

Pinewood School Academy Trust
Hygiene, and the Reporting of Injuries, Diseases and Dangerous Occurrences Policy

Approved by	Resources Committee	Effective From	Mar 2024
Review Frequency	3 Years	Effective Until	Mar 2027
Version	1.1		

Intended Audience: <Staff, Trustees, Parents/Carers, Community, Pupils>

Key aims of this policy:

- To promote a high standard of hygiene in order to prevent the spread of infection.
- To encourage all pupils to understand the ways of preventing the spread of infection.
- To report to the Local Authority all accidents and ill health at work.

Overview

Pinewood actively promotes a healthy lifestyle and a high standard of hygiene in order to prevent the spread of infection.

Pinewood also has a legal duty under the RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrences 1995) to report all accidents and ill health at work.

Pinewood is aware that the Local Authority has a duty under these Regulations to report to the Health and Safety Executive:

- Death or major injury
- Over three days lost to injury
- Dangerous Occurrences
- Certain diseases

Pinewood works closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Procedure

Role of the Governing Board	<p>The FGB has:</p> <ul style="list-style-type: none"> ▪ appointed a member of staff to deal with Health and Safety ▪ responsibility to ensure that the school complies with this policy. ▪ delegated powers and responsibilities to the Headteacher to ensure that everyone connected with the school is aware of this policy, including the proper reporting of accidents and diseases externally. ▪ responsibility for the effective implementation, monitoring and evaluation of this policy
Role of the Headteacher	<p>The Headteacher will:</p> <ul style="list-style-type: none"> ▪ ensure that everyone connected with the school is aware of this policy. ▪ work closely with the Health and Safety coordinator to promote a healthy lifestyle and a high standard of hygiene in order to prevent the spread of infection. ▪ monitor the effectiveness of this policy. ▪ annually report to the FGB <p>In the case of Injuries, Diseases and Dangerous Occurrences:</p> <ul style="list-style-type: none"> ▪ report to the LA's Health and Safety Manager all accidents including deaths and major injuries. ▪ undertake preliminary investigations. ▪ complete the LA's accident report form/(Dangerous Report Form, as appropriate) within two working days of the accident occurring and send the form to the Health and Safety Manager. ▪ enter the details of any accident to a member of staff in the Academy Trust's Accident/Dangerous Occurrence Book. ▪ inform the Health and Safety Manager if an injured employee reports sick directly or subsequently for more than three consecutive days.

Role of PSHCE the Coordinator	<p>The PSHCE coordinator will:</p> <ul style="list-style-type: none"> ▪ lead the development of a healthy lifestyle and a high standard of hygiene throughout the school. ▪ work closely with the School Council.
Role of the Health & Safety Coordinator	<p>The Health and Safety Coordinator will:</p> <ul style="list-style-type: none"> • provide guidance and support to all staff. • keep up to date with new developments and resources. • review and monitor. • report all accidents, deaths and major injury to the Health and Safety Executive and Headteacher.
Role of School Personnel	<p>In dealing with spills of blood, vomit or excrement, school personnel will follow these procedures:</p> <ul style="list-style-type: none"> • Rubber gloves must be worn at all times. • Disposable wipes must be used and flushed away immediately. • Floors and other affected surfaces must be disinfected with the appropriate chemicals. • Any soiled fabrics must be washed or discarded. • Soiled garments to be placed in sealed polythene bags and then sent home or washed on the premises. • Any blood products that are not able to be flushed should be put in the yellow bin in the medical room. <p>School personnel will encourage pupils to understand:</p> <ul style="list-style-type: none"> • the ways of preventing the spread of infection. • the importance of personal hygiene • School personnel will report any concerns they have about the cleanliness of any child. • School personnel must report to the Headteacher any all accidents, resulting in injury or worse.
Role of Pupils	<ul style="list-style-type: none"> • All pupils will follow these rules: <ul style="list-style-type: none"> ▪ Pupils are encouraged to wash their hands before lunch. ▪ Hands must be washed after using the toilet. ▪ Disposable tissues are available in all classrooms. ▪ Pupils are encouraged to shield their mouths when coughing or sneezing. ▪ Pupils are not allowed to swap or try on other pupil's earrings.

Role of Parents	<p>Parents will be made aware of this policy via:</p> <ul style="list-style-type: none">▪ The school website <p>Parents are asked to comply with this policy.</p>
Food Hygiene	<p>We will observe current legislation regarding food hygiene, registration and training. (See Food Safety Policy)</p> <ul style="list-style-type: none">• The following procedures must be followed when handling food:<ul style="list-style-type: none">▪ Hands must be washed thoroughly before handling food.▪ Refrain from handling food if suffering from any infectious/contagious illness, skin trouble, cough or cold.▪ The preparation of raw and cooked food must take place in separate areas.▪ Fresh fruit and vegetables must be washed before use.▪ All surfaces must be kept clean at all times.▪ All food waste must be disposed of properly.▪ All utensils must be washed thoroughly after use and stored correctly.▪ Broken or chipped china will not be used▪ Tea towels and cleaning cloths will be washed after use.▪ Appropriate clothing must be worn in the kitchen.
Monitoring the Effectiveness of the Policy	<ul style="list-style-type: none">• Annually the effectiveness of compliance with this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the Trustees.

Revision History			
Date	Version	Modified by	Notes
26 Mar 24	1.1	Ed Uncle	Original policy seemed to imply that the PSHCE coordinator was responsible for reporting RIDDOR events. Now separated in to two parts with the PSHE coordinator being responsible for student hygiene / learning elements of health & cleanliness etc and the H&S coordinator being responsible for RIDDOR / Reporting & dealing with serious H&S incidents.
Mar 2021	1.0	Ed Uncle	Baseline Version