of SHEF
- oversee and keep up to date the SHEF folders
- maintain oversight of SHEF policy and instructions
- organise any self-audits that may be required
- ensure that all new staff attend the required SHEF Induction during their first half term, in accordance with the Training Policy.
- support investigations of accidents/near misses
- support the Heads of School (of each site) and the Senior Leadership Team (SLT) in the implementation of SHEF policy

Premises Officer

The School Caretakers duties are to:

- conduct the weekly fire alarm test and fire safety checklist
- conduct weekly water temperature and SHEF checks
- conduct monthly emergency lighting check.
- coordinate the work of contractors and check their RAs
- act as Water Risk Assessor, for Legionella RA
- act as COSHH assessor and advisor

- Carry out or escalate repairs, of defects/damages reported staff in the Defects Book.
- Lead on site Fire Safety
- Ensure all contractors sign in correctly and complete the correct paperwork, including Hot Work Permits

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 health and safety practices with the Senior SHEF Advisor before starting work (or the Premises Officer in the Operations & Senior SHEF Advisor's absence). Before work begins, the contractor will provide evidence that they have completed an adequate RA of all their planned work; and they will be briefed on the Contractor Safety Guidance which is at Appendix 1.

Site security

The Principal is ultimately responsible for site security. However this responsibility is delegated to the relevant Head of School during normal school hours.

Out of normal school hours, the responsibility is delegated to the designated security company for each site, which is responsible for the security of the school site out of school hours. They are responsible for visual inspections of the site, and for the intruder alarm system (where installed). The designated security company is the key holder and will respond to any emergencies.

6. Individual Staff Responsibilities

Overview

The details below state the health and safety rules for all employees. Non-compliance with these rules will be a breach of the individual's employment contract, which could potentially result in disciplinary action, in accord with the Discipline Policy.

Individual responsibilities

School staff have a duty to take care of pupils in the same way that a prudent parent would. In addition, every member of staff must be aware of their legal duty to:

- Comply with this SHEF policy and co-operate with their management team and colleagues, on health and safety matters.
- Take sensible and reasonable care of their own health and safety, and that of other people who might be affected by their work activities, or by their omissions.
- Work in accordance with their training and instructions.
- Inform their manager/teacher and/or other appropriate person, of any work situation that is, or is potentially, a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Inform their manager of any defects, near misses or accidents, or any general shortcomings in protective measures.
- Ensure any defects or breakages are entered into the Defects Book (held in the school office).

- In the event of an unexpected event or situation that is not specifically covered by the provisions in this policy, Maypole employees are required to act sensibly and to follow the verbal instructions of leaders, and/or senior members of staff.
- Don't try to use equipment, processes or hazardous substances that you haven't been trained on.

Potential liability for disciplinary action

In accordance with the Discipline Policy, an employee may potentially be liable for disciplinary action if he/she contravenes this SHEF policy in any of the following ways:

- **False statements/evidence.** Falsifying evidence or making a false statement, or deliberately interfering with evidence following a dangerous / potentially dangerous incident, or accident.
- **Harassment or bullying.** Any form of bullying or harassment of any person.
- **Physical/sexual misconduct.** Any form of physical or sexual misconduct towards either colleagues or those in our care.
- **Wilful damage/misuse.** Any form of deliberate damage to any equipment or object whose purpose is to do with welfare or health or safety at work.
- **Failure to report medical condition.** Any form of failure to report a medical condition which could potentially put your colleagues / pupils / others at risk
- **Drugs and alcohol.** Any form of misuse of alcohol or drugs, which may affect the health or safety of pupils or other staff or members of the school community.
- **Food safety and hygiene.** Any form of deliberate or serious contravention of food safety or food hygiene rules.
- **Unauthorised equipment operation/interference.** Any form of unauthorised use of equipment, or interference with fire alarms or other protective equipment.
- **Drugs and medicines.** Any form of unauthorised provision or disposal of drugs or medicines.
- **Removal of property.** Any form of unauthorised removal of school property, or property belonging to pupils, staff or others, which could potentially cause accident or injury.
- **Dangerous pranks.** Any form of potentially dangerous prank, which might cause an accident or injury.

These examples only refer to contraventions of the School's Health and Safety Policy. There are numerous other actions that are nothing to do with health and safety, which could also potentially lead to disciplinary action. These are described in the Discipline Policy; and detailed advice is also in the Staff Handbook.

7. Risk Assessment System

What is a Risk Assessment?

A Risk Assessment (RA) is a careful examination of what, in your work, could cause harm to people and the environment, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

This is an important step in protecting staff, pupils, visitors, contractors, the environment and Maypole as a whole. It helps staff focus on the risks within their department and activities that they undertake. In many instances, straightforward measures can readily control risks; for example, ensuring staff have sufficient information when they are offsite, or cleaning up spillages quickly so people do not slip.

Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- RAs are conducted and reviewed on a regular basis and after a change of legislation or school processes.

A table of all the RAs schools are required to have in place can be found in Appendix 2 of this policy.

Definitions

Hazard	Something with the potential to cause harm to people, such as chemicals or working at height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
RA	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Control measure	Action taken to prevent people being harmed

Roles and responsibilities

- **The Executive Head.** The Executive Head is responsible for ensuring that:
 - Assessments are conducted in all parts of the school, internally and externally, to identify potential hazards. For all significant hazards, a full RA must be completed, using the RA form at Appendix 3. In accordance with the paperless policy, the completed signed form must be uploaded and saved in the RA Folder on the ELT Drive, and a copy saved to the SHEF Noticeboard in the Staff Drive. Hard copies will be kept in the SHEF folder at each site.
 - Individual student RAs, should be stored in the Pupil Documentation folder on the respective site's Drive.
 - All relevant staff are informed about risks and the measures in place to manage them, in advance of the activity concerned.
 - Employees selected to be risk assessors are to complete the necessary training.
 - Where a requirement for training has been identified, this is to be completed in a timely fashion, and recorded.

- Staff must also be made aware of the concept of dynamic RA, and of the occasional need for this when an existing RA has been overtaken by events.
- **School staff.** School staff are responsible for:
 - Assisting with, and participating in, RA processes, as required
 - Familiarising themselves with RAs
 - Implementing control measures identified in RAs
 - Alerting the Head of School to any risks they find which need assessing
- **Pupils and parents.** Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.
- **Contractors.** Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

RA process

When assessing risks in the school, we will follow the process outlined below. We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a RA.

- **Step 1: Identify hazards.** We will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.
- **Step 2: Decide who may be harmed and how.** For each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.
- **Step 3: Evaluate the risks and decide on control measures (reviewing existing ones as well).** We will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.
- **Step 4: Record significant findings.** The findings from steps 1-3 will be written up and recorded in order to produce the RA. A RA template can be found in Appendix 3 of this policy.
- **Step 5: Review the assessment and update, as needed.** We will review our RA, as needed, and the following questions will be asked when doing so:
 - Have there been any significant changes?
 - Are there improvements that still need to be made?
 - Have staff or pupils spotted a problem?
 - Have we learnt anything from accidents or near misses?

Retaining RAs. RAs are retained for 3 years after the length of time they apply. RAs are securely disposed of.

Monitoring arrangements

RAs are written as needed and reviewed by the Head of School, in liaison with the SHEF Risk Assessor and / or HR and School Office Manager.

Hazard Warning Notices

The respective Head of School and Premises Officers are to ensure that appropriate hazard warning notices (e.g. Hot Water, Slippery Floor, Asbestos, No Smoking and those identifying safety procedures required to operate any tools or machinery) are displayed. Advice is to be sought from the SHEF Advisor if needed.

Management of Challenging Behaviour

Many of our students may display challenging behaviour. We therefore ensure that all staff are trained in the PRICE system that enables safe intervention when that is necessary. Detailed guidance on this, and on our Behaviour Policy in general, can be found in these policies which are accessible via the School's website.

- [Behaviour Management Policy](#)
- [Physical Intervention Policy](#)

8. Medical Issues

Administration of medication

No medication is to be administered to pupils without prior written permission from the parents/carers concerned; and **medications can only be administered by nominated staff.**

Any staff member who needs to take their own medication during the school day must inform their line manager at the start of the day. They must also ensure that any medication, including off-the-shelf products such as paracetamol/aspirin, are kept locked away in the staff room at all times.

First Aid

The School's policy is that all staff do mandatory annual First Aid e-learning training.

There will be at least two nominated First Aiders, whose names and telephone numbers will be prominently displayed on the statutory First Aid information notices which are to be posted in all places of work. The Principal will nominate people to be trained as Mental Health First Aiders, as required.

First aid boxes are provided in each school building, and will; be checked monthly to confirm they still have all required contents, and that everything is in date. The Premises Officer/Administrator will re-supply these boxes, as required.

First Aid Treatment Recording

The respective Head of School will ensure separate Student and Staff Accident Report books are maintained, recording all First Aid that has been administered, to both staff and students. This is checked as part of the monthly SHEF checklist.

RIDDOR (Reporting of Injuries, Death and Dangerous Occurrence Regulations)

If a staff member has 7 days or more off work, due to a Disease, Accident or Injury, this must be reported to the HSE, in the form of a RIDDOR report. Further advice is available from the Principal.

Some of the more common diseases that must be notified using the RIDDOR system are:

- Meningitis.
- Mumps.
- Scarlet Fever.
- Tetanus.
- TB.
- Viral Hepatitis.
- Whooping cough.

Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through RAs.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. Some staff who are affected by stress may need close management and supervision, potentially including the rotation of staff to different classes/pupils, where necessary to manage the stress imposed on individuals.

Senior staff need to be aware of the warning signs for stress, and seek early advice from the Head of School/Principal.

Alcohol, drugs and solvents

Any member of staff who is under the influence of alcohol or illegal drugs while at work, or who brings alcohol or illegal drugs into the school, or who drinks alcohol or takes illegal drugs while at school may be subject to disciplinary action. In accordance with the Disciplinary Policy, this could result in immediate dismissal.

Emergency situations

The Principal must be informed of any emergency situation where there is/has been danger or imminent danger, or where the Police, Ambulance, Fire Rescue have been called or involved; and an Incident Report must be made.

Smoking

Smoking and vaping are prohibited on all Maypole sites.

We know that some pupils will smoke, and we aim to help them to reduce and/or stop smoking. We do not allow them to smoke during the school day, and we deliver educational programmes that make them more aware of the dangers of smoking.

9. Fire Safety

Fire Prevention

Fire can spread quickly, and is one of the greatest threats to life and school premises. Fire prevention requires constant vigilance.

Maypole School is legally required to carry out a fire RA and maintain fire log records of routine tests and maintenance.

Fire RA, Safety signs & Fire Alarms

- The Fire RA of the premises will be reviewed regularly, and we will maintain fire log records of all routine tests and maintenance.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Emergency evacuations are practised at least once a term.
- The fire alarm is a loud continuous alarm.
- 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 the emergency services will be 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. (The required fire training is mandatory for all new staff during their induction; and refresher training is mandatory for all staff, annually.)

Staff and pupils will congregate at the assembly point. Staff will remain with the pupils in their class, at all times.

For all sites, once Staff are at the assembly points:

- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Head of School or Deputy Head of School (or the most senior member of staff present) 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 any people with mobility needs, and fire RAs will also pay particular attention to those with disabilities.

A fire safety checklist can be found at Appendix 4.

10. Other Risks / Actions Required

Control of Substances Hazardous to Health (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

The Executive Head is to ensure that:

- Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- Staff using hazardous substances must be informed about the correct usage, storage, fire precautions and first aid for all substances they use. This is available from the COSHH Assessments and Safety Data Sheets, copies of which are to be held in the workplace.
- On any rooms or cupboards that contain harmful substances, the correct signs will be displayed.
- Only minimum amounts of any substance are to be brought into the workplace.
- Waste, and any left-over substances and materials are to be disposed of properly, in accordance with the correct manner as stated in the Safety Data Sheets.
- COSHH RAs are completed by the Premises Officer, and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.
- Any hazardous products will be stored in secure locations that have been specifically approved by the Head of School, to which pupils cannot gain access.

Gas safety

Maypole School has a duty to ensure that any gas appliance or installation is maintained in a safe condition that will not cause any harm. Therefore:

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

Legionella

Legionella RAs will be completed in accordance with the relevant regulations. The Premises Officer will be responsible for ensuring that the identified operational controls are conducted and recorded in the weekly SHEF checklist.

This RA will be reviewed annually or more frequently if required if significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by actions such as water temperature control, chemical disinfection, and regular cleaning of any irregularly used shower heads. For full details please see the Legionella RA, which is held by the HR & School Office Manager.

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.

A copy of the respective site Asbestos Report will be made available to contractors on arrival (as part of the 4Cs process).

Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found on the school site. This is held by the Premises Officer, who is the asbestos risk assessor.

The School's Asbestos RA will also be held by the Premises Officer. This is to be updated annually.

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.

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 are to be reported to the Head of School immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

All isolator switches are clearly marked to identify the area / appliances it relates to.

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.

Electrical testing regime

Annual testing of all portable electrical equipment will be conducted by a suitably qualified contractor, in accordance with PAT Regulations. All electrical equipment that has been tested will be labelled to reflect this.

Fixed installations will be tested by an external contractor, every 5 years.

PE equipment

Where appropriate, 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 or safety of the sports facilities that are used will be reported to the Head of School.

Display Screen Equipment (DSE)

The Display Screen Equipment (DSE) Regulations 1992 apply throughout the School. All staff who use computers daily as a significant part of their normal work will have a display screen equipment (DSE) assessment carried out, to ensure it complies with the DSE regulations and display this assessment by the workstation. '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 will be provided if required specifically for DSE use).

Specialist equipment

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

Any oxygen cylinders (if any were to be needed for individual medical reasons) are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

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
- Working off-site, 1:1 with a pupil

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 then the lone worker will ensure they are medically fit to work alone, and a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return or finish. Irrespective of this, **no member of staff is allowed to stay at work on their own when everyone else has left the building**, unless this has been specifically agreed by the Head of School or Principal.

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 School's ladders are kept in a secure outbuilding, which cannot be accessed by pupils.
- 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. Only contractors are allowed to access the roof of the main buildings.

Manual handling

The Manual Handling Operations Regulations 1992, are to be applied where appropriate throughout the School. Manual handling operations should be avoided where possible by the use of mechanical aids and Safe Systems of Work. In accord with HSE guidance, assessments are to be carried out if the process cannot be changed. All staff receive training on Manual Handling when they initially join Maypole, normally by utilising e-learning, and then annually during an Inset day.

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 (where appropriate) 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.

Off-site visits

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

- RAs will be completed where off-site visits and activities require them.
- All off-site visits will be appropriately staffed, and staff will always take a school mobile phone, information about the specific medical needs of pupils (where appropriate) and the parents/carers' contact details. More details are in the Off-site Visits Policy.
- For residential visits, there will always be at least one first aider present, and one of the staff will carry a portable first aid kit. Please refer to the school's Off-site Visits Policy for further detail.

Lettings

This policy applies to any lettings of any of the school sites or buildings. 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.

Violence at work

Maypole is a school for children with complex needs and particularly challenging behaviour, and some pupils will need to be restrained to keep them safe, or to keep others safe, or to prevent the destruction of property. Any such restraints will be conducted in accordance with the School's Behaviour and Physical Intervention Policies, to keep everyone safe.

Nevertheless, we believe that staff should not be in any danger at work.

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

Contractors

All contractors are required to produce suitable and sufficient RAs before they carry out any work at Maypole School. The RAs should be reviewed by a competent manager, and any concerns should be discussed by the contractor and SHEF Advisor.

All contractors are to receive a SHEF brief from the Premises Officer/Administrator or the Head of School in their absence, prior to commencing work. They must sign to say that they have understood and will comply with the Guidance to Contractors at Appendix 1. Details of RAs that may impact on the safety of contractors, or any other person, should be discussed before any work is started.

Consultation and Communication

SHEF and welfare information is provided to all our employees via the SHEF noticeboard on the Staff drive. SHEF information is also cascaded via the SLT and site SHEF reps at daily meetings. The SHEF committee, with representatives from each site, meets monthly to discuss and review all SHEF arrangements. The minutes of these meetings are available to all staff on the SHEF Noticeboard on the Staff Drive.

Health and Safety is to be a standing item on the agenda for the weekly ELT & SLT meetings.

11. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow good hygiene practice, outlined below, where applicable. (Please see next section for Covid 19 Management)

Handwashing

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

Coughing and sneezing

- Always cover the mouth and nose with a tissue.
- *If you do not have a tissue - cough into your elbow and not your hands*
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

Personal Protective Equipment (PPE)

- Where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing; dealing with first aid incidents) then disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons should be worn.
- Wear goggles if there is a risk of splashing to the face.
- Use the correct PPE when handling cleaning chemicals.
- Use PPE to control the spread of COVID-19 where required, or recommended by government guidance, in conjunction with a RA.

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly.

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately, wearing 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.
- In the event of smearing of faeces, the cleaning will be done by a commercial specialist cleaner, using their own PPE and cleaning products.

Laundry

- Any children's soiled clothing should be bagged and sent home to be washed there. It should never be rinsed by hand. Wear personal protective clothing when handling soiled clothing.
- Any laundry that needs to be done will be done at a nearby launderette.
- No laundry should be done at the school site, unless authorised by the Principal.

Animals

- Hands will be washed before and after handling any animals.
- Veterinary advice on animal welfare and animal health issues will be sought, in the event of any plan for an animal on site, and on the suitability of the animal as a pet.
- Animals' living quarters will be kept clean, and away from food areas.
- Animal waste will be disposed of regularly, and any litter boxes will be kept away from pupils.
- Pupils will always be supervised when playing with animals.

12. COVID-19 & other Infectious Diseases

Risk reduction measures

We will ensure adequate risk reduction measures are in place to minimise the spread of COVID-19 and any other infectious diseases, in accordance with Government guidance and direction. This includes carrying out appropriate RAs, reviewing them regularly and monitoring whether measures in place are working effectively. Control measures will include steps to:

- Restrict non-essential activities where an infectious disease risk has been identified
- Where possible, replace risky activities with other suitable activities without introducing new hazards
- Design measures to control the risk of infectious disease in school, including administrative procedures to improve safety

Following national / local guidance on control measures

We will follow local and national guidance on the use of control measures, below.

- Following good hygiene practices. We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).
- Implementing an appropriate cleaning regime. We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned daily.
- Keeping rooms well ventilated. We will identify rooms or areas with poor ventilation and where appropriate put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.
- Asymptomatic testing. We will encourage staff and pupils to follow government guidance on the use of lateral flow or other tests, and where appropriate to report results to NHS Test and Trace. When recommended by government guidance, we will ask parents and visitors to the school to test before they arrive.
- Face coverings. We will ask pupils, staff and visitors to wear suitable face coverings in communal areas, as / when government guidance requires.
- Other guidance. We will comply with any other future new direction or guidance that may be issued.

Vaccinations

Staff continuity is an important enabler for success with children with severe SEMH, and unnecessary agency fees force up the fees we have to charge. The School's policy is therefore to minimise all avoidable staff sickness, and it is therefore recommended that staff are vaccinated for Covid 19 or any similar future vaccine that may be offered; and for Hepatitis B and Tetanus prior to commencement of duties. However it is recognised that every individual has the right to choose whether they wish to get such vaccines.

Getting these vaccinations is an individual responsibility. Vaccinations will not be arranged by the school, except where necessary to comply with Government direction.

Pupils vulnerable to other infectious diseases

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 may be particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in Appendix 5.

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

13. New and expectant mothers

Risk Assessment

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

Risk of involvement in physical restraints

There would be a clear risk to pregnant staff if they were to continue working directly with students who may need physical restraint. To mitigate this, pregnant staff will not be employed in such roles, after the appropriate time. They will instead be assigned to other duties, such as support to the school office, where this is possible.

Other potential risks

Appropriate measures will be put in place to control any 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 professional 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 professional 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
- COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS.

14. Accident reporting

Accident recording for pupils and staff

Each site will maintain separate staff and pupil accident books. An Accident Report form will be completed as soon as possible after the accident occurs, by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident. Information about injuries will also be kept in the pupil's educational record.

Records held in the First Aid and Accident books 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.

Reporting to the Health and Safety Executive

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

The Principal will report these to the HSE as soon as is reasonably practicable, and within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences (RIDDOR)

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These 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)

- 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.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- 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

How to make a RIDDOR report

Information on how to make a RIDDOR report is available here: <http://www.hse.gov.uk/riddor/report.htm>

Notifying parents/carers

The Head of School 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.

Reporting to child protection agencies

The Principal/Executive Head will notify the relevant SEN Team in the event of any serious accident, injury, or the death of a pupil while in the school's care.

Reporting to Ofsted

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

15. SHEF Training

Our staff are provided with mandatory SHEF training as part of their induction process; and all staff are then required to complete annual refresher training.

Competent employees at all levels can make a more effective contribution to health and safety, by actively participating in improving health and safety standards. SHEF training is mandatory. This is to be achieved by all new staff conducting an e-learning induction package on arrival, which includes Health, safety and fire. Refresher training will be conducted annually for all staff, during Inset training.

Any new training requirements are constantly reviewed to ensure compliance with the regulations and to ensure we continue to develop our staff. A summary of the training that is required by this policy is at Appendix 9.

16. Monitoring Performance, Review & Audit

The school monitors its SHEF performance by conducting and recording regular checks and inspections and internal and external audits, The following paragraphs below outline Maypole School's inspection regime.

Weekly H&S check, by Premises Officer/Administrator

To be conducted by the site Premises Officer/Administrator for each building, using the Checklist at Appendix 7. The SHEF rep is to ensure all findings are entered onto the weekly inspection checklist and filed in the site's weekly/monthly checks folder. All defects are to be recorded in the site Defects Book, which is reviewed twice a day by the Premises Officer/Administrator.

Senior SHEF Advisor's Monthly check

The Senior SHEF Advisor is to complete the form at Appendix 7 and retain a hard copy in the Weekly/Monthly Checks folder, so it can be reviewed by the Premises Officer each month.

SHEF Management 6 Monthly Inspection

To be conducted by the Senior SHEF Advisor and the Premises Officer/Administrator. All operational buildings are to be inspected.

On completion, all completed reports are to be forwarded to the Executive Head and Principal for comment and allocation of resources, if required from identified actions.

Principal's inspections

The Principal can and will, at any time, inspect any part of the school to ensure H&S practices and culture are embedded in all that we undertake at the school. Individual senior leaders should also conduct periodic checks of their part of the premises to ensure all standards are being achieved and maintained.

17. Links to other policies

This SHEF policy links to the following policies, which should be read in conjunction with this policy.

- Safeguarding Children Policy
- E-Safety Policy
- First Aid Policy
- Risk Assessment Policy
- Remote Learning Policy
- Physical Intervention Policy
- Nurture Policy
- Discipline Policy
- Staff Handbook
- Food Policy
- Staff Training Policy
- Animals in School Policy

Appendices

Appendix 1: Contractor Safety Guidance

Appendix 2: Statutory RAs checklist

Appendix 3: RA Form and Risk Calculation System

Appendix 4: Fire Safety Checklist

Appendix 5: Recommended absence periods for preventing the spread of infection

Appendix 6: Weekly Health & Safety checklist

Appendix 7: Monthly Head of School's Inspection checklist

Appendix 8: Summary of Training required by this Policy

Appendix 1: Safety Guidance for Contractors who work at Maypole School

This form must be read and signed by all contractors working at Maypole School, before work is started

Introduction

We care about the safety and well-being of our staff, students and other visitors to our schools, and we are committed to the highest standards of service. It is company policy to use only contractors whose safety performance has been evaluated and who have demonstrated that they are committed to the same high standards we aspire to. To help us make sure safety is given its full importance, we ask you to observe a few rules whilst you are working here.

Planning and permits

No work should be carried out at the school unless it has been pre-planned with the Head of School, normally through the Operations Manager or the Administrator, and a formal record of exactly what is to be done is available for checking. Any changes to plans must be notified before work starts. A formal permit to work is required for the following work

- Hot work (separate Hot Work Permit - to be signed before work begins and agreed with the Ops team)
- Work on automatic machinery
- Confined space entry
- Live electrical work.

Hazards

Any specific hazards must be notified in advance to the Headteacher, so that the necessary precautions can be taken to protect our staff and students.

Smoking and alcohol

Maypole operates a no smoking policy in all its schools, so please help us to maintain this smoke free environment. Alcohol or illegal drugs will not be tolerated.

Appearance, language and behaviour

We maintain high standards, and would ask that all contractors turn up dressed appropriately and moderate their language and behaviour whilst on our premises.

Signing in / out, and emergency procedures

For safety and security, it is essential that all contractors sign in & out of the premises. A member of staff will explain the fire precautions and emergency arrangements to all contractors relevant to that particular site.

Tools, equipment & materials

Materials and other equipment, which needs to be stored during contract work, must not compromise the safety of our staff or students. Please do not obstruct any fire exit routes or areas that need to be accessed.

Please make sure that any disposal of waste materials is in accordance with environmental legal requirements.

Security

No liability will be accepted by Maypole for any contractor's property that is damaged or missing. Please make sure all equipment and personal possessions are safe and secure at all times.

Emergencies

Please make sure that all accidents, incidents and near misses are reported at once to a member of Maypole staff.

Tidiness and rubbish

Please leave the area where the work has been carried out in a safe and tidy condition for our staff and students. Remove all equipment and dispose of any waste thoughtfully. Do not leave any waste materials for Maypole staff to dispose of.

Contractor's declaration

I confirm that I have read and understood the requirements explained in this document, and that I and my work colleagues will comply with this guidance.

Name of Contractor

Signature

Company

Date

For all operations involving flame, welding and hot cutting.

This permit is valid only for the job described and the timescales provided.

Description of work

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Location of Work

Building	Floor	Room	Location

Date required (max duration 1 day)	Valid From (time)	To	

Contact Details (method of Contact)

Mobile Phone		School Office		Premises manager	

Potential Hazards	☐ Oxygen enrichment ☐ Oxygen depletion ☐ Toxic Gas ☐ Explosive Gas ☐ Bio Hazard ☐ Poor lighting ☐ Heat ☐ Noise ☐ Tripping/falling/striking objects ☐ Other- provide details
Control Measures	☐ Hazard / equipment Isolated ☐ Department staff informed ☐ Protective equipment required - specify:
Other Identified Hazards	Control Measures

Mandatory Safety Requirements (See reverse for further guidance)

Actioned

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warnings signs displayed	
All systems associated with the work to be isolated, inclusive of smoke alarms Assistant to standby with fire extinguisher suitable for task. (Competent in use)	
Premises Manager notified	
Area to be checked/inspected for combustion 1 Hour after completion of work	

Person entering work area

--

Permit issued by	Date	Time
Permit Received by	Date	

Permit cancellation (.)

Name	Date	Time	

Appendix 2 to SHEF Policy: Risk Assessments Checklist

The following table lists the statutory Risk Assessments that all schools are required to have in place; plus some additional ones that are required for Maypole School.

Ser	Statutory or Mandatory Risk Assessment	✓	Completed by	Date of review
1.	Workers under the Age of 18		Terry Price	Jul 25
2.	Manual Handling		Terry Price	Jul 25
3.	Substances Hazardous to Health		Terry Price	Jul 25
4.	Display Screen Equipment		Terry Price	Jul 25
5.	Driving a Car with Pupils in	Y	Terry Price	Jul 25
6.	First Aid		Terry Price	Jul 25
7.	For Pregnant Staff		Terry Price	Jul 25
8.	Working at Height		Terry Price	Jul 25
9.	Children being Drawn into Terrorism		Terry Price	Jul 25
10.	Swimming	Y	Terry Price	Jul 25
11.	COVID-19	Y	Terry Price	Jul 25
12.	Off-site Activities	Y	Terry Price	Jul 25
13.	Escorting Pupils Around School Buildings		Terry Price	Jul 25
14.	Food Tech & General Kitchen Use	Y	Terry Price	Jul 25
15.	Outdoor Play	Y	Terry Price	Jul 25
16.	Legionella	Y	Terry Price	Jul 25
17.	Visiting Pupils Homes	Y	Terry Price	Jul 25
18.	Adventurous Activities	Y	Terry Price	Jul 25
19.	Specific Site Risk Assessments		Terry Price	
20.	Asbestos (site specific)		Terry Price	Sep 25
21.	Fire (Site specific - completed by external contractor)		External	Variable
22.	Individual Pupil Risk Assessments		Various Staff	

Appendix 3: Health & Safety Risk Assessment Form, and Risk Calculation system

Hazard Potential to cause harm	The Risk The risk of harm or injury to self, staff, pupils and others	Risk Rating before control measures E / H / M / L	Existing controls to reduce risk E.g. procedures, equipment, training	Residual Risk rating now E / H / M / L	Further Action required Where risks are not adequately controlled	Action Who & when

Maypole School Risk Calculation system

		Consequence				
		1	2	3	4	5

Likelihood	5	Medium	High	High	Extreme	Extreme
	4	Medium	Medium	High	High	Extreme
	3	Low	Medium	Medium	High	High
	2	Low	Low	Medium	Medium	High
	1	Low	Low	Low	Medium	Medium

Appendix 4: Weekly Fire Safety Checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is all fire-fighting equipment, including extinguishers and fire blankets, in the correct place (as per the building plans posted around the site)?	
Do fire-fighting equipment signs give details for the type of fire it should be used for?	
Are fire exits clearly labelled and clear of obstructions?	
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 5: 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 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.
Rubella (German measles)	5 days from the 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 advisor 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 fully 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 (methicillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 6: Weekly SHEF Inspection Checklist (v7)

Date of Check:

	Item	Yes	No	Remarks	Initis
	Fire				
1.	Weekly Fire Alarm test completed and Monthly Emergency Lighting checks entered in the Fire Log Book?				
2.	Smoke Detectors and Emergency Lighting look OK - no sign of damage?				
3.	Are Fire Extinguishers intact and in the correct position (under their stickers)?				
4.	Front door bell/access system working?				
5.	Internal lights all working, no damage?				
6.	Fire Action Plan & Floor Plan displayed by all Fire Alarm Call Points?				
7.	Fire Exits and escape routes clear from obstructions. Fire doors working?				
	Monitoring (Daily/Weekly Checks)				
8.	Water Log sheets up to date (with hot water between 37 & 46 Celsius and cold water less than 20 Celsius)?				
9.	All Daily Fridge Checks up to date?				
10.	Is the Defects Book up to date?				
	Building Interior (Fixtures & Fittings)				
11.	Classrooms, staffroom & offices checked for any trip, slip or faulty equipment hazards?				
12.	Electrical Fittings - no damage or reported faults?				
13.	Intruder Alarm/CCTV systems being used and serviceable?				
14.	Doors and windows all serviceable?				

15.	Is the latest asbestos report and blank contractor's forms and available in reception?				
16.	Have the completed contractor's forms been collected and stored in the Weekly checks folder?				
17.	All COSHH substances secured?				
	Medical				
18.	First Aid Room - 1st aid box, bin & bed all serviceable.				
19.	All PPE (gloves, masks, bibs) in good condition?				
20.	Are the signs listing the first aiders prominently displayed in the building?				
21.	Accident Book up to date and completed properly?				
	Outside Area				
22.	Outdoor areas and car parks safe, with no trip hazards?				
23.	Ladders secured?				
24.	Outdoor play equipment inspected for damage/hazards?				
25.	All 'out of bounds' areas secured?				
26.	External lighting - all serviceable?				
	Any issues you feel should be reported?				
	Tests/Drills				
27.	Date of last fire alarm/doors release test (weekly)				
28.	Date of last Emergency Lighting test (monthly)				
29.	Date of last Fire Drill (termly)				
30.	Date of last Fire Extinguisher Check				
31.	Date of PAT Testing (annual)				
32.	Date shower head last cleaned (monthly)				

33.	Date of last hot & cold water flush (weekly)			
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Signature:

Role:

Date:

Appendix 7: SHEF Advisor's Monthly Inspection Report (v7)

Date of Inspection:

Ser	Question	Yes	No	N/A	Remarks
	Fire				
1.	Are exits, escape routes and corridors clear?				
2.	Fire extinguishers – all in date and correctly placed?				
3.	All fire doors kept closed?				
4.	Weekly Fire Alarm & Monthly Emergency Lighting Tests carried out?				
5.	Is the Fire Log up-to-date?				
6.	H&S Information				
7.	Noticeboard/Online folders up-to-date?				
	Risk Assessments				
8.	Are the RAs available and signed?				
	PPE				
9.	PPE stocks OK? (gloves, masks, bibs?)				
10.	Properly stored and in good condition?				
	Storage of Hazardous Substances				
11.	Are substances clearly identified?				
12.	Stored separately and securely?				
	Electrical Safety				
13.	Have all electrical items been PAT tested?				
14.	Are there extension leads being used?				
	First Aid				

15.	Are First Aid boxes in good condition and complete?				
16.	Contact details of First Aid trained personnel available?				
17.	Eye wash stations - in date?				
18.	Does the first aid room contain a First Aid kit and a bin?				
	Working Environment				
19.	Are all fridges having daily temperature checks conducted?				
20.	Are the water temperatures being recorded weekly?				
21.	Are ladders secured?				
22.	Any unmarked slip or trip hazards?				
23.	Are all drinking/hot water taps clearly marked?				
24.	Are monthly shower head checks recorded? Are shower heads clean?				
25.	Accident Reporting				
26.	Are the staff and pupil Accident Books up-to-date?				
27.	Any lessons to be learned from recent accidents, or actions required?				
28.	Control of Visitors				
29.	Are visitors and contractors signing-in correctly?				
30.	Are the contractor's forms and the asbestos report available for visitors?				
31.	Report Documentation Review				
32.	Have the previous month's weekly SHEF inspection reports been reviewed?				

33.	Have all outstanding defects or shortfalls been listed below?				
35.	Is the Defects Book up to date?				
	Building defects noted during this inspection	Action by		Date sorted	
	SHEF Advisor's Signature	Date:			

Appendix 8 – Summary of Training Required by this Policy

This Policy requires the following training to be conducted. (This does not include any training that may be required by individual RAs).

What Training is Required	For Whom	By When
Mandatory E-learning courses including Child Protection, Health & Safety, Fire Safety, Manual Handling, 1 st Aid, Radicalisation, Positive Behaviour Support, Diversity & Inclusion and Unconscious Bias.	All Staff	During Induction, and then annually
1 st Aid (1 day)	All Staff	Every 2 years

1 st Aid (3 day)	Minimum 2 staff per site	Every 3 years
PRICE training	All staff	1 day in induction, then annual practical refresher training
GDPR	Principal, PSO & HR Manager	Annually
SCR	Principal & HR and School Office Manager	Annually
Employment Law / HR Compliance	Principal & HR and School Office Manager	Annually
Risk Assessor Course	Admissions & Operations Manager	Every 3 years
Asbestos Risk Advisor	Premises Officer	Every 2 years
RIDDOR reporting	Principal, Head of School & HR and School Office Manager	Every 2 years
Water RA (for Legionella)	SHEF Advisor/Premises Officer	Every 2 years
COSHH	SHEF Advisor/Premises Officer	Every 2 years