Inspiring Learners, Growing Together

Castlethorpe First School • North Crawley CE School • Sherington CE School • Stoke Goldington CE School
St Andrews CE Infant School • Newton Blossomville CE School

The Village Schools Federation aspires to nurture and inspire every child to experience life in all its fullness. Our schools are rooted in inclusive Christian values to enable all to flourish by building knowledge, confidence and resilience for the future. We strive to be the best we can be.
"Whatever we do, we work at it with all our heart"
Colossians 3:23

HEALTH & SAFETY POLICY

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1. Aims

Our school aims to:

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

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools 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 school follows national guidance published by Public Health England when responding to infection control issues.

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

With reference to the Milton Keynes Council Health & Safety Policy.

3. Roles and responsibilities

3.1 The local authority and governing board

Milton Keynes Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Executive Headteacher.

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

The governing board as the employer, also has a duty to:

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

The governor who oversees health and safety is the elected governor for Health & Safety – refer to school website for more information.

3.2 Headteacher

The headteacher is responsible for the overall health and safety day-to-day. This involves the delegation to the appointed persons for:

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

In the headteacher's absence, the appointed persons assume the above day-to-day health and safety responsibilities.

3.3 Staff

School staff have a duty to take care of pupils and any other persons on the premises.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions

- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.4 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.

3.5 Contractors

Contractors will agree health and safety practices with the appointed persons before starting work. Before work begins the contractor will sign to say they agree to the VSF contractor controls.

Contractors are responsible for providing their Safe Systems of work and to undertake their own risk assessments.

Asbestos logs and management plans are available for all contractors to review. These must be signed on a first visit to school

Contractors are required to sign in and out.

Keyholding and Access

Contractors are required to sign up to a keyholder policy where they are given keys and log all information regarding the allocation and use of keys that belong to VSF schools.

Contractors are required to agree to securing school buildings and perimeters throughout their time onsite and when leaving.

4. Site security

Maintaining an open and welcoming environment for staff, children, parents and the wider community and protecting them from harm.

All persons on the premises should be vigilant about their own and the safety and security of others

Work in partnership with the police, local authority and others in the wider community to gather and share security related information.

Protection of premises against a potential criminal, terrorist and other unlawful action incidents involving abusive or threatening individuals, or acts of vandalism on site,

Access to school premises restricting access with security gates or restricted visiting times.

Pedestrians will have right of way onto and exiting school premises.

Reduce and consider a time restrictions for vehicles on and accessing the premises.

Road markings to be clearly marked. School will ensure parents adhere to the restrictions at drop off and pick up. Any maintenance will be the responsibility of MK CC.

4.1 Key Holders

Staff are responsible for the security of the school site during their working day. First person in and last person out is responsible for the locking and unlocking of the school site including the setting of the alarms.

The VSF Roles and Responsibilities Document forms a schedule of who is responsible each day.

The key holders will respond to an emergency. Keyholders consist of staff and external contractors.

These details are available on approved request and are held securely by the Personal Assistant to the Executive Head.

See also Contractors> Keyholding.

5. Fire

Emergency exits 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 different at each school – this is indicated to staff, pupils and in the school fire notice.

Fire alarm testing will take place weekly.

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. Evacuation procedures will also begin immediately
- Emergency services will be contacted.
- Fire extinguishers may be used by trained staff only, and only then if they are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are identified in each school.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- Daily roles and responsibilities designate the daily roles for signing in and out sheets, including contractors, visitors and staff.
- The appointed person will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. This is specific to each school and changes year on year. Individual risk assessments in place as necessary.

A fire safety checklist can be found in appendix 1.

Individual schools Fire Procedures can be located on the school websites and will be displayed within each school.

6. COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by appointed person and available to all employees who work with hazardous substances. These are kept in the cleaning cupboard at each school. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label.

A cleaning product index will be available across the Federation and any products outside of this index will need to be approved prior to purchase.

All hazardous products are kept locked away and out of the reach of children.

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

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

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 available for each school. The appointed person is responsible for ensuring that the identified operational controls are conducted and recorded in the school's monthly check documents.
- This risk assessment will be reviewed every and when significant changes have occurred to the water system and/or building footprint and in line with the threat level.
- The risks from legionella are mitigated by the following: Weekly water checks and review

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
- Any pupil 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 appointed person immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Any items that are found to be faulty will be identified to the appointed person and quarantined. Repairs will be carried out by professionals.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair and installation work associated with permanently installed or portable electrical equipment is only carried out by a competent person or contractor.
- The safe disconnection of portable electrical equipment is carried out by a member of staff or a contractor.

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the appointed person.

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

8. Lone working

Lone working may include:

- Late working
- home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone without a risk assessment in place. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

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

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

9. Working at height

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

In addition:

- The school retains ladders, step ladders for working at height by trained persons
- 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

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.

If a member of staff has a pre-existing condition which could hinder their ability to carry out the task, then a risk assessment will be carried out.

The school will ensure that proper mechanical aids and lifting equipment are available in school as appropriate, 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, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- Milton Keynes Off-Sites Visits Policy is adhered to and EVOLVE used to approve visits in advance
- All off-site visits are appropriately staffed
- Staff will take a 'Grab Bag' on each off site visit
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on schools trips and visits
- The Village school federation recognises that mobile phones and smartwatches are vital tools for ensuring the safety, efficient management, and smooth operation of off-site visits. However, staff and volunteers must maintain exemplary professional boundaries. Devices must never be used in a way that distracts from active supervision or compromises student safeguarding.
  Staff may use mobile devices to maintain a constant line of communication with the school's emergency contact, other group leaders on the trip, and external emergency services.
  Digital maps, transport tracking apps, and electronic tickets may be used by the Visit Leader or designated staff to safely navigate routes and manage trip schedules.
- Staff may access school email accounts or communication platforms strictly for time-sensitive operational updates regarding the trip. Checking personal or non-urgent work emails while actively supervising students is prohibited.

12. Lettings

There may be times when we have adhoc lettings. These will be in line with our Lettings policy and agreement. See policy.

13. Physical behaviour 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. Food Handling and Hygiene

We will comply with and refer to the The Food Safety Act 1990, The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, Workplace (Health, Safety and Welfare) Regulations 1992 in accordance with maintaining the safe handling and work with food at school.

We will ensure any persons undertaking food preparation activities, food handling and or serving will be appropriately trained.

Teaching rooms used for food preparation activities can be monitored and inspected for health and safety standards.

Safety policies will be based around risk assessments of the particular hazards relating to an area and its associated activities.

Cleaning routines will be established to ensure compliance to a suitable hygienic standard.

Provision and Use of Equipment Regulations 1992 place a duty on employers to ensure that work equipment is appropriate for its intended use, safe, and adequately maintained

Personal Protective Equipment- Face coverings and food handling during Covid-19 pandemic

- We use, review and communicate our Village School Federation Mask Policy, *January 2021*, as required, throughout the Covid-19 pandemic.
- The use of masks or face coverings in school during the Covid-19 pandemic is at staff discretion.
- Masks or face coverings may be worn for any persons involved in food handling, or lunchtime provision, or where food is involved.

15. Smoking

Smoking and vaping is not permitted anywhere on the school premises, this includes areas around the school gates and any areas where children are required to walk to leave school safely, such as narrow alleyways leading to open pathways

16. Infection prevention and control

We follow national guidance published by Public Health England and other Government Bodies when responding to infection control issues. We follow the guidance issued by Public Health England, Health & Safety Executive and Government regarding the notification of infection diseases NOIDs

Notifiable diseases and causative organisms: how to report - GOV.UK (www.gov.uk)

Outbreak Management

We recognise our duty to safeguard the school community from the spread of transmissible infections. The Village Schools Federation maintains a dynamic approach to outbreak management, working in strict partnership with public health authorities.

If a cluster of infectious disease cases is identified, we will swiftly implement escalated control measures. Our priority is to break the chain of transmission rapidly while safely maintaining operational continuity.

- Identify: Work in collaboration with parents to support open reporting of suspected or confirmed infectious diseases.
- Isolate: Providing a designated, dignified space for pupils or staff who become unwell during the school day until they can be safely collected.
- Inform: Communicating rapidly with families, staff, and public health authorities to provide transparent updates and preventative advice.
- Intensify: Escalating deep-cleaning protocols in affected zones and increasing the supply of hygiene resources.

- Adapt: Implementing temporary measures such as moving activities outdoors or adjusting drop-off times to reduce transmission risks without closing the school.

Covid19 Response

We follow guidance issued by Public Health England, Department for Education, Milton Keynes council and UK Government for all Covid-19 policies and procedures.

Documentation

- We will hold, review and communicate our Covid-19 Risk Assessment and associated Appendix documents.
- All Covid-19 Risk Assessment documents are available on each individual school websites and the Village Schools Federation website.
- We hold, maintain and data protect all information that is held on file relating to testing of staff for *Asymptomatic Testing for Covid-19*.
- We follow the retention of information timescales, relating to Covid-19 data, that are set out to us by DfE.

Testing, Tracing and Reporting

- We follow guidance issued from Public Health England, Department for Education, Milton Keynes council and UK Government relating to testing, tracing and reporting of Covid-19.
- We report any positive cases of Covid-19 and follow instructions set out to us by DfE, MKCC, PHE.
- We follow DfE guidance on provision for Critical Workers and Vulnerable Children.

Procedures

We follow guidance from PHE, MKCC and DfE on classroom/ school requirements such as room layout, ventilation and teaching provision.

- We follow Catch it, Bin it, Kill it procedures
- When required, we operate Hands, Face *(where appropriate, see Face Covering*) Space.
- Social Distancing is adhered to and we review our signage as per PHE guidance
- We follow a specific Cleaning Risk Assessment and procedure for cleaning during the Covid-19 pandemic. These are communicated and reviewed as changes are required.
- We follow guidance from PHE, MKCC, HSE on providing quarantine space for any suspected cases or illness within the school day.

We will encourage staff and pupils to follow this good hygiene practice, outlined below, as a minimum.

16.1 Handwashing

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

16.2 Coughing and sneezing

- Cover mouth and nose with a tissue, or cough/sneeze into your elbow. We use the Catch It-Bin It-Kill It guidance
- We follow 'Catch it, Bin it, Kill it' guidance.

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

16.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination or infection 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
- We use, review and communicate our Village School Federation Mask Policy, as required, throughout the Covid-19 pandemic.
- The use of masks or face coverings in school during the Covid-19 pandemic is at staff discretion.
- Masks or face coverings must be worn for any persons involved in food handling, or lunchtime provision, or where food is involved.

16.4 Cleaning of the environment

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

16.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below in 16.7
- Make spillage kits available for blood spills

16.6 Laundry

- Laundry facilities are not available
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

16.7 Clinical waste

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

16.8 Animals

- Wash hands before and after handling any animals
- Dogs are not allowed on any school site, excluding trained service dogs.

Dogs on or around school premises must be under control of the owner at all times.

- When dropping off or picking up their children at school, parents will not bring their dog on to the school premises at any time.
- Dogs should not be tied up and left unattended at the school gates.

- If a parent walks their dog to and from school, the school will ask that they always keep the dog on a lead near the school premises in order to ensure staff and pupils feel comfortable when arriving and leaving.
- If a member of staff sees or is made aware of a parent who has brought a dog on to the school premises, the parent will be asked politely to leave.
- If a parent requires the use of an assistance dog on the school premises at any time, they will contact the headteacher to notify them of their need to allow the school time to prepare and make any reasonable adjustments where necessary.

Other domestic animals including cats should be discouraged from school sites.

Domestic or exotic animals visiting the school will have a separate risk assessment carried out prior to the visit

16.9 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. We would refer to PHE and carry out a risk assessment.

16.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England or other Government bodies.

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

17. New and expectant mothers

Risk assessments will be carried out whenever any employee 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

18. 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.

We would encourage any member of staff who felt their mental health is under threat to speak to someone they feel comfortable with bearing in mind confidentiality

19. Accident reporting

19.1 Accident record book

- 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.

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 file 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
- Any accidents/incidents that are deemed RIDDOR reportable will be entered in to the MK Council Health and Safety portal online Accident Form. If it needs reporting MK Council will do so via the corporate Health & safety online portal.

19.2 Reporting to the Health and Safety Executive

Milton Keynes Council 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).

Milton Keynes Council 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 – http://www.hse.gov.uk/riddor/report.htm

19.3 Notifying parents

A member of staff will inform parents of any accident or injury sustained by a pupil in the school, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

19.4 Reporting child protection agencies

The Safeguarding Lead will notify any local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

19.5 Reporting to Ofsted

The Executive 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.

20. Training

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

Staff who work with pupils with special educational needs (SEN), are given additional health and safety training.

21. Monitoring

This policy will be reviewed by the Executive Headteacher and Governing Board annually or when an amendment is made.

Amendments to the policy will be made by the appointed person and circulated for approval when needed

22. Sustainability

The Village Schools Federation recognises that a safe and healthy learning environment is intrinsically linked to environmental sustainability. We are committed to minimising our ecological footprint while safeguarding the health and well-being of our school community. To achieve this, we will:

- Prioritize the transition to the use of non-toxic, eco-friendly products and practices to maintain high indoor air quality and protect building users.
- Monitor and adapt our school estates to manage climate risks, including maintaining comfortable indoor temperatures, managing extreme weather transitions.
- Implement active energy and water conservation measures, move towards minimising single-use plastics, and encourage food and material recycling mindsets and turn this into action to reduce landfill waste.

- Ensure that future maintenance, equipment procurement, and refurbishment projects prioritise sustainable improvements and high environmental standards where financially viable.

24. Business Continuity

We recognise that exceptional circumstance such as extreme weather conditions, infrastructure failures, or public health emergencies can threaten safe school operations. The Village Schools Federation maintains a robust Business Continuity Plan to anticipate, mitigate, and respond to these disruptions.

Our primary objective is to safeguard the physical well-being of our school community while preserving the integrity of education. If the physical site becomes unsafe or inaccessible due to, for example and not exhaustive, severe weather or utility loss, we will deploy adaptive measures. These include modified operational hours, localized site closures, or a move to remote learning, ensuring communication with all stakeholders including families, remains clear and timely throughout.

Responding to Site Disruptions & Extreme Weather
When unexpected events like severe weather, flooding, or power outages threaten safe operations, we follow a strict four-step continuity process:

1. Assess: Evaluate the immediate physical risks to the site and local travel safety.
2. Adapt: Implement temporary safety fixes or adjustments to the day first such as shifting classrooms, relaxing uniform policies, cancelling outdoor activities, or staggering drop-off times.
3. Activate: If the site cannot safely open, activate the Remote Learning Framework or consider relocation to another school promptly so education continues from all alternative locations.
4. Inform: Deliver fast, transparent updates to families and staff.

Reviewed:	October 2026
Governor approval:	October 2023
Next review:	October 2027 (or before if legislation requires)