



**Health & Safety Policy**  
**Ref: B006**

<b>Document Control</b>	
Title	<b>B006: Health &amp; Safety Policy</b>
Date	September 2020
Supersedes	B006 Health & Safety Policy – September 2016, September 2017, September 2018, September 2019
Amendments	Significantly simplified policy, taking into account guidance from The Key
Related Policies/Guidance	B002 CHS Fire Evacuation Procedures Policy with Fire Action Plan. B008 CHS Personal Emergency Evacuation Plan (PEEP). CHS Lock Down Procedure. CHS Business Continuity Plan. CHS Educational Visits Policy. Planned Preventative Maintenance calendar (Main and Sub Contracts) and Health and Safety calendar. H&S Risk Assessment Pamphlet and Security Information 2020/2021. First Aid Accident Record and process. Supporting students with medical conditions.
Review	September 2021
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Date consultation completed	N/A – issued to staff
Date adopted by Cluster Resources	

Prosper Learning Trust is a Multi Academy Trust  
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## 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, students 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's internal HS Risk Assessment and Security Information procedure.
- The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

The school's Health and Safety policy will be reviewed on an annual basis or sooner should there be any significant changes to working practices or personnel.

The school will issue to staff a bi-annual 'Health and Safety Risk Assessment and Security Information' procedure. The procedure will remind staff of their:

- health and safety responsibilities,
- the need to risk assess rooms and equipment prior to use and where appropriate report any issues or concerns,
- the school's security protocols document.

A copy of the procedure will be issued to new staff as part of the school's induction process.

### 3. Roles and responsibilities

#### 3.1 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the school, and is supported in this matter by the appropriate Resources Committee within each Executive Cluster.

The Trust Board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Trust Board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school 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.
- Accept responsibility for all other users of the premises who may be affected by the schools acts or omissions.

The Mainstream Cluster Resources Committee will oversee the health and safety within the school.

#### 3.2 Headteacher

The Headteacher is responsible for health and safety on a day-to-day basis. This involves:

- Implementing the health and safety policy.
- Ensuring there is enough staff to safely supervise students.
- 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 Head teacher's absence, a nominated Senior Member of Staff will assume the above day-to-day health and safety responsibilities.

### **3.3 Health and safety leads**

The school has two health and safety leads. These are:

- The nominated general health and safety lead – Site Manager.
- The nominated Educational Visits Health and Safety lead – Deputy Headteacher with responsibility for educational visits.

### **3.4 Staff**

ALL school staff have a duty to take care of students 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 their acts or omissions.
- 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, responsible and hygienic practice for students.
- Complete risk assessments prior to carrying out activities/duties.
- Report any Health and Safety concerns to their line manager or the appropriate health and safety lead.
- Understand emergency evacuation procedures and feel confident in implementing them.

### **3.5 Students and parents**

Students 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.

### 3.6 Contractors

Contractors will agree health and safety practices with the Headteacher or designated member of school staff before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### 3.7 The Health and Safety Consultant

At the start of the year the school will give due consideration to the appointment of an external Health and Safety consultant. The role of the consultant is to assist with the development and audit of cross-school health and safety arrangements and to review and help develop specialist risk assessments.

A copy of the school's health and safety organisational chart can be found at Appendix 1

## 4. Physical Site Risk Assessment and Condition Surveys.

The schools general health and safety lead (the Site Manager) will carry out an assessment/condition survey of all rooms across the school at least once per year or, more frequently should any of the following apply:

- In the event of any changes to/in key staff or their responsibilities.
- Prior to and post any changes in any working practices.
- Prior to the purchase of new equipment or materials.
- Prior to and post installation of any new technologies.
- Prior to and post any changes in room usage.
- As a result, to changes to legislation or Approved Codes of Practices (ACOPS).
- As a result of any accidents/incidents and near misses.
- As a result of any actions or claims brought against the school.
- As part of the annual departmental review.
- In accordance with the school's Risk Assessment and Room Condition Survey Schedule.

## 5. Site security

The Estates Team and / or the schools letting partners are responsible for the security of the school site in and/or out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The schools appointed external keyholding and members of the schools' Estates Team are primary key holders and will respond to an emergency.

## 6. Fire

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud 'warbling' siren.

Fire alarm, fire door, access control releases and lift carriage parking tests take place once a week. The results of all tests are recorded on the school's health and safety system.

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. On activation of the alarm the cause of the activation will be investigated and where required the buildings evacuated in accordance with the schools Fire Evacuation Procedures Policy with Fire Action Plan.
- Fire extinguishers may be used by staff provided that they activate the fire alarm first, that are trained how to operate them and are confident they can use them without putting themselves or others at risk, the fire is no larger than a waste paper bin or if there is a direct threat of injury to a building user.
- Staff, students and other building users will congregate at their approved primary assembly points
- In serious situations staff, students and building users will, after the initial roll call, be directed to their secondary assembly points on the far side of the Caddington Road bridge.
- Form tutors/class teachers/group leaders will take a register of students/participants, which will then be checked against the attendance register of that day.
- Designated members of the admin team will take a register of all staff.
- Staff, students and other building users will remain outside the building until the emergency services say it is safe to re-enter.
- The school has 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. Information about these arrangements can be found in the schools Fire Plan and Personal Emergency Evacuation Plan (PEEP).

## 7. 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/controls are completed and maintained by the Heads of Departments/persons managing areas where hazardous substances are present. The Head of Department/person responsible for the area will ensure that copies of the risk assessments/controls are circulated to all employees who work with the materials. Staff will also be provided with protective equipment, where necessary.

A departmental register of all substances hazardous to health will be kept within each department. **Registers will be audited on at least an annual basis**

Staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products will be kept in their original containers, with clear labelling and product information.

The use of materials hazardous to health by students will be supervised by qualified staff. Safety information issued to persons using hazardous materials will be evidenced in lesson plans or via pre use of materials risk assessment methodology statements (RAMS).

Hazardous products will be 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.

### **7.1 Dangerous substances and explosive atmosphere regulations (DSEAR) 2002**

Substances identified under the above are identified, risk assessed, controlled and stored in accordance with the DSEAR regulations. Details of the substances and their locations are also issued to the Fire and Rescue Service on an annual basis.

### **7.2 Gas safety**

Gas safety inspections are completed under the schools planned preventative maintenance (PPM) programme.

When completing inspections:

- Installation, maintenance and repair of gas appliances, including pipework, fittings, and flues are only completed 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.**

### **7.3 Legionella**

- Water risk assessments are completed under the schools planned preventative maintenance (PPM) programme. Details of the latest risk assessment and the actions taken to rectify any issues are kept on the schools planned preventative maintenance and water risk assessment files.

- The latest water risk assessment was completed in August 2020 by Glisten Water Limited, sub-contractor to the schools appointed PPM provider. The appointed contractor is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- Water risk assessment are reviewed every 2 years or sooner should significant changes occur to the water systems and/or the building footprint
- Risks from legionella are mitigated by the following: daily 'flush throughs' of targeted areas, 'weekly flush through' of all outlets, monthly temperature checks, half termly disinfection of showers, etc.

#### **7.4 Asbestos**

- The schools teaching blocks are asbestos free. Asbestos is however present in the eaves and presumed present in bitumen underneath the floor tiles and around cabling in an electricity cupboard of the school's unoccupied on-site caretakers bungalow.
- Asbestos assessments by an external organisation take place every two years or sooner should significant changes to the building or its use take place. The last inspection was completed in July 2020.
- Appropriate 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 are 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. A visual inspection of the eaves, flooring and to the cabling in the electrical cupboard of the bungalow is completed each term. The results of the inspection are recorded on the school's health and safety system.

#### **7.5 Radiation**

- The school will commission the services of an external Radiation Protection Adviser (RPA) to advise/assist with the management of radioactive materials.
- An appropriate member of school staff will be trained and be assigned the role of internal Radiation Protection Officer (RPO).
- The schools appointed RPO will be responsible for ensuring that the school complies with the Ionising Radiation Regulations 1999 and CLEAPSS recommendations.
- The school will ensure that that all radioactive sources are present only where absolutely necessary, are kept to a minimum and are managed, stored, controlled and disposed of in accordance with the Ionising Radiation Regulations 1999 and CLEAPSS recommendations.

## 8. 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.
- Equipment declared unsafe to use is immediately withdrawn from service.
- High risk equipment such as those found in technology rooms, science labs and sports hall/gymnasias are inspected annually under the schools PPM programmes. Details of inspections and any remedial works required to correct faults are kept on the schools PPM files.
- When new equipment is purchased, it is checked to ensure that it meets appropriate installation and educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### 8.1 Fixed Wiring

- Fixed wiring inspections are completed under the PPM programme.
- Each year approximately 20% of the schools fixed wiring is inspected.

### 8.2 Electrical Equipment

- Annual electrical equipment inspections are completed under the schools PPM programme.
- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff responsible for them.
- Any potential hazards are reported immediately to the facilities team or Health and Safety lead.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members will check plugs.
- Annual portable appliance testing (PAT) is carried out by a competent person under the schools' PPM contract.
- All isolator switches are checked to ensure that they clearly 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.

### **8.3 PE equipment**

- PE equipment is inspected annually by an appointed contractor. Details of each inspection, along with any required repairs, is kept on the school's health and safety system.
- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Concerns about the condition of the gym floor or other apparatus will be reported immediately to the facilities team or Health and Safety lead.

### **8.4 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).

### **8.5 Specialist equipment**

- Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- Stair mounted evacuation chairs, mobility hoists and rise and fall beds are inspected annually under the school's PPM programme. Details of inspections and any remedial works required to correct faults are kept on the schools PPM file.
- Oxygen cylinders and gas canister are stored in a designated space, and staff are trained in the storage, removal and replacement of oxygen cylinders.

## **9. 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.

## 10. Working at height

The school ensures that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

- Only qualified staff are allowed to use mobile elevating working platforms or scaffolding towers
- The Estates team retains 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
- On occasion, students may use scaffolding towers as part of drama productions. Prior to using a tower:
  - All tower use will be fully risk assessed.
  - Students will be instructed on the rules of tower use.
  - The school will obtain written approval from the parent/carer that the student is permitted to use the tower.

## 11. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual believes 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.

## 12. Off-site visits

All visits are reviewed and approved by the Educational Visits Coordinator prior to taking students off the school premises. We will ensure that:

- Risks assessments are completed for all off-site visit and activities.
- All off-site visits are appropriately staffed.
- Staff are instructed to take on visits a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details.
- A school defibrillator will be taken on visits to remote areas or places where a defibrillator is not available.

## 13. 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, through our lettings partner, and will have responsibility for complying with it.

## 14. Violence at work

The school believes 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 students, visitors or other staff.

## 15. Smoking/Vaping

Smoking/Vaping is not permitted anywhere on the school premises.

## 16. Allergen Management

The school has in place a number of measures to reduce the risk of an allergy related incidents.

These include the:

- recording on the SIMS system and subsequent transferring of allergy information at an individual student level to catering till points.
- regular checking that transfers of information between the above is correctly taking place.

- displaying on 'meal vouchers' for students not on the SIMS system of text encouraging students to discuss the ingredients of their proposed purchase with the till operator.
- completion of allergy risk assessments and introduction of suitable controls within the schools Food Technology department prior to practical lessons taking place.
- **A requirement that Food Technology staff complete an allergen awareness and food hygiene safety 'licenced training courses'**
- displaying of 'bake sale' signage to alert persons handling or purchasing products that the item has not been made by the school and ingredient lists should be checked before handling or purchasing the product.

## 17. Infection prevention and control

The school follows the national guidance published by Public Health England (PHE) when responding to infection control issues. All staff and students are encouraged to follow this good hygiene practice, outlined below, where applicable.

### 17.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels.
- **In circulation areas, classrooms and offices hand sanitising stations will be available**
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

### 17.2 Coughing and sneezing

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

### 17.3 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 face shield/goggles and face masks if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

### 17.4 Cleaning of the environment

- Clean the environment frequently and thoroughly.

### 17.5 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.

### **17.6 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.

### **17.7 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.

### **17.8 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 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.

### **17.9 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. Advise these children to have additional immunisations, for example for Pneumococcal and Influenza.

### **17.10 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 2.

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



## 18. 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.

## 19. Occupational Stress

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

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

## 20. Accident reporting

### 20.1 First aid and administration of medicines

Only staff holding a valid first aid certificate are permitted to administer first aid.

All qualified first aid staff have access to first aid boxes.

First aid boxes are also located in the:

- General office.
- Student Services office.
- Science technician's office.
- Access and Achievement office.

Defibrillators are located in the:

- Main school reception.

- Student Services office.
- PE planning room.

Students are encouraged to self-administer medicines.

Where the self-administration of medicines is not possible, only staff holding a valid Administration of Medicines qualification are permitted to administer/witness the administration of medicines.

## 20.2 Accident record book/sheet

- 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 student's educational record.
- Records held in the first aid and accident book 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
- First aid incidents are monitored and reported termly to Trustees via the Cluster Resources Committee.

## 20.3 Reporting to the Health and Safety Executive

The Office and Site Managers 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 Office and Site Manager will report such incidents 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>

#### **20.4 Notifying parents**

The Student Service Office/First Aider administering treatment will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

#### **20.5 Reporting to Ofsted and child protection agencies**

The Business Support Manager: Facilities/Health and Safety will notify Ofsted of any serious accident, illness or injury to, or death of, a student 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 Business Support Manager: Facilities/Health and Safety will also notify the appropriate child protection agencies of any serious accident or injury to, or the death of, a student while in the school's care.

## **21. Training**

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

A number of staff must hold a valid 'licence' before completing an agreed list of high risk duties. Staff are not permitted to carry out any duties on the agreed list unless they hold a valid 'licence'.

A list of licensed activities can be found in Appendix 1.

## 22. Monitoring

This policy will be reviewed annually or more frequently should there be any significant changes to key personnel, working conditions/practices by the **Trust Head of Estates**

At every review, the policy will be approved by the Headteacher and the appropriate sub-committee of the Board of Trustees.

## Appendices

### Appendix 1 - 'Licensed' Activities/Courses

Where appropriate the following 'Licensed' Activities/Courses must be successfully completed by staff to allow them to carry out their duties in full.

Staff that have not successfully completed an activity/course or whose qualification has expired will not be allowed to carry out any duties involving the below until they have successfully completed the appropriate activity/course.

IPAS 3a and 3b - Mobile Elevating Platform training

PASMA – Mobile scaffolding tower training

First aid - (QNUK Level 3 award in First Aid at Work (QCF) (full)

First aid (Appointed Persons)

Administration of Medicines training

Winter facilities (Quad bike) training

Radioactive Materials Protection/Supervisor training

Fire Safety and Evacuation training

Use of Technology Machines (DATA) training

Water management – legionella

Use of Kiln training

Trampoline training

Manual Handling training

Lift (Releasing trapped persons in a medical emergency training)

Allergy Awareness training (Food Technology) Food Hygiene Safety

Business Continuity training

Safeguarding training

## Appendix 2. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from [non-statutory guidance for schools and other childcare settings](#) from Public Health England (PHE).

[V:\Policies\2. Health & Safety Policies\Recommended absence period for preventing the spread of infection.docx](#)

## Appendix 3. Asbestos record

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Caretakers bungalow – verge under cloakings to gable ends.	Cement verge	Cloakings only 'very limited quantities'.	None	Fairly good	Difficult	Chrysotile (White)	Rated as low risk by assessor.
Caretakers bungalow – in bitumen under original flooring tiles (presumed).	Bitumen	Throughout building	None	Good	Easy	Unknown as samples not taken as works could damage flooring and release presumed fibres.	Detailed analysis required should the original flooring tiles become damaged or works to the flooring is being proposed.
Caretakers bungalow – in bitumen under original flooring tiles (presumed).	Bitumen textile wrap to incoming electrical cable.	Textile wrap only	None	Fairly good (low damage but satisfactory condition).	East	Crocidolite	Satisfactory condition.