



The
MAST
 Academy Trust

This master policy will be updated by individual schools within the Mast Academy Trust where identified.

Policy	Health and safety policy	
Owner	Melanie Humphreys – The Mast Executive Administrator (Master Policy only)	
Date approved	9 th December 2020	
Approver	Martyn Jones	

Current version	V3.0
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Next review due	Spring Term 2021
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Objective of Policy
To provide guidance on the policy and processes for all aspects of Health and Safety.

Version Control	
Version Number	Summary of amends from previous version
2.0	Annual review, update to accident form image, front cover updated.
3.0	Update to align with scheme of delegation

Sign off requirements	
Approvers	Position
Martyn Jones	Chair of trustees ratification
Reviewers	Position
Jason Field	CFO The MAST
Audit Committee	Trust Board

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[This policy must be reviewed and tailored in the areas identified by each individual Local Governing Board; all areas highlighted require individual school details]

1.0 Introduction

1.1 Statement of Intent

Health and Safety is an important consideration for The Mast Academy Trust. We will take all reasonable steps to provide a safe and caring environment for pupils, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

2.0 The Law

Health and Safety in academies is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

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 assess 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, plan 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.

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

2.0 Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

The Governing Body (GB) shares with the Academy Trust overall responsibility for Health and Safety. The GB or LAB and the Headteacher, must comply with any direction given to them by The Mast Academy Trust concerning Health and Safety of persons on the school's premises or taking part in any school activities elsewhere.

2.1 The Board of Trustees will:

- Appoint a Trustee with responsibility for Health and Safety.
- Provide strategic direction in the importance of Health and Safety across the organisation
- Review all reported events to make sure practice is reviewed and updated if necessary.
- Delegate responsibility for Health and Safety to the Audit Committee.
- Approve key performance indicators for Health and Safety (for review by the Audit Committee).
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2.2 The Trust (through the Trust Operations Officer) will:

- Co-ordinate the distribution of the Health and Safety Policy to each school and its Governing Body
- Facilitate a site management team meeting including representatives from academies in order to co-ordinate action for implementation of procedures and best practice relating to Health and Safety. This will meet regularly, generally half termly, to review actions and plan for the future.
- Provide a Health and Safety system for the academies that can be used to monitor accidents, deliver and record training and store key Health and Safety documents.
- Appoint independent auditors to provide monitoring, annual checking, advice and report of compliance with this policy and any relevant legislation.
- Provide Annual training for Headteachers.
- Maintain a training record through a central health and safety system.
- Provide oversight of schools, through the Trust Site Manager, to ensure that training and compliance with the health and safety policy are managed at all trust schools

2.3 The Governing Body will:

- Receive regular summary health and safety reports

- Appoint a member of the GB who has a specific responsibility for ensuring the GB is fully briefed on health and safety in the school and attends regular training sessions.
- Know and understand the Mast Academy schools risk management framework and identify emerging risks
- .
- Ensure Health and Safety has a high profile.
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- To support the safety policies and procedures of, and to assist The Mast Academy Trust to discharge those responsibilities.
- Encourage informal meetings and ensure time is made available in staff meetings where Health and Safety issues can be raised.
- Review on a periodic basis, all accidents and incidents reported to identify trends.

2.4 The Headteacher will:

- Develop a Health and Safety culture throughout the school.
 - Following the annual audit, ensure an action plan is written, monitored and progress against items reported to the Governing Body.
 - Have a responsibility for day to day management of all Health and Safety matters in the school in accordance with the Health and Safety policy. This may be carried out through delegated responsibility to key members of staff
 - Ensure staff are aware of their responsibilities.
 - Update Governing Body members by submitting inspection reports.
 - Ensuring action is taken on health, safety and wellbeing issues.
 - Passing on information received on Health and Safety matters to the appropriate people.
 - Review accident investigations.
 - Draw up Health and Safety procedures within the school in line with The Mast Academy Trust Policies & Procedures.
 - Ensure regular workplace inspections are carried out. {Insert name here of person/job title that will complete the inspection}.
 - Submit inspection reports to the Governing Body.
 - Identify and facilitate staff training needs in line with the Trust training plan, including any statutory training requirements
 - Ensure all new staff receive Health & Safety training at induction and ongoing as required.
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- Monitor effectiveness of procedures.
 - Ensure the school has relevant and sufficient risk assessments in place.
 - Ensure the school's fire log is kept up to date and available for inspection.
 - Contact the Chief Executive Officer or Chief Finance Officer immediately if an incident occurs that is of a serious nature or fatal.

2.5 Staff with special responsibility:

The following staff at school have special responsibility and will work with the Trust Site Manager to ensure robust local health and safety practice: school to specify responsible people for example school business manager, H&S coordinators, or site manager/Insert as applicable

These job holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control and as delegated by the Headteacher.
- The coordination of Health and Safety procedures in their own school, directly responsible to the Headteacher for the application of the Health and Safety procedures and arrangements.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification. Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to Health and Safety.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the Headteacher or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed following a significant change or if an incident has occurred.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own Health and Safety.
- Obtaining relevant advice and guidance on Health and Safety matters.

2.6 All Staff will:

- Support the implementation of Health and Safety arrangements.
- Take reasonable care for the Health and Safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operate fully with their manager or responsible person on all matters relating to their Health and Safety at work.
- Report promptly, injury, significant near miss, incident of violence and aggression or cases of work-related ill health, following the Trust's procedures.
- Report any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others, following Trust procedures. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wear any protective clothing or equipment and use any safety devices that have been provided for their Health and Safety while at work.
- Observe safety rules, complying with codes of practice and Health and Safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.

- Attend Health and Safety training as directed and undertake their work activities in accordance with any Health and Safety training provided to them.
- Ensure as far as is reasonably practicable that their classroom or work area is safe and tidy.

2.7 Volunteers

Volunteers have a responsibility to act in accordance with the school's policies and procedures for Health and Safety and to report any incident or defective equipment to a member of staff immediately.

2.8 Contractors

All contractors under school control will be appropriately selected and competent in terms of Health and Safety.

- Contractors must be made aware of and abide by the school's Health and Safety policy and not endanger pupils, staff or other visitors to the site.
- {State name or job title} will be responsible for the co-ordination of the contractors' activities on site.
- The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor, in consultation with the Headteacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

2.9 Visitors and other users of the premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures with other occupiers.

- All visitors to the school must comply with the school Health and Safety policy and procedures as advised by the school.
- The Headteacher must ensure that a suitable system is implemented whereby all visitors are required to record their visit to the school (visitor's book) and the time they leave.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.
- Should a fire / emergency occur, or the fire alarm is activated whilst visitors are on the school's premises, the visitor must evacuate the building in accordance with the school's procedure.

- Should an incident / accident occur involving a visitor it must be reported using The Mast Academy Trust accident reporting procedure and form sent to the Finance Director. An investigation must be undertaken as soon as possible by the relevant responsible person.
- Persons hosting visitors including meeting arrangers must ensure:
 1. Visitors are alerted to the establishment fire procedures.
 2. Visitors adhere to the 'no smoking' policy.
 3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
 4. Visitors record time of arrival and departure in the visitor's book.
 5. Where applicable visitors are provided with and wear identification badges.
 6. Visitors are accompanied or authorised to enter the premises.
 7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted, and the person is accompanied.
 8. Visitors do not take anything with them from the premises or bring anything onto the premises that may create a hazard or risk, unless authorised.
 9. Visitors report all accidents, incidents and near misses to the host.
 10. Visitors wear protective clothing that is supplied, when necessary.

2.10 Pupils

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the Health and Safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the Health and Safety rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their Health and Safety.

Pupils are taught how to manage risk through a variety of curriculum areas.

All pupils and parents will be made aware of this section of the policy through {school to specify for example prospectus}.

3.0 Lettings

The school needs to insert their own lettings policy if applicable

Schools no letting policy include this text: The school does not have a letting policy

4.0 General Health and Safety Arrangements

The arrangements for Health and Safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999 (and other legislation as above).

- Smoking is not permitted anywhere on the school site.
- The school will provide appropriate training for staff in relation to Health and Safety.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

5.0 Monitoring and Review of Health and Safety Arrangements

- The annual audit and action plan will be used to prioritise need and to inform planning.
- The site will have a system for reporting and recording immediate need.
- All staff will carry out monitoring on a day-to-day basis.
- The site operatives will monitor school grounds and premises daily.
- Monitoring will be reported to the Trust via the Chief Financial Officer and Trust Operating Officer as appropriate.

6.0 Equipment

All work equipment will be purchased from a reputable supplier. Before purchase the following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and/or storage of the equipment.
- Maintenance requirements (contracts and repairs).
- Training and use of the equipment.

Staff must not use new items of work equipment which may pose a material risk to their health and safety unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a Trust approved contractor (if the school does not use an approved contractor they must ensure a competent contractor is used).

Any Personal Protective Equipment (PPE) required for the use of the work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating the equipment.

6.1 Access equipment (kick-stools, ladders, tower scaffolds and mewps etc.)

All access equipment must be purchased from a reputable supplier. Before purchase the following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and/or storage of the equipment.
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and more frequent checks).

7.0 Curriculum - Use of Resources

Appropriate professional guidance from a nationally recognised body (e.g. CLEAPPS) must be followed with regard to Science, ICT, Technology, Art and PE. A copy of relevant guidance and risk management must be kept locally at the school, and should be available for inspection on request, and also with the subject leader who is responsible for disseminating the information to the staff and pupils.

The following subjects are considered to have higher risk aspects:

- Science
- Art
- Design and Technology
- PE

Specific care should be taken to seek advice if any member is unsure as to the safe nature of activities in these subjects. Where no formal advice or guidance can be found a risk assessment needs to be undertaken prior to the lesson.

8.0 PE

Clothing

All pupils will change into suitable clothing for the activity in which they will participate, details of clothing are listed in the school's Uniform requirements.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to pupils and allows a greater degree of maneuverability for demonstrating skills, or accessibility to a student should an accident occur.

9.0 Jewellery

The wearing of jewellery is not permitted. If ears are pierced, studs only may be worn but must be removed for PE.

It is advisable to collect all such items prior to the lesson and store safely.

10.0 Manual Handling

The school completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training.

11.0 School Building Access

School to provide information e.g.

In order to improve safety for everyone in the school, measures have been taken to restrict access into the school building. Pupils may use [XXX] entrance/s in [YY location]. The gates are locked at [time] and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign the visitors' book where they will be issued with a visitors badge. All visitors must sign out when leaving the school site/building. Any adults on site who do not work in the school and who are not wearing a visitor's badge must be reported to the school office. The main entrance is locked, allowing access on request from the school office, via an intercom.

12.0 Vehicles

School to provide information e.g.

Parents are requested not to bring their cars onto the school site. Parents collecting pupils who are injured or unwell should use the designated car park. Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the delivery area.

Wherever possible deliveries should be made once the pupils are safely in the building. Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

13.0 Lone Working

The school completes risk assessments for any lone working scenario in consultation by the Trust Operations Officer.

14.0 Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety. . Before leaving the key holder should ensure that the school is secure and the alarm re-set. If any member of staff is on site and is concerned about people on or about the site, they should telephone the police on 101 or on 999 if concerned about their own or the school's wellbeing.

15.0 Fire Safety

The school will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a Personal Emergency Evacuation Plan PEEP).

The Headteacher will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding. All staff are responsible for ensuring evacuation routes and doors are kept clear at all times. For further details please see the school's policy for fire. The Fire Certificate is displayed ...

16.0 Evacuation Procedures

Evacuation procedures detailed at [school to add detail of document for evacuation procedures](#) are practiced termly and reviewed annually or more regularly if appropriate. Evacuation routes

and meeting points are detailed on the school site plan, which is shown at **School to add detail of where site evacuation points plans**

17.0 Supervision of Pupils

17.1 School Hours

Each school to insert own details

17.2 Office Hours

Each school to insert own details

17.3 Duties

Each school to insert own details e.g.

A member of staff needs to be around the playground area to supervise pupils arriving at the school. The bell is rung school to add.

At school to add. the class teachers supervise the pupils leaving the school.

At break times **school to add members** of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

Outdoor Duty: the staff on duty cover the play areas at the side of the school. The bell should be rung promptly at the end of break.

Indoor Duty: If it is a wet morning playtime staff stay with their classes until they have contacted another member of staff and arranged to cover one another for a short release time.

All members of staff are responsible for making sure that their classroom is clear of pupils. All staff (teaching and non-teaching) should be in their classrooms to receive the pupils as they come in first thing in the morning, from morning break and after lunch. The rota for duties is on the staff room notice board.

17.4 Lunchtime Supervision

Each school to insert own details e.g.

The Senior Supervisory Assistant is responsible for the organisation and management of lunch times and works with a team of Supervisory Assistants. The Headteacher, Vice Headteacher and Assistant Headteacher also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to pupils and support the supervisory staff whenever the need arises. Any pupils working in classrooms or activity areas must be supervised by a class teacher.

18.0 First Aid

The school has assessed the need for First Aid provision and ensures that the guidelines given within the latest First Aid Code of Practice are complied with.

An up to date list of all First Aiders is displayed {school to complete location}.

First Aid kits are located at strategic points in the school {school to insert location} and portable kits are available for lunchtimes, PE lessons and school trips and visits.

The contents of the kits will be checked on a {school to fill in} basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit.

For further information please see the school's First Aid Policy.

19.0 Health and Accidents to Pupils or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc. that pupils sustain until they can, if necessary, receive professional medical treatment.

The school has trained first aiders – currently [insert name/s of qualified staff].

First Aid and medical treatment is available in the medical room.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin

First Aid boxes for school journeys are stored in the [location/medical room?] as well as other items required to be on hand during a journey.

If a student receives a bump to the head that causes concern, parents will be contacted and given the option of coming to the school to check the student themselves or leaving the student to recover and return to class.

A note should be made in the Accident Book, which is kept in the [medical room], of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any student who goes home should be recorded as having done so and the class/form teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office. Details of reporting procedures are on pages 257 and 258 of volume one of the Manual of Personnel Practice held in the school office.

Accidents that require a parent to attend site to collect their child or immediate hospitalisation of any pupil or staff member should be recorded on the Trust health and safety system, and investigated as appropriate. RIDDOR accidents should be reported to the HSE.

20.0 Medication Policy

The school follows DfE guidance on the dispensing of medicines within school.

Each School to insert its own procedure – refer to the supporting students with medical conditions policy

21.0 Off site visits

Each School to insert its own procedure – The Trust educational trips and visits policy can be found on the [Trust website](#).

22.0 Allergies

Information about pupils who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning pupils. Any medical interventions must be performed within statutory guidance and by a suitably trained member of staff who has access to appropriate equipment.

23.0 Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow HSE guidance on advice/reporting of diseases available at <http://www.hse.gov.uk/pubns/edis1.htm>. If in doubt, staff or parents are recommended to seek advice from their GP.

24.0 Staff Health and Welfare

24.1 Stress

Each School to insert its own procedure e.g.

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Headteacher, senior staff or the school's Health and Safety representative as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A free and confidential counselling service is available to all employees on [tel no], and for the Headteacher on [tel no].

A list of emergency contact names and phone numbers for all staff is held in the school office.

24.2 Safety

The Trust will, through the Trust Operating Officer, publish a set of core risk assessments for the management of safety in school. These will be published and each school will be required to

complete each one at least annually. Further Risk assessments needed to manage local site issues will supplement these core risk assessments to ensure the safety of site staff, **24.3 Violence**

Staff should always take steps to minimise the possibility of violence in the school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

Each school to insert further details including details of where any guidance is published.

24.4 VDU Operators

Staff regularly using VDUs should vary their work routines and follow guidance on regular eye tests. They should complete a DSE assessment during their probationary period and discuss any concerns with the Health & Safety representative or their line manager. This risk assessment should be renewed annually for each regular user.

25.0 Reporting

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the school and be reported to the Trust.

All accidents, illness or near misses must be recorded in the Accident and Illness Book held at the School.

Where these are reportable under RIDDOR the School should complete the Accident Report Form, copying in the relevant Governing Body Member, and the **Trust Operations Officer**.

The Accident book should be regularly reviewed and reported on by the Trust Site Manager to:

- Identify where accidents seem to be part of a trend that needs to be addressed
- Whether appropriate measures could be taken to reduce either frequency or impact of such accidents

All reportable incidents will be investigated by the person responsible for the activity and reported to the Trust. Where the Trust needs to investigate further, this will be conducted by a member of the Trust collaborative team..

25.1 Critical Incidents

The school has in place an Emergency planning and business continuity planning scheme for dealing with critical incidents.

26.0 Control of hazardous substances

All substances that may be considered hazardous to health have been assessed (except in Science – these are covered by CLEAPS hazcards). A copy of the Health and Safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored. Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE). Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

27.0 Asbestos

The school has an asbestos register (even if there is no asbestos on site there is still a register to state this) which is located {school to complete}.

All contractors must be shown the register before work commences.

Any damaged or suspected damage to asbestos should be reported to the Headteacher who will contact the relevant surveyor immediately, copying in the Director of Operations and Finance.

28.0 Legionella

The school has a legionella survey which is located {school to complete}. {Name of person or job title} is responsible for ensuring that any monthly temperature checks are completed, and the weekly flushing records are completed. Further information of legionella can be obtained from

29.0 Training and records

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

Appendix 1 Accident Reporting Slip

Appendix 2 HSE – Incident reporting in schools (accidents, diseases and dangerous occurrences) – Education information sheet no 1 (Revision 3)

Each individual School to add the following appendices: -

- Appendix 3 Near Miss Form
- Appendix 4 - Procedures to be followed in the event of a fire
- Appendix 5 - Evacuation Plan
- Appendix 6 - Education visits and off-site activities procedures
- Appendix 7 - Emergency scheme
- Any other details relevant to the policy

Appendix 1 - Accident reporting Slip

<h1>ACCIDENT/INCIDENT/ ILLNESS REPORT SLIP</h1>		Pupil's Name		Date
				Time
				Class
Location and details of accident/incident/illness				
Head Injury		Sprains/Twists		Parent/Carer Contacted
Asthma		Nosebleed		Unable to contact Parent
Bump/Bruise		Stomach Pains/Upset Tummy		Well enough to remain in school after First Aid
Cut/Graze		Mouth Injury/Tooth Ache/ Loose or Missing Tooth		IMPORTANT Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Headache/High Temperature		TLC Applied		
Vomiting/Nausea		Collected from school		Authorised Signature
Details of Treatment and Additional Comments				

To re-order Tel. 0800 500 3087 Fax: 01487 823898 E:sales@Ltsupplies.co.uk www.Ltsupplies.co.uk © Limetree

Appendix 2 - HSE – Incident reporting in schools (accidents, diseases and dangerous occurrences)

Further information can be found on incident reporting in schools by following this link:

<http://www.hse.gov.uk/pubns/edis1.pdf>

It is important that this advice is considered carefully when reporting accidents so that the correct authorities are informed, and that investigation and action is taken to reduce the risk of future occurrences.