



**BERKSHIRE SCHOOLS
TRUST**

Health & Safety Policy

September 2019

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Bi-Annual review	

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

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Health & Safety Statement of Intent

The Board of Trustees at Berkshire Schools Multi Trust acknowledge the overall responsibility to provide and maintain safe and healthy conditions for all employees, children, clients, the community and any other parties that may be affected by our work activities.

As a trust we undertake, as far as is reasonably practicable, to provide safe places of work, safe equipment, safe systems of work, information, training and supervision as may be needed to create and maintain a safe and healthy work environment.

The Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This Statement supplements the Reading Borough Council Corporate Recommended Practices, which will continue to be updated with appropriate guidance notes and each school will be responsible for disseminating this information to their staff.

As a management body, the Board of Trustees must ensure that school staff and premise comply with the Council's health and safety policies and practices (e.g. reporting accidents, first aid provision etc., and:

- Develop and regularly update a school specific health and safety policy and advise employees of it.
- Have a critical incident/emergency contingency plan.
- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of teachers and other education staff, the health and safety of pupils in school and on off-site visits, and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site.
- Assess the risk of all activities, both in school and off-site, introduce measures to manage the risks, and instruct employees about the risks and measures to control them.
- Ensure that staff are competent and trained in their responsibilities (including written records of training) and are actively involved in health and safety.
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the Board of Trustees may delegate these tasks to each Local Governing Body.

1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils 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
- Induct all new starters and introduce them to the relevant health and safety personnel within the school and Trust and impress upon them the Trust's desire that they work safely.
- As part of the induction into specific areas of work, staff must be shown the relevant Codes of Practice, risk assessments relevant to their work area and Local Safety practices for their job and instructed in fire safety, first aid and accident reporting procedures. This induction covering the Trust's safety practices and procedures must be carried out during the first two weeks of a new starter's employment.

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 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.

3. Roles and responsibilities

3.1 The Governing Board

The Local Governing Body has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher.

The Governing Body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Berkshire Schools 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

The Health and Safety Governor is Stewart Johnston.

3.2 Headteacher

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- 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 Headteacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is Leanne Fleming, Premises and Health & Safety Manager.

3.4 Staff

School staff have a duty to take care of pupils 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 what they do at work
- 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 and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils 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 outside of the RBC Property SLA are selected on the following criteria; -

<i>Criteria</i>
Cost
Production of company H&S policy
Proof of competence (e.g. production of qualification certificates)
References
Any other criteria e.g. efficiency/reliability

BST and the school recognise that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that its responsibilities as a contractor or subcontractor during construction projects and related works are fully met.

Contractors will agree health and safety practices with the Headteacher/nominated person before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

All contractors are required to sign in and out in the contractor's folder, to agree to site rules and read related risk assessments including asbestos reports. The school safeguarding procedures are applied to all contractors and any contractor that cannot provide an enhanced DBS certificate will be supervised if pupils are present on site.

BST and the school will endeavour to comply with the legal requirements, as contained within the Construction, Design & Management regulations 2015 (CDM) and the RBC CDM corporate code of practice (CORP002) and relevant guidance issued or approved by the Health and Safety Executive. Construction work means carrying out any building, civil engineering or engineering work. Further definition is included in CORP002.

All staff must be provided with sufficient instruction, training (level 1 minimum) to be able to carry out their work safely.

Managers and supervisors must have sufficient skills, knowledge and experience and training to be able to identify the hazards involved in the project and to be able to put into place measures to reduce the chance of injury.

A summary of duties for each role is included in the CORP002.

Construction projects are notifiable to the HSE when the project is scheduled to:

- last longer than 30 working days and have more than 20 workers simultaneously working at any point on the project; or
- Exceeds 500 person days

Further definition is included in CORP002.

3.5 Visitors

(Visitors includes but is not limited to volunteers/work experience students/university students and contractors)

The school will take all reasonable steps to ensure the health and safety of all visitors including volunteers.

The school will provide all visitors with such information, instruction and training as required to ensure their health and safety and to assist them in complying with their obligations including:

- Health & Safety Policy
- Relevant risk assessments
- Relevant corporate codes of practice
- Site rules and procedures
- Site induction
- Emergency response procedures/first aid facilities

All visitors must report to the school reception upon arrival and leaving and must wear the allocated lanyard and ID badge at all times whilst on site.

All visitors must report immediately any accidents or incidents resulting in injury, damage or near misses to the school.

The school will record all incidents and accidents involving visitors and contractors and comply with their legal reporting requirements under RIDDOR.

3.6 Vehicles

Any staff member using their own vehicle for work purposes other than travelling to work are required to provide a copy of their insurance certificate confirming cover for business travel. (see Employee use of own vehicle policy)

The relevant corporate code of practice (CORP010) should be read and adhered to.

The use of mobile phones is not permitted whilst driving unless using an approved hands-free device. *(The school and Trust recommend that employees avoid the use of any mobile phone hands free devices whilst driving, as far as possible, to avoid disturbance of concentration.)*

*Any vehicles driven onto site must be supervised by a member of staff. *No pupils must be present and staff in the area must be informed to take extra care. (*except in emergency situations and as instructed by a member of SLT)*

4. Site security

The Caretaker is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Caretaker, Headteacher and SSC are key holders and will respond to an emergency.

5. Fire

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

Fire drills are practised at least once a term (6 drills per academic year).

The fire alarm is a loud continuous 2 tone bell.

Fire alarm testing will take place once a week (Weds at 4.30pm)

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are in the East and West playgrounds. Please see the evacuation procedures in each room of the school for detailed information.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- It is best practice for a register of all staff on site to be taken to the assembly points and all staff cross checked.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

A fire safety checklist can be found in appendix 1.

6. 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 are completed by the Premises and Health & safety Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Products are stored in a locked metal cupboard outside of the school building.

All cleaning equipment must be kept securely at all times. Products used when pupils are on site must not be left unsupervised and COSHH regulations adhered to. All products/equipment must be put away straight after use.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out 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

6.2 Legionella

- A water risk assessment is completed annually and arranged through Reading Borough Council and is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: flushing routines, descaling of showers and checks on TMVs.

6.3 Asbestos

- Annual risk assessments are carried out by competent persons, of all areas known to contain asbestos and an asbestos register is produced
- 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
- (name) performs six monthly visual inspections of areas listed in the asbestos register to monitor any change in conditions and record results on Appendix 3.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

7. Equipment Provision and maintenance of equipment PUWER regs.

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any damaged or faulty equipment or potential hazards will be reported to the Premises and Health & Safety Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Portable appliance test (PAT) will be carried out regularly by qualified persons
- All isolators switches are clearly marked to identify their machine

- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment & outdoor playground equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the equipment will be reported to the Premises and Health & Safety Manager
- Regular checks of the equipment are performed and logged by the Caretaker
- Annual inspections are undertaken by qualified external agencies via Reading Borough Council.

7.3 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 induction will include DSE guidance.
- New employees or those with changes in circumstances such as new job role or health concern must complete a DSE assessment and return it to the nominated person within the school if they meet the criteria above.
- The corporate code of practice CORP 009 includes further information.

7.8 School kitchen catering equipment

School kitchen catering equipment is monitored by service level agreements and serviced in accordance to legislation and best practice.

Any damage or concerns with equipment must be switched off and reported immediately to the Premises and Health & Safety Manager.

8. 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

BST and the school recognise that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes dealing with the risks associated with lone working.

BST and the school will endeavour to comply with the relevant legal requirements, as continued with the Management of Health & Safety at Work Regulations 1999 and other applicable legislation.

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.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Caretaker retains ladders for working at height
- Pupils 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
- Regular ladder inspections will take place and be recorded by the Caretaker
- No lone working whilst using a ladder

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils 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
- Training will be provided for roles in school that potentially include high amounts of manual handling

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Trip leaders will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils and the contact details of 2 nominated members of staff within the school who has access to parent/carer contact details during the full-time span of the off-site visit.

- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits if Early Years pupils are present, as required by the statutory framework for the Early Years Foundation Stage.

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

13. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Line Manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

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

15.2 Coughing and sneezing

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

15.3 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 goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

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

15.5 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

15.6 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

15.7 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

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

15.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought. We will advise these children to seek advice on additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England as detailed at <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

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

16. First Aid

16.1 Statement of intent

BST and the school recognise that it has a responsibility to provide a safe and healthy working environment and acknowledges that these includes ensuring the provision of adequate numbers of trained first aiders and adequate first aid equipment and facilities.

The school will endeavour to provide and maintain suitable and adequate first aid facilities and to comply with the relevant legal requirements, as contained within the Health & Safety (first Aid) regulations 1981.

The level of provision of first aid facilities at each workplace will be determined by an assessment of the particular circumstances and risks involved.

Suitable and sufficient first aid boxes will be provided in all workplaces containing the minimum of:

- a leaflet giving general guidance on first aid
- 20 individually wrapped sterile plasters (of assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 2 large, individually wrapped, sterile, unmedicated wound dressings
- 6 medium-sized, individually wrapped, sterile, unmedicated wound dressings
- at least 1 box of disposable gloves

First aid boxes will be located in conveniently accessible positions in workplaces and these locations clearly marked.

(insert further schools processes for children receiving first aid such as sticker given, parent notified)

16.2 Medication in school.

The Governing Body acts to ensure arrangements are in place to support children with medical conditions. Supporting children with medical conditions guidance is located the relevant policy however key features of administering medication in school are as follows;

Medication should be stored where deemed the most appropriate for the condition and the needs of the pupil.

Only medication prescribed by a physician and clearly named for the specific child will be administered by school staff.

Parents are invited to administer non-prescribed medication to their child during the breaks of school day if necessary.

Please refer to the policy “Supporting Children with Medical Conditions” for further information.

17. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil 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

18. Occupational stress

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

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

All Trust staff have access to a Wellbeing Service which includes counselling and access to an online GP service 24/7. Details of how to access the service are included in the Staff Handbook. For further information please contact the internal HR representative.

19. Accident reporting

19.1 Accident record book

- A detailed record of the accident and will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it and passed to the nominated member of staff to record using the LA online system.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries requiring further treatment i.e. A&E Dept or walk in GP clinic will also be kept in the pupil'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.

19.2 Reporting to the Health and Safety Executive

The Premises and Health & Safety Manager 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 Premises and Health & Safety Manager will report 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>

19.3 Notifying parents

The Admin Team/Teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

19.4 Reporting to Ofsted and child protection agencies

The Headteacher/CEO will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil 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 Designated /Deputy Designated Safeguarding Lead will also notify Reading Children's Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

20. Training

Our staff are provided with school specific health and safety training as part of their induction process.

All staff will complete Health & Safety Level 1&2 training at the earliest convenience. Some roles in schools will require level 3 and 4 training.

21. Monitoring

This policy will be reviewed by the Trust Operations Manager on an bi-annual basis unless a high level change in legislation occurs at which point the policy have be reviewed immediately.

At every review, the policy will be approved by the Board of Trustees.

This health and safety policy links to the following policies:

- Supporting pupils with medical conditions
- Accessibility plan

Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Asbestos Register visual inspection record (EXAMPLE)

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

Appendix 3

List of RBC Corporate Codes of Practice (available in school on the shared staff drive)

CORPORATE CODES OF PRACTICE

COP 001 - ACCIDENT REPORTING

COP 002 - BASIC CONSTRUCTION

COP 003 – ASBESTOS MANAGEMENT PLAN

COP 004 - CASH HANDLING

COP 005 - CATERING

COP 006 - CLEANING

COP 007 - CONFINED SPACES

COP 008 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

COP 009 - DISPLAY SCREEN EQUIPMENT

COP 010 - DRIVING VEHICLES AT WORK

COP 011 - ELECTRICITY AT WORK

COP 012 - FIRE SAFETY

COP 013 - FIRST AID AT WORK

COP 014 - HEALTH AND SAFETY IN OFFICES

COP 015 - PERSONAL SAFETY& LONE WORKING

COP 016 - LIFTING OPERATIONS AND LIFTING EQUIPMENT

COP 017 - MANAGEMENT OF HEALTH AND SAFETY AT WORK

COP 018 – NEW & EXPECTANT MOTHERS

COP 019 - NOISE AT WORK

COP 020 - PERSONAL PROTECTIVE EQUIPMENT

COP 021 – MANUAL HANDLING

COP 022 – NON-EMPLOYEES

COP 023 – AGENCY WORKERS

COP 024 - CONTRACTORS

COP 025 – WORKING AT HEIGHT

COP 026 - WORKPLACE HEALTH, WELFARE AND SAFETY

COP 027 – RISK ASSESSMENT

COP 028 - SHARPS

COP 029 – COMMUNICABLE DISEASES

COP 030 - EXCLUSION & INCIDENT LIST PROCEDURE

COP 031 – FLEET MANAGEMENT POLICY & PROCEDURES

COP 032 – SMOKING AT WORK POLICY

COP 033 – OPERATIONS IN OR AROUND FLOOD WATER