



Health and Safety Policy



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Foreword

“This statement of the University of Chichester Academy Trust’s Health and Safety Policy towards the conduct of its activities, reaffirms the intent of the Trust and its Board to conduct its affairs with all due regard for the health and safety of staff, pupils, parents and visitors. It is concerned with the protection of everyone who is lawfully on Trust property who may be affected by its activities and seeks through clearly defined responsibilities to achieve the highest standard of health and safety that is reasonably practicable. This Health and Safety Policy imposes a duty on all of us to take care of our own health and safety and those who may be affected by our activities. I ask every one of you to think constantly about how you can improve the health and safety impacts of your work as well as that of your colleagues and pupils. Please give the Policy your total and active support.”

Sue Samson CEO

Health and Safety Statement

The Trust’s Board recognises its responsibilities under the relevant Health, Safety and Environmental legislation, in particular the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory regulations. The Trust is committed both as an employer and as a provider of education to the provision of a safe and healthy working environment for members of staff, pupils, parents and visitors. In furtherance of this Policy, the Board through its Local Governing Bodies will, so far as is reasonably practicable, provide:

- Processes to identify hazards and assess risks through recognised risk control systems.
- Clear policies, guidance and procedures to support the Health and Safety Policy.
- Safe premises, plant, equipment and systems of work.
- Adequate facilities, protective equipment and clothing to enable articles and substances to be used, transported, handled and stored safely.
- Such information, instruction and supervision as are necessary to ensure the health and safety of staff, pupils and visitors.
- Appropriate arrangements for consultation with staff and union representatives on measures for achieving agreed health and safety standards and performance.

The Board considers issues of health and safety to be of the highest importance and priority and seeks to maintain commitment to continuous improvement and awareness. The Board also undertakes, through its Local Governing Bodies, to ensure that staff and pupils are consulted and involved in all areas of health and safety.

While recognising its own legal responsibilities in the matter of health and safety at work, the Board requires all staff, pupils, parents and visitors to act safely and to co-operate in meeting these obligations. The Board believes that health and safety at work is the responsibility of all. It will encourage employees to take an active role in ensuring that a safe working environment is maintained.

This policy will be reviewed as appropriate by the Trust, taking into account any new legislation or practices that may affect this document.

1. Introduction: The legal position

The concept that employees should be safe at work is not a recent phenomenon. Legislation was developed in the 1970s to streamline the many different statutes governing safety issues making management responsible for the provision and maintenance of adequate standards and policies. Although there are many different statutes governing safety issues,

health and safety is not only governed by legislation. Under what is known as ‘common law’ all employers have a duty of care imposed on them to protect their employees. There is also a term implied into all employment contracts requiring employees to comply with the Trust’s health and safety policies and guidelines.

The legislation relating to health and safety is extensive. One of the most important statutes is the Health and Safety at Work etc Act 1974 (HASAWA). All work places are covered by this legislation which states that an employer must do everything reasonably practicable to provide a safe and healthy workplace with adequate welfare facilities. HASAWA has been supported and extended by various sets of regulations, codes of practice and guidance, all of which deal with various aspects of health and safety.

The organisation and management of health and safety is a corporate responsibility and failure to comply with health and safety requirements can have serious consequences – for the Trust, the Board, Governing Bodies and individuals. Health and safety law states that organisations must provide a written health and safety policy; assess risks to staff, pupils, partners, stakeholders and any other people who could be affected by the activities of the Trust; arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures; ensure that staff and pupils have access to competent health and safety advice; and consult staff about their risks at work and current preventive and protective measures. Responsibility for Health and Safety is delegated to academies in the Scheme of Delegation.

2. Health and safety at work: risks and benefits

Addressing health and safety should not be seen as a regulatory burden: it offers significant opportunities. Benefits include:

- Reduced costs and reduced risks – accidents are fewer, the threat of legal action is lessened, employee absence and turnover rates are lower.
- Improved standing among collaborative partners and suppliers.
- A better reputation for corporate responsibility among pupils and members of the community.
- Increased productivity – employees and pupils are healthier, happier and better motivated.

3. Essential principles

It is the policy of the Trust to comply with the legal obligations outlined in HASAWA, the Management of Health and Safety at Work Regulations 1999 and any other relevant statutory provisions by delegating to school Governing Bodies the responsibility for ensuring:

- The provision of a safe and healthy working environment with adequate facilities and arrangements for welfare.
- Physical equipment and structures are maintained to be intrinsically safe and without risks – including the means for accessing the workplace and exiting from it.
- Information, instruction, supervision and training are provided to ensure safety by competent personnel. Prescribed information will also be supplied to non-employees e.g. visitors and contractors, about any work that might affect their health and safety.
- Procedures are drawn up and reviewed for the safe use of equipment, safe systems of work, and the safe use, handling and storage of materials.

- Training is provided and reviewed for employees and for those appointed as health and safety co-ordinators/fire wardens/risk assessors/first aiders.
- The provision and use of protective clothing and equipment where necessary.
- That medical advice is available where needed.
- Arrangements are put in place for the periodic inspection of work places and methods of working and the monitoring of any corrective action necessary.
- Arrangements are in place to ensure that consultation is facilitated between management, employees and their union representatives.
- Sufficient time and other resources are given to employees with health and safety duties to allow them to discharge these duties effectively.

The Health and Safety Policy will evolve over time, e.g. in the light of major organisational changes such as restructuring or a significant acquisition. At a minimum, the School and its Local Governing Body will review and update this policy annually.

4. Leading Health and Safety

The Trust expects Local Governing Bodies to ensure that health and safety is integrated with other core management functions and that all employees and pupils are equipped with the necessary information, instruction, training and supervision to carry out their responsibilities. This includes:

- 1) Strong and active leadership from the top:
- 2) Employee involvement:
- 3) Assessment and review:

The Board expects the Governing Body to do this by purchasing third party expert support for H&S, either by taking out a local authority SLA or by engaging another professional to offer a similar service; this must include an annual audit.

5. Nominated Health and Safety Personnel

Employees occupying a variety of management, teaching and professional support posts are nominated as volunteers to monitor health and safety across the school. Nominated personnel include:

5.1 Health and Safety Officer

The Health and Safety Officer undertakes a vital role in ensuring safe and compliant working practices in the school. They act as a liaison between their school and the academy's advisers on health and safety and are required to attend training to help them in their role. The officer:

- Undertakes training to carry out regular workplace inspections and to report health and safety concerns and deficiencies, ensuring that any recommendations or remedial actions are acted upon within an appropriate time frame.
- Maintains a health and safety file and completes any necessary health and safety returns.
- Provides advice and guidance on all matters relating to health and safety for staff, pupils and visitors.
- Takes the lead responsibility for reviewing and monitoring the effectiveness of health and safety policies, procedures and systems.

- Periodically implements a health and safety audit programme and addresses all issues raised
- Develops health and safety policies and guidance and ensures staff are receiving adequate training.
- Reports health and safety concerns and outcomes to the governing body
- Takes responsibility for investigating and reporting any relevant accidents or near-misses to the Health and Safety Executive.

The current Health and Safety Officer is the School Business Manager. The Business Manager is supported in the completion of this role by the Site Maintenance Co-ordinator.

5.2 Fire Wardens

Nominated Fire Wardens are responsible for monitoring the effectiveness of fire safety measures throughout the school. Fire Wardens are provided with training on fire awareness and the use of fire extinguishers. The duties of the Fire Wardens are to:

- Report shortfalls within their workplaces on fire safety issues to the Health and Safety Officer.
- Assist with the swift and calm evacuation of persons from their area on hearing a fire.
- Report to the person responsible for co-ordinating a fire rescue and provide information where required.

A list of Fire Wardens can be found on display in the staff room and main office.

5.3 Risk Assessors

Any staff who organise or control activities such as field trips, equipment or facilities, will receive training in risk assessment. The Risk Assessors co-ordinate risk assessments in their area, returning completed and accurate paperwork to the health and safety officer.

The trained risk assessor in the school is the Business Manager.

5.4 First Aiders

First Aiders support the health and safety of staff and pupils across the school. First Aiders must attend regular First Aid training. First Aiders attend to incidents and keep records of all first aid treatments they have administered including details on accident/incident report forms.

A list of First Aiders can be found on display in the staff room and main office.

5.5 Fire Safety Co-ordinator

The fire safety co-ordinator is responsible for fire safety on the premises and acts on behalf of the responsible manager (the Headteacher, see section 6.2). The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Headteacher, the Business Manager and/or the University of Chichester Academy Trust as required.

*The nominated fire safety co-ordinator is the site maintenance co-ordinator.
Other fire safety co-ordinators include the Business Manager*

5.6 Health & Safety Representative

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. He/she is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

5.7 Educational Visits Co-ordinator (EVC)

The EVC is responsible for ensuring all off-site visits, trips and residential activities comply with the schools policy for *Learning Outside the Classroom and Off-site Educational Visits*.

The current EVC for the school is the Headteacher.

5.8 Special Educational Needs Co-ordinator (SENCo)

The SENCo is responsible for the health and safety of all children on the SEND register. Some of the children on the SEND register may have particular issues that the SENCo must ensure other staff are aware of. For example, some SEND children will be less secure in following fire safety evacuation. The SENCo must ensure that individual attention is given to the children on the register, in considering needs of health and safety.

5.9 Legionella Competent Person

The nominated competent person for Legionella acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the nominated Health and Safety officer of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Business Manager, Headteacher, and the University of Chichester Academy Trust as required.

*The nominated competent person is the Site Maintenance Co-ordinator.
Other Legionella competent persons include the Business Manager.*

5.10 Asbestos Competent Person

The nominated competent person for asbestos on the premises acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He/she will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Headteacher, the University of Chichester Academy Trust and/or the Children's Services Health and Safety Team as required.

*The nominated competent person is the Site Maintenance Co-ordinator.
Other asbestos competent persons include the Business Manager.*

6. Health and Safety responsibilities

6.1 The Local Governing Body

Health and safety is a corporate governance issue and as such the Governing Body has strategic responsibility for Health and Safety within all areas of the schools undertakings and is answerable to the Trust for its actions. The Trust recognises that it can only achieve the highest standards of health and safety management with the active involvement of its Governing Bodies. The local governing body at Kingsham Primary School will integrate health and safety into the main governance structures, including sub-committees, such as risk management and audit. All members of the Governing Body will take the lead in ensuring the communication of health and safety duties and benefits throughout the organisation. The governing body will 'own' and understand the key issues involved and decide how best to communicate, promote and champion health and safety.

The Governing Body will:

- Ensure that health and safety appears regularly on the agenda for governing body meetings.
- Make arrangements for an independent member of the governing body to act as a health and safety champion.
- Ensure that health and safety arrangements are adequately resourced.
- Encourage staff or their representatives to be involved in decisions that affect their health and safety.
- Ensure that governing body decisions are made in the context of the health and safety policy.
- Consider health and safety when deciding senior management appointments.
- Support staff involvement in health and safety.
- Request periodic audits of the effectiveness of management structures and risk controls for health and safety.

6.2 Headteacher

The Headteacher is the schools Responsible Manager and has responsibility for the day-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Headteacher uses the support of the nominated personnel in **Section 5** to ensure that this responsibility is met. The Headteacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

6.3 All Employees (including volunteers)

Every employee has health and safety responsibilities from statute and civil law as well as under their contract of employment. It is the duty of all employees to co-operate in implementing health and safety policy by:

- Acting with due care for the health, safety and welfare of themselves and others and co-operating with managers by complying with instructions and procedures for safe working.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare.
- Evacuating pupils promptly from teaching rooms in the case of emergency situations and fire drills, in accordance with Trust and school procedures.
- Making proper use of protective clothing and safety equipment provided (in accordance with any training or instruction provided by the school), reporting any loss or obvious defect in that equipment and taking reasonable care of it.
- Informing Senior Leaders of any shortcomings in respect of the protection arrangements for health and safety and anything that could be considered as representing a serious or immediate danger to health and safety.
- Reporting to the Site Maintenance Co-ordinator any defects in equipment, structures or safety procedures, however trivial it might seem, which they are aware of and incidents which have led or might have led to injury or damage.
- Co-operating with any investigation that might be undertaken with the object of investigating incidents or preventing accidents in the future.
- Making sure that an appropriate and accurate record is made on the school's accident/incident report form, following an accident or near-miss which has (or could have) led to injury or ill-health and reported to the Health and Safety Officer.
- Taking responsibility for the safety of pupils and visitors, ensuring that any proposed new activity is risk assessed before the activity commences.
- Ensuring risk assessments are conducted and followed where appropriate (e.g. for field trips, work in laboratories or workshops) and all those who may be affected are advised of relevant findings and risk reduction strategies.

6.4 Pupils

Children are taught how to be healthy and safe as part of the Personal Social and Health Education curriculum. Health and safety may also be included in other subjects e.g. electrical safety in science. Where appropriate, outside agencies are involved such as Barnardos and the Fire and Rescue service. Risk assessments are carried out for in-school activities and for off-site visits and outdoor learning and

where appropriate children are involved in identifying what the risks might be and how they can be managed.

7. Assessment and review: monitoring and reporting

Monitoring and reporting are vital parts of the health and safety culture as well as effective management systems and practices which ensure that health and safety risks are dealt with sensibly, responsibly and proportionately. Formally reviewing the schools policies, procedures and practices help to ensure that the established principles are embedded in the organisational culture and adhered to.

A formal review of health and safety performance is essential. This allows the schools local governing body to establish whether the essential health and safety principles – strong and active leadership, staff involvement, and assessment and review – have been embedded in the organisation and whether the system is effective in managing risk and protecting people.

An annual audit is carried out by the Trust's Health and Safety Officer to ensure that the school is complying with relevant health and safety legislation. A premises fire safety risk assessment is to be carried out each year by the school. Premises improvements are prioritised and implemented by the Governing Body.

7.1 Accident and Incident Reporting

All accidents and incidents to staff, visitors, pupils and contractors are recorded in the schools electronic accident book which is on Smartlog. Any minor accident or incident to a pupil, such as a grazed knee, is recorded on an accident slip and sent home with the pupil.

Currently the School Business Manager is the nominated person responsible for ensuring all accidents and incidents are investigated and reported as necessary. Together with the Governor responsible for Health and Safety, the Business Manager will monitor these accidents and incidents in order to identify trends and report to the governing body. Any major accident or incident that fall under RIDDOR must be reported to the HSE via the HSE website. **See Appendix 2 for more information on RIDDOR.**

The school must keep records of accident and incident reports that they have made during the year by keeping a copy of the report form. Accident and incident reports must be kept for a period of three years (the Health and Safety Officer will keep records for longer than this). In addition, records must be kept of the steps taken after an incident has occurred, including details where applicable on accident investigations, risk assessment, subsequent decisions on amendments to procedure and, where necessary, related communications.

8. Health and Safety Guidance

The management of health and safety is supported through a variety of policies and procedures and health and safety guidance on topics such as: Managing Medicines, Asbestos, fire evacuation, manual handling, noise at work, personal protective equipment, portable appliance testing, risk assessment, use and maintenance of work equipment, work at height, working outdoors, display screen equipment, control of substances hazardous to health, alcohol, drug and substance abuse, stress management, and other health and well-being policies. Policies will be developed as a result of changing legislation e.g. Corporate Manslaughter and Driving at Work. These policies can all be located in the school office in

the *Risk Assessments and H&S Policies* folder or electronically on the Staff Drive in the *Policies, Procedures and Important Documents* folder and are made available for all to view.
Appendix 3.

9. Training

All staff regularly take part in Health and Safety training both in person and online. Health and Safety training is included within all new staff members inductions, on the first inset day of each new academic year, and through annual e-learning modules on SmartLog.

All new and updated policies are communicated to staff through SmartLog where they must acknowledge that they have read and understood each document. This is managed and monitored by the Business Manager and incomplete tasks are chased and included in performance management reviews if necessary.

10. Managing health and wellbeing

The Trust and school are committed to supporting the health and wellbeing of its employees by encouraging the adoption of healthier lifestyles. The philosophy which underpins this commitment is one of self-help and individual responsibility, promoting and supporting good practice to ensure staff feel supported in their work.

11. Absence monitoring

The continuing use of sickness absence procedures, Occupational Health involvement, return-to-work interviews and the support of a confidential counselling service are identified as the most effective approaches for managing absence and ill-health. Both the school business manager and the central HR team at the Trust can advise further on this. Please contact the School Business Manager on sbm@kingshamprimary.org.uk or Louise Birch on L.Birch@chi.ac.uk in the first instance.

12. Further information and support

A broad range of health and safety information is available on the Health and Safety Executive website at www.hse.gov.uk.

Appendix 1

The Investigation of Injury, Ill Health and Other Incidents

Aim

To provide managers with sufficient information for them to be able to undertake a simple investigation of most accidents and near miss incidents to enable formal closure of less serious events.

It is good business practice to investigate the cause of accidents and near miss incidents so that the associated costs can be controlled and reduced by correctly identifying the cause(s) and implementing remedial actions.

Sickness absence

Our HR procedures require staff to record and report reasons for sickness and other absences. If the sickness or absence was due to a work related issue such as a Musculo-skeletal injury, Violence at Work, Stress or any other cause, an investigation must take place to determine the cause(s) as required by this guidance.

Cost of Accidents and Ill Health

One aim of an accident or near miss investigation is to determine the true cause of the unplanned event so that it can be prevented from happening again. The investigation needs to be proportionate to the incident.

A good investigation report is a tool that can be used to effect change in the system, procedures or equipment as needed.

Investigation

The aim of an investigation is to determine the cause of the event. In fact there are 3 stages of causation to consider.

The immediate cause	This is the unsafe act or unsafe condition that directly leads to the event happening.
The intermediate cause	These are the factors surrounding the job, individual and the environment that have contributed to the immediate cause.
Root cause	This can generally be traced back to an organisational issue and often a management failing.

Every investigation should aim to determine all stages of the event causation. The level of investigation will very much depend on the seriousness of the event. Serious accidents will normally be investigated by a member of the SLT with the support of the Trust, but straight forward investigations should be within the capability of the Site Maintenance Co-ordinator and Business Manager.

Investigation Tips

Secure the scene to make it safe and to preserve any evidence. Very serious events (i.e. those leading to fatalities) will require the assistance of the police, who will lead in the preservation of the evidence and making the scene safe for investigators.

Use photographs to keep a permanent record of the scene and or injuries sustained. If appropriate, photograph the injuries but ensure that you have the injured person's permission. If the person is unconscious, the preservation of life will have priority over evidence gathering.

Draw a plan sketch of the scene. This may become useful later during interview to determine where people were and what they saw.

Witnesses

Identify witnesses. Witnesses can be split into 3 groups:

Primary witnesses are those persons directly involved in the event and saw what happened.

Secondary witnesses are those people who may not have seen the incident, but have information on something leading up to the event itself.

Tertiary witnesses are those who did not see the event but have valuable information that will help put the pieces together.

The Interview

Try to keep the interview as informal as you can and preparing a plan of what questions you are going to ask will help. When drafting your questions use open ended questions and allow the witness to express their memory of the event in their own words.

Interview witnesses separately, do not enter into a group discussion with a number of witnesses. You must not let one witness influence another.

During interviews, be calm and speak slowly, clearly and in a quiet manner. It is good to start by explaining what form the interview will take and then ask them to give an outline of their statement.

Be a good listener. When a person is telling you what happened, try not to interrupt the flow of information. Even if it is coming out a bit jumbled, try not to break up their flow of words or thought processes. Make notes about what is being said and if issues on which you still require further information.

It is sometimes useful to get the person being interviewed to give a general account of what happened so you can draw out and expand on the details.

Asking questions

When seeking information on a particular point or if you are corroborating another witness statement, stick to open ended questions. Open ended questions are those that require an answer that is not a "Yes or No" or other similar type answer. For example:

An open question may be: Please tell me what happened when Joe hurt his foot?

A closed question may be: Did the sharp knife fall onto Joe's foot?

An open question may be: Where were you when this happened?

A closed question may be: Were you in the same room when Joe hurt his foot?

For serious events it is often advisable to get witnesses to write a statement before an interview so that a permanent record of their statement is available and it will also help to determine the way in which the interview is conducted.

Stick to the facts. Avoid getting side tracked with personal issues or irrelevant information. Opinions of witnesses may guide you to a line of questioning but generally opinions are not factual. Remain in control of the investigation, don't let witnesses control you.

Hearsay evidence

Hearsay evidence is evidence that is third party. For example, Jim said that he heard that Joe had hurt his foot outside work. This is not supported in an investigation: however, it should not be discounted until all avenues have been exhausted. If you can verify hearsay evidence from other sources then that verified form of evidence may be used.

Conclusions

Draw your conclusions from the evidence collected from your investigation. Use the facts that have been drawn out from your questions. Do not draw conclusions from opinion or unsupported hearsay evidence. You must be able to support your conclusions.

Don't use the conclusions to apportion blame, simply stick to the facts that you have identified.

Recommendations

Make recommendations that will prevent recurrence. These recommendations may require physical workplace changes, procedural changes, equipment changes, and culture changes. You should aim to balance the chance of an event recurring against the risk and costs involved.

Hazard and Risk reduction

Generally you should attempt to;

Eliminate the hazard that caused the event before

Reducing the probable consequence, before

Isolating the hazard or those people that might be harmed, before

Controlling the hazard as it stands, before

Issuing Personal Protective Equipment (PPE) and only as a last resort should disciplinary measures be introduced or warning/safety signs without any control measure.

Appendix 2

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR puts duties on employers to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the HSE. The person responsible for reporting these cases to the HSE is the School Business Manager.

Types of reportable incidents

Not all accidents need to be reported and a RIDDOR report is only required when;

- The accident is work related
- It results in an injury of a type which is reportable

Reportable injuries include;

The death of any person – this includes workers and non-workers but does not include suicide

Specified injuries including

- Fractures other than fingers, thumbs and toes
- Amputations
- Injury likely to lead to permanent loss of sight or reduction in sight
- Crush injury
- Serious burns
- Scalping
- Loss of consciousness caused by head injury or asphyxia
- Injury arising from working in an enclosed space.

Over-seven-day incapacitation of a worker – if an accident occurs which results in an employee being unable to work for more than seven consecutive days, not including rest days or weekends, then this must be reported.

Reports must be made within 15 days of the accident

Any accident involving a member of the public or pupil must be reported if they result in an injury and the person is taken directly to hospital for treatment of that injury. **There is no need to report incidents where someone is taken to hospital as a precaution.**

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas.

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.

Appendix 3

Supporting Health and Safety Guidance

Administering Medicines Policy

Arrangements regarding medicines are set out in the Administering Medicines Policy.

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person and in line with the Managing and Working with Asbestos, control of asbestos regulations 2012. The asbestos register is located in the main school office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

The asbestos competent person must complete the asbestos checklist when they are appointed. Copies of these must be retained with the asbestos register. Under no circumstances must staff drill or affix anything to walls that may disturb dangerous materials. All school maintenance must be completed by the site maintenance co-ordinator.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher who will immediately act to cordon off the affected area. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher and/or the School Business Manager.

Child Protection

Arrangements regarding child protection are set out in the Child Protection Policy.

Community Users/Lettings/Extended Services

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment
- Regular hirers receive an annual update training in health and safety arrangements

Contractors on Site

All contractors must report to the main reception upon arrival and departure. They will

- sign the visitors book and asbestos register
- be provided with a fire safety brief immediately upon arriving, prior to them commencing their work

- **be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements**
- comply with the school's safety policies and safe working procedures
- report any breaches of safety to the Headteacher at the earliest opportunity
- be appropriately supervised at all times
- provide risk assessment and safe working systems for inspection by the school
- be appropriately supervised dependent upon the type of work, levels of perceived risk and length of time the work will take to complete

Contractors must provide the school with their Risk Assessments & Method Statements (RAMS) for the proposed works that they intend to carry out in advance. Works may not commence without the school receiving and checking these documents.

School staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Display Screen Equipment

All members of staff who operate Display Screen Equipment for prolonged periods of more than one hour per day in a consecutive period must complete a DES workstation assessment on Smartlog. Assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The Health and Safety officer will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported and immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested at intervals of not more than two years
- Equipment testing/inspection can only be carried out by a competent person.
- New equipment should be reported to the Site Maintenance Coordinator in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the site maintenance co-ordinator and attended to as soon as possible. No faulty equipment may be used until it has been checked and repaired. The site maintenance log will be updated with relevant information.

Critical Incident Plan

The Critical Incident Plan covers all emergency situations and evacuations that could occur, these include but are not limited to, fire, flood, intruder, collapse of the building, pandemic, and major road collision on the A27. All staff will receive training on critical incidents at their induction and then annually at the start of each academic year. A copy of the plan is available in the staff room and staff will be notified of any amendments that occur between annual training sessions.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the immediate point of contact for all fire safety related enquiries on site.

The Headteacher will ensure through the fire safety co-ordinator that:

- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with the fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names of the first aid trained staff on site are clearly signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractor.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way this includes all vision panels being kept clear.
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor. The premises COSHH assessor acting on behalf of the Headteacher is the site maintenance coordinator.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in secure, staff only, storage areas when not in use. This includes the cleaner's cupboard and the site maintenance co-ordinator storage shed. These areas are to remain locked at all times.

Inspections and Monitoring

The site maintenance coordinator is responsible for daily monitoring of the premises to identify general safety concerns and issues which should be immediately recorded in the premises defect log and reported to the Headteacher.

Routine documented inspections of the premises will be carried out every month by the Business Manager and findings recorded on the inspection checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Headteacher and recorded on the defect log. Any identified high level risks or safety management concerns are to be actioned immediately, and reported to the governing body.

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with L8 Approved Code of Practice for the Control of Legionella Bacteria in Water Systems. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures.

Maintenance and use of equipment

- All school equipment is to be maintained to a high standard
- All equipment brought in from home by staff must be well-maintained and any risks highlighted to the children (electrical equipment must be inspected first)

- Where any concern exists as to the appropriateness of equipment, the site maintenance coordinator must be consulted before it is used.
- Equipment should be used as intended by the manufacturer. Where instructions exist, these must be followed.
- Sharp equipment such as arts and craft knives and scissors must be used under close supervision in small groups. The equipment is stored securely in the office and staff must sign in and out the equipment at the start and end of each lesson. This equipment must not be kept in the classroom and its use should always be in line with the supporting risk assessment.
- General equipment such as scissors, sharpeners, compasses etc can be used with classes providing clear verbal warnings and instructions are given prior to their use

Moving and Handling

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The site maintenance co-ordinator is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.

Parents evenings and community events

- Sufficient staff must attend such events as to ensure any arising issue can be dealt with promptly and efficiently, following relevant guidelines and policies.
- Any organisation running an event on the school site is responsible for its own health and safety arrangements, however it is the school's responsibility to ensure the organisation can meet the school health and safety requirements. For example a Karate club will be responsible for Health and safety connected with the blows and kicks in Karate, but the school must ensure that the club is aware of fire evacuation, services etc. and that the club follows the school procedures (even at weekends and out of school hours).
- Parent's evenings provide greater access to the school and staff need to show increased vigilance during these times.

Positive Handling

Arrangements regarding physical intervention are set out in the Positive Handling Policy. Physical intervention should only be undertaken by staff who have received full training unless unavoidable.

Playground

Children using the playground must be supervised at all times, no class should be sent to the playground unless the teacher has checked that a member of staff is on duty. Some playground equipment and apparatus have risk assessments associated with them, and these should be revisited with children at least every term.

Animals in School

The school welcomes and encourages pupil interaction with animals to help support our children's learning. An individual risk assessment must be conducted for any animal visiting the school and/or staying in the school. If a mobile farm is visiting the school, the event must be treated in the same way as a trip to a farm. Guidelines can be found in the *Learning Outside the Classroom and Off-Site Educational Visits policy* and on the Health and Safety Executive website.

Provision of Information

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are an annual whole school briefing, weekly staff meetings, and staff notice board.

The *Health and Safety Law* poster is displayed in the staffroom.

Risk Assessment

General risk assessment management will be co-ordinated by the Headteacher in accordance with guidance from the Trust.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists, including both on and off-site activities.

The trained risk assessor on site, the site maintenance co-ordinator, will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically and at last annually, in accordance with each risk assessment's review date as listed for review.

Smoking

Smoking and vaping are not permitted on the premises.

Training

Health and safety induction training will be provided and recorded for all new staff and recorded on the Staff Induction Checklist.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training regarding their safety at work.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training relevant to their own role and activities

- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses

The Headteacher, with the support of the Business Manager, are responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Kingsham Primary School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using the incident reporting system.

Visitors

All visitors must initially report to the main reception where they will be provided with a booklet containing the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitors badge, sign the visitors book, and receive necessary safety information. Visitors who are known to the school and have completed a DBS check will be issued with a green lanyard, all others will be issued with a red lanyard.

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

Work at Height

General work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment