

Leading Learners Multi Academy Trust



Health and Safety Policy

Approved by:	Trust Board	Date: 30 th January 2023
Last reviewed on:	13 March 2026	
Next review due by:	March 2027	

Contents

1. Aims	2
2. Legislation	3
3. Roles and responsibilities	4
4. Site security.....	5
5. Fire	5
6. COSHH	6
7. Equipment.....	7
8. Lone working.....	8
9. Working at height	9
10. Manual handling.....	9
11. Off-site visits.....	10
12. Lettings.....	10
13. Violence at work.....	10
14. Smoking	10
15. Infection prevention and control	10
16. New and expectant mothers	12
17. Occupational stress	12
18. Accident reporting	12
19. Training	14
20. Monitoring	14
21. Links with other policies.....	15
Appendix 1. Health and Safety classroom checklist	
Appendix 2. Infectious diseases exclusion table	
Appendix 3. Step Ladder Inspection Checklist	
Appendix 4. Arson Prevention	

Policy Updates:

23rd July 2024 – Classroom Checklist updated

23rd July 2024 – Head of Finance and Operations changed to Head of Operations

1. Aims

The Academy Trust aims to:

- Provide and maintain safe and healthy environments
- Establish and maintain safe working procedures amongst staff, pupils and all visitors on all Trust sites
- Have robust procedures in place in case of emergencies
- Ensure that all premises and equipment is maintained safely, and regularly inspected

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 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 Academy Trust follow [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

3. Roles and Responsibilities

3.1 The Academy Trust

The Board of Trustees holds ultimate responsibility for health and safety across the Trust. Day-to-day management is delegated to the CEO and Headteachers.

The CEO and Trustees have 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 Trust premises.

The Academy Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 Headteacher

The Headteacher is responsible for health and safety matters in their school. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that their school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Head of Operations on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills and lockdown drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

The Headteacher may delegate responsibilities to other members of staff i.e. Site Manager.

In the Headteacher's absence, the Deputy Headteacher assumes the above health and safety responsibilities. If both the Headteacher and Deputy Headteacher are absent, a nominated member of the senior leadership team will assume the above health and safety responsibilities.

3.3 Trust Health and safety lead

The nominated health and safety lead for Leading Learners Multi academy Trust is the Head of Operations.

3.4 Staff

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

Staff will:

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

3.5 Pupils and parents

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

3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed adequate risk assessments and method statements for all of their planned work.

4. Site Security

The site manager 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. Select Group are number one key holder for all Bradford Schools and Wigan Control Watch are responsible for calling their preferred key holder for Tyldesley Primary School. Select Group and Wigan Control Watches preferred key holder will respond to all call outs in the first instance. They will contact the emergency services, Headteacher and Site Managers if deemed necessary.

5. Fire

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at their designated assembly point(s).
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- A nominated member of staff will check all staff, visitors and contractors on site against the schools signing in system
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

Personal emergency evacuation plans (PEEPS) and general emergency evacuation plans (GEEPS) will be in place for the evacuation of pupils, staff and visitors who require assistance and support to evacuate the building in the event of an emergency.

A fire safety checklist can be found in appendix 1 and an arson prevention document can be found in appendix 4

6. COSHH

The Academy Trust are required to control hazardous substances, which can take many forms, including:

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

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

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

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

Emergency procedures, including procedures for dealing with spillages, are located in the COSHH register which is accessible at all times in the school office and cleaning store cupboards.

6.1 Gas safety

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

6.2 Legionella

- A water risk assessment has been completed and is reviewed on a regular basis. The headteacher is responsible for ensuring that the identified operational controls are conducted and recorded in the school's Legionella File.
- 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: temperature checks, heating of water, disinfection of showers, flushing of rarely used outlets

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material 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

7. 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

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

- Approval from the Headteacher must be sought before any personal electrical equipment is brought into school. This must be checked and tested prior to use.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the site manager/Headteacher immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Plugs can only be checked by a qualified competent person
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 P.E equipment

- Pupils are taught how to carry out and set up P.E equipment safely and efficiently under the supervision of staff. Staff **must always** check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the site manager

7.3 Display screen equipment

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

7.4 Specialist equipment

Parents/Carers are responsible for the maintenance and safety of their children's wheelchairs and specialist equipment (unless purchased through the Trust). In school, all staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

8. Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working

- Working from home
- 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, 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 Senior Leaders/Line Managers must be informed about the member of staff's whereabouts. This should include, what time they are starting work and what time they are finishing work. The lone worker should make regular contact with their Senior Leaders/Line Managers during the day to let them know that they are safe.

If staff are attending home visits, meetings etc. they should notify a colleague as to what time the meeting is and what time they are due back in the office/school. Where possible, two members of staff should be in attendance at home visits.

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

9. Working at Height

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

In addition:

- The site manager retains ladders for working at height
- Site Managers will complete a ladder inspection briefly before every use and formally inspected every - 6 months (if used once a week or more) or 12 months (if used less than once a week) using the ladder checklist (Appendix 3).
- 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, every member of staff is expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted to trained persons
- Working at height must not be carried out if lone working

10. Manual handling

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

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

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

When taking pupils off the school premises, the Headteacher will 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 parent/Carer contact details and the Trust visit leader emergency action card
- There will always be at least one first aider on school trips and visits
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

12. Lettings

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

13. Violence at work

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

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

14. Smoking

Smoking is not permitted anywhere on Trust premises.

15. Infection prevention and control

We follow national guidance when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels

- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (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

15.4 Cleaning of the environment

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

15.5 Cleaning of blood and body fluid spillages

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

15.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

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

15.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.9 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 either 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.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by UK Health Security Agency, summarised in Appendix 2.

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

16. New and expectant mothers

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to 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

17. Occupational stress

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

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

18. Accident reporting

18.1 Accident logging

Pupils

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- If the pupil is taken directly to hospital due to the accident, the accident will be assessed under the RIDDOR reporting criteria and logged if necessary as soon as possible after the accident. This will be done by the Head of Operations
- As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained by the school for a minimum of 25 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

Staff, volunteers and visitors

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- All accidents involving staff, volunteers and visitors will be logged in the Individual schools first aid file and if necessary reported under the RIDDOR reporting system as soon as possible after the accident

18.2 Reporting to the Health and Safety Executive

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

The Head of Operations will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

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
- Where something happens that does not result in an injury, but could have done
- 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

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

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

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

18.3 Notifying parents

The Headteacher 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.

18.4 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 the Local Authority safeguarding children's board of any serious accident or injury to, or the death of, a pupil while in the school's care.

18.5 Near Miss

For any accidents/incidents which result in a near miss, these should be recorded on a near miss form and findings reported to the Trust Health and Safety Lead.

19. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

20. Monitoring

Staff and Trustees, on a yearly basis, will review this policy unless circumstances demand an earlier review.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessments
- Meeting pupil's medical needs
- Lone Working
- Working at Heights
- COSHH
- Violence and Aggression to Staff
- Manual Handling
- Accessibility plan
- Stress Policy

Appendix 1. Fire safety – Classroom Checklist



Health and safety checklist for classrooms

How this checklist can help you

Because written risk assessments are not required for every classroom activity, this checklist is being made available for use as required. It is not mandatory, but is intended as a helpful tool.

School-wide measures should be in place to deal with the real risks, so that teachers and support staff do not need to produce written assessments for an ordinary classroom – unless new activities lead to additional risks.

Members of staff can use this checklist to help ensure ordinary classrooms meet minimum health and safety standards. However, the results and findings from completed checklists will provide a useful resource to the school management team when reviewing their whole-school risk assessments.

The checklist is a tool for school staff to raise awareness of areas of concern in a classroom. Employers in the education sector, whether they are a local authority, governing body, trust or proprietor, have wider responsibilities under health and safety law (see www.hse.gov.uk/services/education for further advice).

Using the checklist

This checklist covers the most common areas of concern/risk in ordinary classrooms, but is not exhaustive. It does not cover drama and sports facilities or specialist classrooms, including laboratories, art, IT, design and technology facilities or pupil referral rooms.

It can be used by class teachers, teaching assistants, premises staff or senior leaders. It can be used as required, for example at the start of a term to provide reassurance to teaching staff that the most common areas of risk in the classroom are being adequately controlled.

If an issue is not relevant to a classroom, simply mark it as 'N/A' (not applicable) and move to the next question. There is space at the end to list any additional issues.



Classroom Checklist

Name/Location of room checked:				
Questions you should ask:		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages in the classroom, e.g. bodily fluids			
	For stand-alone classrooms: - Are access steps or ramps properly maintained? - Are access stairs or ramps provided with handrails?			
Work at height (falls)	Do you have a stepstool or low level stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable e.g. a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			

	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they: ▪ unobstructed; ▪ kept unlocked; and ▪ easy to open from the inside?			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

Any Additional issues		Yes	Further action needed	N/A

This above is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.

Name person carrying out check:	
Position:	
Date check carried out:	

Remedial Works Sheet

N.B. This section to be completed by Site Manager

Name/Location of room works to be carried out in:	
Issue(s) Reported:	
Action(s) Taken:	
Date of completion:	
Name of person completing work:	
Signature:	

Appendix 2. Infectious Diseases – Exclusion Table

This guidance refers to public health exclusions to indicate the time period an individual should not attend a setting to reduce the risk of transmission during the infectious stage. This is different to ‘exclusion’ as used in an educational sense.

Infection	Exclusion period	Comments
Athlete’s foot	None	Individuals should not be barefoot at their setting (for example in changing areas) and should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over.	Pregnant staff contacts should consult with their GP or midwife.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores.
Conjunctivitis	None	If an outbreak or cluster occurs, consult your local health protection team (HPT) .
Respiratory infections including coronavirus (COVID-19)	Individuals should not attend if they have a high temperature and are unwell. Individuals who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.	Individuals with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.

Infection	Exclusion period	Comments
Diarrhoea and vomiting	Individuals can return 48 hours after diarrhoea and vomiting have stopped.	If a particular cause of the diarrhoea and vomiting is identified, there may be additional exclusion advice, for example E. coli STEC and hep A. For more information, see Managing outbreaks and incidents.
Diphtheria*	Exclusion is essential. Always consult with your UKHSA HPT.	Preventable by vaccination. For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your local HPT .
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your local HPT. For more information, see Managing outbreaks and incidents.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom	In an outbreak of hepatitis A, your local HPT will advise on control measures.

Infection	Exclusion period	Comments
	onset if no jaundice).	
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your UKHSA HPT for more advice.
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment.	Antibiotic treatment speeds healing and reduces the infectious period.
Measles	4 days from onset of rash and well enough.	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal meningitis* or septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination. Your local HPT will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your UKHSA HPT will advise on any action needed.

Infection	Exclusion period	Comments
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
Mpox	Until confirmed safe to return by their clinician or in line with any current guidance .	Contact your UKHSAhealth protection team for further advice on management and support for anyone considered a close contact of the confirmed case.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your UKHSA HPT for more information.
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff.
Ringworm	Not usually required	Treatment is needed.
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Scabies	Can return after first treatment.	Household and close contacts require treatment at the same time.

Infection	Exclusion period	Comments
Scarlet fever*	Exclude until 24 hours after starting antibiotic treatment.	A person is infectious for 2 to 3 weeks if antibiotics are not administered. In the event of 2 or more suspected cases, please contact your UKHSA HPT .
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child and household.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment.
Tuberculosis* (TB)	Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB. Exclusion not required for non-pulmonary or latent TB infection. Always consult your local HPT before disseminating information to staff, parents and carers, and students.	Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread. Your local HPT will organise any contact tracing.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.

Infection	Exclusion period	Comments
Whooping cough (pertussis)*	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing.

- *denotes a notifiable disease. Registered medical practitioners in England and Wales have a statutory duty to notify their local authority or UK Health Security Agency (UKHSA) HPT of suspected cases of certain infectious diseases.
- All laboratories in England performing a primary diagnostic role must notify UKHSA when they confirm a notifiable organism.
- The NHS website has a [useful resource](#) to share with parents.

For further information and action checklists, go to <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>



STEP LADDER INSPECTION CHECKLIST



Ladders should be checked briefly before every use and formally inspected every 6 months (if used once a week or more) or 12 months (if used less than once a week) using this checklist.

1.	Person conducting inspection:							
2.	Date of inspection:							
3.	Location of ladders:							
4.	Ladder Reference Number:							
5.	British Standard details:							
6.	Material:	Wood	☐	Aluminium	☐	Fibreglass	☐	
7.	Type of Ladder:	Straight	☐	Extension	☐	Stepladder	☐	
Item to be checked			Pass/Fail	Action required/taken				
GENERAL								
Condition of wood: Slivers, cracks, rot, warp								
Condition of aluminium: Cracked, bent								
Condition of Fibreglass: Cracks, blooming, delamination								
Loose steps or rungs (consider loose if they can be moved by hand). Remove from use: repair or discard								
Loose, damaged or corroded nails, screws, bolts or other metal parts. Remove from use: repair or discard								
Warped, bent or twisted stiles. Discard: Do not attempt to repair								
Cracked, split or broken stiles, braces, steps or rungs. Discard: Do not attempt to repair								
Slivers/splinters on stiles, rungs or steps. Remove from use: repair or discard								
Damaged, missing or worn non-slip feet. Remove from use: repair or discard								
Ladder painted (may hide defects). Remove from use: remove paint or discard								
STEPLADDERS								
Wobbly or unstable: Remove from use: repair or discard								
Loose or bent hinge spreaders. Remove from use: repair or discard								

Broken stop on hinge spreaders. Discard: Do not attempt to repair		
Broken hinges. Remove from use: repair or discard		

Any other concerns/actions to note:

Signed by: **Date:**

Appendix 4

Arson Prevention

Arson is the leading cause of damaging fire in England and is a threat to buildings with such public visibility as a school. In the interest of safeguarding pupils and staff from the dangers of arson, this document gives clear instructions, designed to minimise the threat of arson on the Trusts school sites.

Premises Vulnerability

The schools' vulnerability to arson will likely come as a result of poor housekeeping and whether there is ease of public access to the site. Therefore, it is the responsibility of all staff to ensure that these vulnerabilities are kept to a minimum through vigilant execution of procedures. The school site should be regularly assessed by the Headteacher and Site Manager for possible weaknesses and incidents of poor arson prevention. All findings should be reported to the Trusts Health and Safety Lead and a written record kept.

Employees Responsibilities

All employees of Leading Learners Multi Academy Trust are required to adhere to this arson prevention document. The Headteacher and/or Site Managers must ensure that all staff are aware of and follow procedures related to arson prevention and that they understand the cause and effect of arson, encouraging good practices to combat the threat.

Direct procedure for staff is in four key areas:

- Reduction of opportunity for an offender to start fires.
- Reduction of scope for possible fire damage
- Determent of unauthorised access to school site.
- Prevention of unauthorised entry to the school buildings (when occupied and unoccupied).

Staff will be trained in the removal and storage of potentially combustible materials and in challenging suspicious intruders on the site. A full list of COSHH sheets are available both in hard copy and online for fire and prevent safety. The site is secured at the end of each school day and appropriate fire warning systems regularly assessed for effectiveness. Fire Risk Assessments will include areas at risk of possible arson, and actions to be taken in order to eliminate the risk. Fire Safety Training will include arson awareness and prevention training.

Any incidents of attempted arson or any such behaviour will be recorded internally, reported to the Trusts Health and Safety lead and if necessary, to appropriate authorities. Should arson result in the outbreak of fire, the Headteacher will conduct a full investigation and if necessary, contact the Police and Fire service. All related evidence of the incident must be preserved as best as possible, for investigation from the appropriate service(s).