St Mary's C of E Primary School and Nursery

Health and Safety Policy

Review Due:	September 2022
Last Review	September 2021
Applicable to:	All Trust Schools
Reviewed By:	SP
Approved By:	Board of Trustees September 2021

Comments:
This is an update of the existing Health and Safety Policy which was approved by the Trust Leaders and the Trust Board in February 2019 and again in September and December 2020. Amendments have been made to clarify procedures and expectations as well as including reference to available training and the annual H&S auditing process. Original Draft approved by external solicitors.

The Partnership Trust – named persons	
Health and Safety Trustee	Fiona Randle
Health and Safety Coordinator	Andrew Sellars
Competent Person	Bath and North East Somerset Council Health & Safety Team

St Mary's C of E Primary School – named persons	
Health and Safety Governor	Mr Michael Martin Sign: Date:
Health and Safety Duty Holder	Ms Cathie Lampert Sign: Date: 1st September 2021
Health and Safety Lead	Ms Cathie Lampert Sign: Date:
Competent Person	Bath and North East Somerset Council Health & Safety Team

This policy has been updated to include information specific to the COVID-19 pandemic. All information relating to this can be viewed in appendix 1.

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1. The Partnership Trust - Policy Statement of Intent

1.1 The Partnership Trust ('the Trust') is a multi-academy trust. Overall and ultimate responsibility for Health and Safety at each school within the Trust lies with the Trust Board.

1.2 Responsibility for ensuring the Trust's Health and Safety policy is implemented and maintained is delegated to the Head Teacher and monitored by the Local Governing Body (LGB) of each school

1.3 The Trust, as the employer, has a duty (The Management of Health and Safety at Work Regulations 1999) to:

- Implement a health and safety policy and advise employees of it
- Have a critical incident / emergency contingency plan;
- Ensure the Health and Safety Policy is implemented through the monitoring of delegated responsibilities, including monitoring activities carried out by LGBs, in accordance with the 'scheme of delegation'
- Ensure, through monitoring and support, the health, safety and welfare of all staff
- Ensure, through monitoring and support, the health and safety of pupils in school and on off site visits
- Ensure, through monitoring and support, the health and safety of visitors to the school and volunteers involved in any school activity
- Ensure, through monitoring and support, that all activities, both in school and off-site are risk assessed and measures are introduced to manage these risks, telling all who may be affected about these measures
- Ensure, through monitoring and support, that staff are competent and trained in their health and safety responsibilities and are actively involved in health and safety
- Take reasonable steps to make sure that the buildings, plant, equipment and materials are safe and do not put the health of site users and visitors at risk.

1.4 The Trust will annually monitor the compliance with and effectiveness of this Health and Safety policy and other related policies and procedures, review and update through consultation as established necessary.

2. Legislation

2.1 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 display 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 with sufficient commercial qualifications

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

2.2 The Trust and Schools within it follow national guidance published by Public Health England when responding to infection control issues.

2.3 This policy complies with the funding agreement and articles of association of The Partnership Trust.

3. Roles and responsibilities

3.1 The Trust Board

The Trust Board has ultimate responsibility for health and safety. The Trust will provide a template policy and review and monitor delegated actions and compliance through the Trust's executive and central team who will make any appropriate reports and recommendations to the board as needed. Responsibilities are delegated in line with the scheme of delegation, as follows:

3.2 The Local Governing Body

The Local Governing Body (LGB) has delegated responsibility set out in the Scheme of Delegation for:

Ensuring, that the school has in place effective arrangements for implementing, monitoring and controlling Health and safety measures and compliance with statutory guidance in accordance with the Health and Safety Policy.

Ensuring Health and Safety is included as a standing agenda item on all LGB agendas.

Reporting to the Headteacher, Trust Executive and Trust Board any concerns which they may have as a result of their monitoring activities.

Making Termly visits to the school to allow for effective monitoring of the condition of the premises and ensure quality records are being maintained which comply with this policy and the applicable statutory requirements (to include accident reports to identify trends which may indicate a lack of effective Health and Safety management).

3.3 Head / Principal

The Head / Principal has delegated responsibility for day to day health and safety of the site and of on and off site activities and reports to the LGB. This involves:

- Promoting and implementing the health and safety policy
- Ensuring there is sufficient competent staff to safely supervise pupils
- Ensuring that the school building and premises, equipment and plant are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the LGB on health and safety matters
- Reporting any significant Health and Safety incidents or breaches of statutory compliance to the CEO
- Ensuring appropriate documented evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another competent member of staff with capacity to fulfil the role. The alternative competent person must be aware of the requirements of this role
- Ensuring all risk assessments are completed, communicated and reviewed and required action taken and recorded
- Monitoring premises management provision, and ensuring that cleaners and site staff are appropriately trained and have access to personal protective equipment and appropriate materials and equipment where necessary

In the Head's absence, a member of the Senior Management Team designated by the Head Teacher assumes the above day-to-day health and safety responsibilities.

3.4 Health and safety lead

The nominated health and safety lead for the school is Cathie Lampert.

The Health and Safety lead needs to be competent and appropriately trained and have capacity for the role. They are responsible for:

- Maintaining a day to day overview of H&S within the school
- Being a point of contact for anyone with H&S concerns
- Liaising with the on-site premise team (where applicable), Trust Estates and BANES H&S teams as appropriate
- Reporting to the Headteacher any concerns in the area of Health & Safety or Premises Management
- [insert additional duties as applicable in your setting]

3.5 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would.

Staff have the following delegated responsibilities and will report and be responsible to the Head Teacher to:

- 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 as set out in this and other policies and procedures
- Work in accordance with training and instruction
- Inform the Cathie Lampert 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
- Undertake adequate training to ensure competency and compliance
- Complete written risk assessment for activities they are responsible for or seek assistance from the Cathie Lampert.

3.6 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.

3.7 Competent Person

The Competent person for the Partnership Trust is currently the Bath and North East Somerset Health and Safety team who are retained through a service level agreement. School staff can access a H&S advisor, by calling 01225 395115 or emailing health_safety@bathnes.gov.uk.

H&S resources including access to accident reporting, the educational visit portal and online training modules through a personalised log-in to the 'one stop site' at https://hsonestop.org.uk/e/elogin.aspx . Staff who do not have log in information can use the 'request a login' button on the login page at the link above. All members of staff can access this website but may need to request access to certain modules.

The Competent Person (currently BANES Health and Safety team) will provide an annual audit of each school's Health and Safety provision and schools will be required to respond to any resulting actions highlighted within a reasonable time. This will be supported and monitored by the Trust Estates team and reported to the Trust Board.

3.8 Contractors

Contractors will agree health and safety practices with the Head Teacher or their representative before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and at sign in agree to the provided contractor and visitor policy. The school will implement the Trust's 'Managing Contractors Policy' and share with contractors prior to any planned work. The policy can be viewed at https://thepartnershiptrust.co.uk/wp-content/uploads/2021/01/TPT-Estates-Managing-Contractors-Policy.pdf

4. Site security

A member(s) of the staff team designated by the Head Teacher 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. Site specific security arrangements i.e. unlocking and locking times, will be set out in the staff handbook.

The Head Teacher will designate key holders and this/these individual(s) will respond to any emergency outside of normal school hours.

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 at least annually (or following any significant change or incident).

Emergency evacuations are practised at least termly.

Fire alarm testing will take place weekly by those designated by the Head Teacher and every 6 months by competent contractor testing

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

A Fire Safety Management Log will be maintained and kept available at all times

Refer to the Fire and Emergency Escape Procedures for the school for full details.

6. COSHH (Control of Substances Hazardous to Health)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by a person designated by the Head Teacher – Cathie Lampert and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Staff are to use and store hazardous products in accordance with instructions on the product label and as per any relevant COSHH assessment. All hazardous products are kept in their original containers, with clear labelling and product information.

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.

Safer alternatives should always be sought where available.

6.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer with appropriate qualifications. Gas Safe contractor registration and qualifications can be confirmed at https://www.gassaferegister.co.uk/ This resource will provide a list of what equipment the contractor is qualified to work on including different elements of commercial or domestic installation and appliances.

All rooms with gas appliances including gas pipework, appliances and flues ~~are~~ must be adequately ventilated and regularly maintained and inspected in line with manufacturers recommendations and current regulation.

6.2 Legionella

A Legionella risk assessment is to be completed by a competent specialist contractor. The Head Teacher 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 two years in line with the appropriate regulations and when significant changes or events have occurred to the water system and / or building

The risks from legionella are normally mitigated by thermal control and adequate servicing, maintenance and monitoring.

6.3 Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos-containing material in the school and the action to take if they suspect they or someone has or may disturb it

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe and advise the Health and Safety lead who should be identified upon the contractors' arrival on site.

A record is kept in the school's Asbestos File of the location of asbestos that has been found on the school site, asbestos register, asbestos management plan, training records and asbestos surveys and reports.

The processes set out in the school's Asbestos Management Plan must be followed and Trust Estates informed immediately if a disturbance of asbestos-containing materials is suspected.

7. Equipment

All work equipment and machinery ~~is~~ shall be maintained and inspected in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

Prior to the purchase of any new equipment, it must be checked to ensure that it meets appropriate educational standards and is fit for its intended purpose. Advice can be sought from Trust Estates.

All equipment is to be stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

Work equipment shall only be used by competent persons as appropriate. Equipment brought in from home or other places shall be treated as work equipment and shall be treated as such regardless of who owns the equipment.

7.1 Electrical equipment (portable and fixed)

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 potential hazards will be reported to the Cathie Lampert immediately and the equipment disabled or removed and made safe for disposal or repair. This shall be identified through pre-use checks of the equipment.

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

Where necessary a portable appliance test (PAT) will be carried out by a competent person. Personal equipment brought in from home should be discouraged and where this does occur, the item should be PAT tested before use. Brand new equipment can be considered factory-tested and can be used and included in the next round of PAT testing.

All isolator switches are to be 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 to be carried out by a competent person

7.2 PE equipment

Staff and pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely and is only used as intended. Annual inspection should be completed by a specialist provider and recommended actions followed through, documented and included in the H&S monitoring cycle.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Cathie Lampert.

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 identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use) DSE assessment should highlight the need and any expenses should be approved in advance by the Headteacher (for school staff) or Trust Business Director (for central staff).

7.4 Specialist Equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs or other mobility aids. In school, staff promote the responsible use of wheelchairs and other mobility aids.

Oxygen cylinders (where present) are to be stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

8. Lone working

[Insert reference to school's lone working policy here if available]

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager/caretaking duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Lone worker risk assessments will be completed where necessary, communicated to those involved and reviewed on a regular basis.

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:

- Working at height activities must be risk assessed prior to the activity taking place
- A competent person (Trust Caretaker) designated by the Head Teacher maintains ladders for working at height and monthly checks are to be recorded.
- 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. Working at height eLearning is available on the BANES H&S Onestop website.

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
- Risk assessments will be completed for roles and tasks that are identified as needing an assessment.
- Manual handling eLearning training is available on the BANES H&S Onestop website

11. Slips and Trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school will use the following procedures:

- Identify the hazards – risk factors considered include:
    - Environmental (floor, steps, slopes, etc.)
    - Contamination (water, food, litter, etc.)
    - Organisational (task, safety, culture, etc.)
    - Footwear (if footwear is supplied as personal protective equipment, it will be supplied free of charge to employees)
    - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Slip and trip risk assessments will be completed to decide if existing precautions are sufficient, or if further measures need to be introduced, findings will be recorded and communicated to those involved and reviewed on a regular basis.

12. Off-site visits

The school's Off Site Visit Policy will be followed when taking pupils off the school premises. This includes the following:

- A trained EVC (educational visits co-ordinator) will be nominated and will lead the planning of off site activities
- Risk assessments will be completed where off-site visits and activities require them. Residential or adventurous trips should be processed through EVOLVE which is accessed through the BANES H&S Onestop.
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' and other emergency contact details
- There will always be at least one first aider on school trips and visits
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

13. Lettings

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

14. 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 whether on site or off site.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager or Head Teacher immediately. This applies to violence from pupils, visitors or other staff.

15. Smoking

Smoking is not permitted anywhere on the school premises.

No smoking is permitted on any Trust/School property.

16. Infection prevention and control

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

Please refer to appendix 1 for additional information relating to the control and prevention of infection relating to Covid-19

16.1 Handwashing

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

16.2 Coughing and sneezing

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

16.3 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

16.4 Cleaning of the environment

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

16.5 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.

16.6 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

16.7 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 which are provided through a SLA with a registered controlled waste carrier

Remove clinical waste with a registered waste contractor

Contractor to remove all clinical waste bags at agreed intervals

16.8 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

16.9 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 have additional immunisations, for example for pneumococcal and influenza.

16.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

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

In the event of an epidemic/pandemic, the Head Teacher will report to the Trust CEO the advice from the Public Health England.

17. New and expectant mothers

Risk assessments will be carried out by the school 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. The school will refer to the Trust's Stress Management policy for guidance on occupational stress and use the stress management risk assessment tool contained within it.

19. Accident reporting

19.1 Reporting to Ofsted and child protection agencies

The Head 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 Head will also notify the Trust of any serious accident, illness or injury to, or the death of, a pupil while in the school's care via an urgent telephone call to the Trust CEO and a follow up email attaching a copy of the school's own reporting documentation within 24 hours of the incident.

19.2 Reporting to the Health and Safety Executive

The Head will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence (including near misses) as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Significant accidents, incidents or near-misses should be:

- Recorded using the schools accident reporting procedure (eg. Book/log)
- Reported as soon as possible (and within 24 hours) to the CEO via an urgent telephone call
- Follow up the call to the CEO with an email attaching a copy of the school's own reporting documentation
- Recorded on the accident reporting module within the BANES H&E one-stop website
- Reported to the LGB
- If advised to do so, reported via a RIDDOR report to the Health and Safety Executive (HSE) as soon as possible and within 10 days of the incident
- Followed up according to advice provided by the Trust Estates and BANES Health and Safety teams

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 directly from the school
- 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

19.3 Accident record book

An accident form/accident log will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident including the presumed cause of the accident to assist investigation and trend identification.

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

Significant accidents, incidents or near-misses should be reported through the accident reporting module on the B&NES Health and Safety one-stop site. This will alert the school's representative with accident investigation responsibilities. B&NES H&S advisors will automatically be notified and will advise on required actions such as reporting to HSE for RIDDOR eligible incidents or near-misses. Reports should be generated for these incidents and shared with the LGB and Trust. All incidents should be recorded in the school accident book/log in the usual way and scanned and uploaded to the B&NES reporting module. Records held in the first aid and accident book will be retained by the school for a minimum of 12 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

19.4 Notifying parents

The school 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.

20. Training

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

Staff should be issued with a copy of the school's Health and Safety policy as part of the induction process and a record should be kept for staff to sign and date with a declaration that they have received, read and understood the document.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Health and Safety training will also be provided for Governors and Trustees as appropriate and a number of H&S e-learning modules are available to all through the BANES Health and Safety One-Stop site. The School H&S lead should provide information relating to available training.

All training records are to be kept for review. This includes written records of induction training provided 'in-house' by the school and all other training received in relation to the role.

21. Monitoring

The school's Health and Safety provision should be reviewed annually at Trust level, or following significant incidents or change. Staff should be issued with any revised versions of the policy as soon as possible and a record kept for staff to sign and date with a declaration that they have received, read and understood the document.

This policy will be reviewed and approved by the Trust Board annually or following any significant change or incident.

22. Links with other policies

This health and safety policy links to the following policies:

Whole Trust Policies

- Alcohol and drugs policy
- Smoking Policy
- Safer recruitment policy
- Contractor Management policy
- Stress Management policy
- Lone Working policy

School Specific Policies and Supporting Documentation

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Behaviour policy
- Child protection and safeguarding policy
- Emergency plan
- Equalities policy
- Fire and emergency escape procedures (FEEP)
- Lettings policy
- Off-site activities policy
- Residential visits policy
- Sun safety policy
- Travel plan

- Food safety policy
- School improvement plan
- Contractors and Visitors Policy
- Asbestos Plan

The Trust Estates Team can be contacted via the Trust Office on 01761 404207 or by email (for non urgent queries) at trustestates@thepartnershiptrust.com