

Eerde Health and Safety Policy



Coordinator:	Christel Brandwagt
Last reviewed:	September 2023
Date for next review:	August 2024

Health and Safety Coordinator	Christel Brandwagt
Health and Safety Officer	Jarno Kruidhof

Introduction:

We recognise our responsibilities under Dutch Law and in line with the United Nations Convention on the Rights of the Child and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our students, school personnel and visitors to the school.

We also realise we have a statutory duty of care to students and school personnel by ensuring that all predictable risks have been identified and risk assessed for all curriculum activities such as art, design and technology, ICT, music, physical education and science.

We are aware that we may be legally liable if negligence is established against the school if a student, staff member or visitor is injured. Therefore, we must ensure that control measures have been put in place for all identified risks.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care for their own safety and that of others while on the school premises or during school-sponsored activities.

We believe the maintenance of a healthy and safe school is the shared responsibility of everyone in the school community.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.



Contents:

Introduction:	1
Contents:	2
Guidance and Legislation	2
Aims:	3
Roles and Responsibilities:	3
Student Consultation	8
Associated Policies and Publications	9
Equality Impact Assessment	9
Policy Review	10
Eerde IBS Health and Safety Policy Manual	11
Key Personnel:	12
Health and Safety Inspections:	12
Risk Management:	12
Crisis and Critical Incidents - Emergency Planning	14
First Aid	15
Site security	15
Hazardous Areas	15
Fire	15
Care of Substances Hazardous to Health	16
Equipment	18
Lone working	19
Working at height	19
Manual handling	20
Off-site visits	20
Lettings	20
Violence at work	21
Smoking	21
Infection prevention and control	21
New and expectant mothers	23
Occupational stress	24
Accident/ Incident reporting	24
Training	25



Guidance and Legislation

- Regulations (school) buildings - Building Decree 2012
<https://www.rijksoverheid.nl/onderwerpen/bouwregelgeving/bouwbesluit-2012>
- Regulations Playgrounds - Attraction and Playground Equipment (Commodities Act) Decree
<http://wetten.overheid.nl/BWBR0008223/>
- Hygiene codes, HACCP
<https://www.nvwa.nl/onderwerpen/hygiencode-haccp>
- Care of Hazardous Substances - Safety Data Sheets (veiligheidsbladen)
<https://www.arboportaal.nl/externe-bronnen/overige-nuttige-links/veiligheidsinformatieblad-vib>
- Working Conditions Act, Working Conditions Decree, Working Conditions Regulations and Major Accidents Legislation
<https://www.arboineuropa.nl/en/legislation/wetgeving-in-het-engels/>
- Useful guidance and information on all aspects of Health and Safety in Netherlands
<https://www.arbocatalogus-vo.nl/>

Aims:

- To establish a safe and healthy working and learning environment for all students, school personnel and visitors.
- To ensure that all predictable risks have been identified and risk assessed for curriculum activities such as art, design and technology, ICT, music, physical education and science.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the school.
- To provide training and updated information.



Roles and Responsibilities:

Role of the Supervisory Board

The Supervisory Board:

- has oversight of the health, safety and welfare of its employees, students and visitors to the school;
- has delegated the day to day management of Health and Safety to the School Director, including appointing of a member of staff, specifically responsible for the oversight of Health and Safety;
- delegated powers and responsibilities to the School Director to ensure all school personnel and stakeholders are aware of and comply with this policy;
- has the duty of establishing appropriate committees in which to consult on health and safety matters, where necessary;
- will ensure arrangements are in place for the school operating effectively;
- will ensure the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- will ensure effective monitoring is carried out to evaluate the health and safety performance of the school by evaluation of inspection reports from the School Director;
- has responsibility for ensuring this policy and all policies are maintained and updated regularly;
- has responsibility for ensuring all policies are made available to parents;
- has the responsibility of annually reviewing this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the School Director

The School Director will:

- be responsible for ensuring the implementation of this Health and Safety Policy and developing a culture of safety throughout the school;
- appoint an Health and Safety Coordinator and Officer to oversee the health and safety management of the school;
- ensure that all school personnel fulfil their duties to cooperate with the policy;

Role of the Operations Director as Health and Safety Coordinator

The Operations Director will:

- be responsible for ensuring the implementation of this Health and Safety Policy and developing a culture of safety throughout the school;
- be aware of and keep up to date with all health and safety legislation;



- work closely with the Health and Safety Officer and Health and Safety Committee, meeting regularly and reviewing the effectiveness of health and safety in the school;
- ensure that all school personnel fulfil their duties to cooperate with the policy;
- oversee the undertaking of risk assessments annually with the Health and Safety Officer;
- ensure daily/weekly (where appropriate) inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all equipment, apparatus, tools and machinery are serviced and maintained by suitably qualified contractors;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- have in place an emergency plan to cover any major incident;
- ensure the following is in place:
 - fire precautions and an emergency evacuation plan in the event of fire
 - emergency planning for all other foreseeable major incidents such as locking down the school, closing the school or dealing with an incident during a school trip
 - procedures for first aid provision
 - checking of electrical equipment and electrical power points;
 - procedures for the control of substances hazardous to health
 - procedures to deal with asbestos and Legionella
- ensure that new school personnel will undertake appropriate induction training;
- ensure that established school personnel receive training when required;
- ensure an health and safety audit is undertaken by an external provider at least every 3 years;
- include a health and safety report in his/her termly report to the Supervisory Board.

Role of the Health and Safety Committee

The Health and Safety Committee will:

- Consist of:
 - Operations Director
 - Academic Director
 - Food and Beverage and Boarding House Manager
 - HR Manager
 - Health and Safety Officer (Facilities Manager)
- meet at least twice per school year to discuss all health and safety matters;



- support the Operations Director and Health and Safety Officer in all aspects of ensuring a high level of health and safety throughout the school;
- receive periodic training in Health and Safety and Fire Safety in order to undertake their roles effectively, where necessary;
- assist in the review and creation of risk assessments and Health and Safety policy;
- ensure their respective departments understand and act on their obligations to ensure ongoing Health and Safety throughout the school;
- act as 'eyes and ears' around the school, monitoring the premises at all times and promptly reporting issues or concerns;
- ensure regular Health and Safety Inspections take place to monitor all areas of the school;
- ensure all issues or defects are recorded and repair work planned;
- ensure Health and Safety is taken into consideration on all offsite activities involving staff or students;
- assist in the investigation of any accident, dangerous occurrence or near miss, where necessary.

Role of the Health and Safety Officer

The Health and Safety Officer will:

- oversee Health and Safety throughout the school, ensuring the ongoing development and implementation of this policy;
- carry out regular inspections of the school premises and school activities;
- oversee the carrying out and annual review of all risk assessments;
- investigate potential hazards, complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- work closely with the Operations Director and Health and Safety Committee;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- ensure daily/weekly (where appropriate) inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all electrical equipment, physical education apparatus and equipment, tools and machinery are serviced and maintained by suitably qualified contractors where necessary;
- ensure all maintenance records are kept up to date and readily available for any health and safety inspections;
- ensure all chemicals and hazardous substances are clearly labelled, stored and disposed under the correct guidelines;
- maintain a record of hazardous substances used for cleaning and similar purposes;



- ensure the water system is well maintained in order to prevent Legionnaires disease;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- ensure that all new equipment is supplied with the appropriate documentation;
- test the fire alarm system each week;
- ensure that all reports of defective, dangerous or hazardous items are followed up and addressed as soon as reasonably possible;
- report to the Supervisory Board on the success and development of this policy, on a termly basis.

Role of School Personnel

School personnel will:

- carry out their duties in accordance with this Health and Safety Policy;
- work in accordance with training and instructions;
- take reasonable care of themselves and others whilst at work;
- model safe and hygienic practice for students, ensuring:
 - appropriate clothing is worn for the activity taking place - such as PE, art or D&T
 - dangers are assessed and mitigated as they are encountered, such as tying hair back when operating machinery or handling food;
 - classrooms and communal areas are kept clean and free of obstructions; spills and messes are cleared away promptly
 - clear instructions are given prior to and during all activities regarding safety
- adhere to any risk assessments which relate to the work they are doing;
- engage in the writing and development of risk assessments where necessary, such as for school trips or activities or relating specifically to their department;
- attend appropriate training when required;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Officer immediately
- understand emergency evacuation/ lockdown procedures and feel confident in implementing them
- report any concerns they have on any aspect of the school community

Role of Students

Students will:

- follow the safety rules of the school and in particular the instructions of staff given in an emergency;



- report accidents, incidents, defects, damage to equipment and safety hazards to a member of staff immediately
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and /or hygiene
- treat others, their work and equipment with respect;
- liaise with the school council.

Role of Visitors and People Working on Site

School visitors will:

- take reasonable care of themselves and others while on the school premises;
- cooperate with the safety rules and procedures of the school;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents

Role of Parents/Carers

Parents/carers are expected to:

- support the school in any health and safety matters;
- be aware of and comply with this policy;
- report accidents, incidents, defects, damage to equipment and safety hazards to the school if they become aware of them.

Role of the Data Protection Officer (if necessary)

The Data Protection Officer will:

- have expert knowledge of data protection law and practices;
- inform the school and school personnel about their obligations to comply with the GDPR and other data protection laws;
- ensure data management is strengthened and unified;
- monitor compliance with the GDPR and other data protection laws, in line with the Eerde IBS Data Protection Policy.



Student Consultation

We wish to consult our students 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.

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Council (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or social issues)
- Open Class discussion (on a variety of matters relating to the school and/or social issues)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends Eerde International Boarding School will be encouraged and given the opportunity to provide feedback on every aspect of school life during their time with us.

A separate policy exists for student consultation which explains these processes in more detail.

Associated Policies and Publications

This policy has been written with reference to and in accordance with the following policies and publications:

- Eerde Emergency Plan
- Eerde Fire Safety Policy
- Eerde First Aid Policy
- Eerde Sickness and Medicines Policy
- Eerde HR Policy Manual
- Eerde Safeguarding and Child Protection Policy



Equality Impact Assessment

We are also committed to [Articles 2 and 14 of the United Nations Convention on the Rights of the Child](#) and therefore, have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

Therefore, this policy has been equality impact assessed to ensure that it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students	School Personnel	Parents/Carers	Board	School Visitors	Wider School Community				
		✓	✓	✓	✓	✓	✓				
Question	Protected Characteristics							Conclusion			
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'		
	YES									Yes	No
	NO	✓	✓	✓	✓	✓	✓	✓			✓
	UNSURE										
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'		
	YES	✓	✓	✓	✓	✓	✓	✓		Yes	No
	NO										
	UNSURE									✓	
Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.										



Eerde IBS Health and Safety Policy Manual

Key Personnel:

Operations Director	Christel Brandwagt	cbrandwagt@eerdeibs.nl
Health and Safety Officer/ Estate Manager	Jarno Kruidhof	jkruidhof@eerdeibs.nl
Academic Director	Amy Ramsey	aramsey@eerdeibs.nl
Food and Beverage and Boarding House Manager	Rául Villavicencio Beltrán	rvillavicenciobeltran@eerdeibs.nl
HR Manager	Pamela Glancy	pglancy@eerdeibs.nl

Health and Safety Inspections:

- the general condition of the school building(s) and grounds;
- all entrances, exits;
- fire safety precautions;
- electrical equipment and electrical power points;
- heating, lighting and ventilation;
- all glazed areas;
- floor surfaces;
- toilets and showers;
- storage of equipment;
- storage of hazardous substances;
- PE equipment and other specialist equipment;
- standards of cleaning.



Risk Management:

The school contracts a local RI&E company to do a school-wide RI&E (risk inventory and evaluation) risk assessment every 3 years. This assessment is comprehensive and required by law to be undertaken. After each inspection with this company the school undertakes to update procedures in line with recommendations and complete any work required in a timely fashion.

Risk management should cover the following areas:

- Accidents and Emergencies
- Asbestos
- Care of Hazardous Substances
- Crisis Management (Critical Incidents)
- Display Screen Equipment
- E-Safety (ICT Internet)
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- General Premises
- Hygiene
- Legionella management
- Manual Handling
- Medical Conditions and Communicable Diseases
- New and Expectant Mothers at Work
- PE Safety Guidelines
- Physical Restraint
- School Trips and Activities
- Security and Intruders
- Slips, Trips and Falls
- Student Access to hazards and hazardous areas
- Student Welfare
- Staff Welfare
- Visitors and Contractors
- Working at Height
- Workplace Environment

Where the RI&E does not cover specific areas, the school will complete its own risk assessment process.

Where significant changes have taken place at the school a new RI&E assessment will be requested, even if this is early.

Please note: this is not an exhaustive list and some areas may be covered as a section of wider more generalised risk assessments.



Risk assessment 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 risk assessment.

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 them 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 risk assessment. A risk assessment template can be found in appendix 1 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, 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?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.



Crisis and Critical Incidents - Emergency Planning

Eerde has in place an Emergency Plan which covers all foreseeable crises and how they should be handled, including key contacts and local services.

- The Emergency Plan covers:
- Fire
- Flood
- Earthquake
- Pandemic
- Gas Leak
- Chemical Spill
- Suspicious Letter or Package
- Bomb Threat
- Trespasser on School Grounds
- Violent Intruder
- Serious Injury or Death
- Missing Child or Student

The emergency plan is available in key locations around the school and is made available to staff at induction.

First Aid

First Aid kits are provided in key areas of the school and on all off-site activities. Key staff members receive training in first aid, including all boarding parents. Please see the Eerde First Aid policy for more details.

Site security

The Eerde campus is enclosed by fencing and an outer moat. Access is through the main front gate and behind the gym building. Both access points are kept locked at all times. An access controlled gate is due to be installed at the main gate in 2021.

Visitors are required to sign in and wear a visitors badge when on site. Approved contractors and regular visitors are also required to wear a badge when on site.

If someone is seen on site who is not wearing a badge or a member of staff, students or staff are asked to raise the alarm.



The Estates Manager (Health and Safety Officer) is responsible for the security of the school site. They are responsible for visual inspections of the site, and for the intruder, lock down and fire alarm systems.

When the Estates Manager is not on campus (evenings and weekends) the on duty Boarding Parent is responsible for visual inspections of the site, and for the intruder, lock down and fire alarm systems.

The School Director, HR Manager, Principal and Head of Boarding are also key holders and will respond to an emergency, where required.

Hazardous Areas

Hazardous areas of the school are risk assessed and, where necessary, training is given to staff and students on safe use.

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 slow whoop.

Fire alarm testing will take place every 2 weeks.

New staff will be trained in fire safety and all staff and students 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 students will congregate at the assembly points. These are Daytime - Playing field by bike shed; Evening & weekends - carpark
- Form tutors will take a register of students, which will then be checked against the attendance register of that day
- The HR Manager will take a register of all staff and visitors
- Staff and students 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.

Please see the Eerde Fire Safety Policy for more details.

Care of Substances Hazardous to Health

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 risk assessments are managed by the Estates Manager (Health and Safety Officer) and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the Safety Data Sheet. All hazardous products are kept in their original containers, with clear labelling and product information. All hazardous substances are kept securely away from students; or student use is monitored closely by a member of staff, such as in science subjects, art and design or technology.

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.

Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent, registered gas engineer

Gas pipework, appliances and flues are regularly maintained



All rooms with gas appliances are checked to ensure that they have adequate ventilation

Legionella

A water risk assessment is completed by the Estates Manager (Health and Safety Officer), who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

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: water temperature checks, regular release of water outlets.

Asbestos

Relevant 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, with the local municipality office

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

Electrical equipment

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



Eerde IBS Health and Safety Policy

Any student 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 Estates Manager (Health and Safety Officer immediately

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

Particularly large or risky equipment is fitted with an emergency off button

Only trained staff members or an external electrician can check plugs, portable electronic appliances and installed appliances

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

PE equipment

Students 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 the Estates Manager (Health and Safety Officer)

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 2 hours or more at a time

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. 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.

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 the Estates Manager (Health and Safety Officer) and Janitor retain ladders for working at height
- Students 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

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 school 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 students 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 students off the school premises, we will ensure that:

Risk assessments will be 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 students along with the parents' contact details

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.

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 or the School Director immediately. This applies to violence from students, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the school premises.

Infection prevention and control

We follow national guidance published by the Dutch Authorities when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.



Handwashing

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

Coughing and sneezing

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

Personal protective equipment

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

Cleaning of the environment

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

Cleaning of blood and body fluid spillages

- During the school day site staff should be contacted to clean any blood or bodily fluid spillages, during boarding hours, this will be done by a Boarding Parent
- 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

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

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 students
- Supervise students when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Students vulnerable to infection

Some medical conditions make students 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. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

Parents are required to contact the school in the event their child develops an infectious illness or disease. Below outline which infectious diseases require a period of absence from school. Period of absence will be agreed with the parent, in line with medical advice.

In the event a student in Boarding contracts an infectious disease, precautions such as moving the student to a separate room and quarantining them from other students will be put in place, in line with medical advice.

Mild infectious illness – OK to attend school, but inform school	Severe/ highly infectious illness – remain at home or boarding	
Athletes Foot	Chicken Pox	Meningitis
Cold Sores	Coronavirus	Mumps
Common Cold	Diarrhoea and Vomiting	Rotavirus
Conjunctivitis	Glandular Fever	Rubella
Head Lice	Hand Foot and Mouth Disease	Scabies
	Impetigo	Scarlet Fever
	Influenza	Whooping Cough
	Measles	Threadworm
	Ringworm	



New and expectant mothers

Risk assessments will be carried out whenever any employee or student 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

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.

Accident/ Incident reporting

An accident form will be completed as soon as possible after an accident occurs by the member of staff or first aider who deals with it. Accident reporting forms can be found on the Eerde staff page: [Incident Report Form](#)

As much detail as possible will be supplied when reporting an accident or incident

Information about injuries will also be kept in the student's educational record



The Health and Safety Coordinator will keep all records of incidents and accidents for a minimum of 3 years.

Reporting to External Authorities

The Health and Safety Coordinator, and in his/her absence the School Director, is responsible for reporting any serious incidents to the correct authorities. For Health and Safety related incidents a report should be made to [Inspectie SZW](#). For any incidents relating to Child Protection - the Eerde Safeguarding and Child Protection Policy should be followed.

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

Notifying parents

All incidents or accidents involving a student will be notified to the parents within 24 hours. It is the responsibility of the School Director to ensure this happens.



Training

Our staff are provided with health and safety information 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 students with special educational needs (SEN), are given additional health and safety training.

