



## Heckmondwike Grammar School Academy Trust

**Policy:** Health & Safety

**Status:** Statutory

**Last revision by:** Finance Director

**Date of last revision:** June 2022

**Open view on website:** Internal

Approved by:	Governing Body
Approval date:	June 2022
Date of next review:	June 2024

Action	Date	By whom
On secure website	June 2022	DJN
On public website (if applicable)	n/a	n/a
In review schedule	June 2024	Finance Director



# Heckmondwike Grammar School Academy Trust

## Health & Safety Policy

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## 1. Introduction & Policy Statement

### 1.1 Introduction

Every Heckmondwike Grammar School Academy (hereafter “The Academy” or “The Trust”) employee, student and visitor is entitled to a safe and healthy environment. The Academy will comply with statutory Health and Safety requirements and have regard to recognised codes of practice.

The Academy will be maintained and cleaned to a high standard to assist in meeting health and safety requirements. All employees are responsible for taking reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory obligations are fulfilled.

### 1.2 Policy Statement

The Academy recognises and accepts that all employees, students and visitors are entitled to a safe and healthy environment in which to work. With this in mind the Governors, Management and Staff will take appropriate steps to meet statutory requirements, use recognised codes of practice and guidance notes to establish a safe and healthy environment. Decisions affecting The Academy will be taken in consideration of all Health and Safety issues and where necessary consult with Health and Safety Officers. All of the Academy's employees have a duty of responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. Ensure that the premises and equipment are maintained safely, and are regularly inspected.

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height



The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) 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 governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher and Senior Leadership Team (SLT), to ensure that risks are managed effectively.

Governors should acquaint themselves with published DfE advice ([Good estate management for schools](#)), which gives advice on legal responsibilities for managing school, buildings and land. Additional, Governor-specific educational resources are provided by “The Key”. The governing board 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 Academy Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

In discharging its responsibilities, the Academy will:

- Ensure that The Academy Health & Safety policy is implemented
- Establish clear lines of accountability for health and safety
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- Identify and evaluate risks relating to possible accidents and incidents connected with the Academy sponsored activities, including work experience where this takes place

The Academy will provide, as far as reasonably practicable:

- A safe place for all site users to work, including safe entrances and exits
- Safe plant, equipment and systems of work
- Safe arrangements for the handling, storage and transportation of articles and substances
- Safe and healthy working conditions
- Induction, supervision, training and instruction so that all staff and students can perform their school-related activities safely and healthily
- Provide Personal Protective Equipment (PPE), with associated guidance, instruction and supervision

#### 3.2 Headteacher



The Headteacher is responsible for the overall development and operation of the Health & Safety Policy, and will take all reasonably practicable steps to ensure that it is implemented.

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

### **3.3 Health and Safety Manager (Competent Person)**

The Headteacher will designate a senior employee to be the school's Health & Safety (H&S) Manager. The H&S Manager will be responsible for the day to day implementation of the H&S policy and will be the designated contact with the Health & Safety Executive (HSE). The designated H&S Manager is the Finance Director.

### **3.4 Managers and supervisory staff**

- Familiarise all managers and supervisory staff will make themselves familiar with the Health and Safety legislation and codes of practice relevant to their responsibilities
- Managers and supervisory staff are responsible to the H&S Manager for the implementation and operation of the Health & Safety Policy in their areas of responsibility
- Responsibility for aspects of Health and Safety is included in the job descriptions of senior employees

### **3.5 Staff**

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

Staff will:

- Familiarise themselves with the Health & Safety aspects of their work and avoid conduct which would put themselves or anyone at risk
- Ensure that employees, contractors, students and visitors are applying Health and Safety regulations, rules, routines and procedures
- Use the correct equipment and tools for the job and any personal protective equipment or safety devices that may be supplied

- See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment; Work in accordance with training and instructions
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken, this includes any defects in the premises, plant and equipment
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### **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 Contractors**

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

## **4. Site security**

The Site Manager, 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 Headteacher and other members of the site team are key holders and will respond to an emergency.

All employees should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in emergencies and kept secure at all other times.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

## **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. Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bells.



Fire alarm testing will take place once a week.

Fire safety is covered in the new staff induction, 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, but only to aid escape and evacuation and not to fight the fire which should be left to the emergency services
- Staff and pupils will congregate at the assembly points.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The responsible persons will take a register of all staff as per the Fire Drill / Evacuation Policy
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

## 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 Site Manager and Departmental Technicians and circulated to all employees who work with hazardous substances in their area. 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.

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 has been completed on 12th May 2021 by an external contractor 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 2 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:
  - The heating of water
  - Temperature checks
  - Disinfection of showers

## 6.3 Asbestos

- Site staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors 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
- A record is kept of the location of asbestos that has been found on the school site

## 7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- 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
- The following equipment/machinery will be checked annually by approved inspectors, or an appropriately trained member of staff:
  - fume cupboards
  - all electrical appliances
  - workshop equipment, e.g. lathes, kilns
  - fixed gymnasium equipment
  - lifts

### 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 potential hazards will be reported to the site team immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All new equipment or equipment brought into school should be PAT tested prior to use
- 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
- EIRC (Electrical Installation Condition Check) is to carried out every 5 years by a suitably qualified, independent contractor to test the main distribution board/panel

## **7.2 PE 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 sports hall floor or other apparatus will be reported to the site team.

## **7.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work can 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)

## **7.4 Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE); i.e. clothing, gloves, masks, helmets, etc, shall be provided for use by technicians and site staff when required. Staff and students will be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors will be provided with PPE clothing as appropriate.

## 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

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 site team 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

## 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

## **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
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

## **12. Minibus**

Users of the minibus must be aware of and observe the following requirements:

- The driver must have a current licence, between 21 and 70 years of age, and hold a full licence in Group 'A' or PSV All off-site visits are appropriately staffed
- Drivers of the Academy minibus will be required to complete a record form and supply a photocopy of their driving licence
- Where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation
- Only one person per seat is to be carried
- Seat belts are to be worn by all passengers and the driver when the mini-bus is moving
- If the driver commits an offence, he or she will be responsible for the payment of any fines incurred
- a log sheet will be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the Business Office

## **13. Visitors to the school site**

- All visitors to the Academy will sign in at reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.
- Whilst on site, all visitors and contractors will be required to wear a Visitor's badge.
- If a member of staff meets someone on site who they do not recognise and is not wearing a Visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the school reception or off site, as appropriate.

### **13.1 DBS**

- If an intruder is uncooperative in going to reception, or leaving the site, or a member of staff feels threatened, or is threatened with violence, or a violent attack takes place, immediate help from the police should be sought by telephone.
- New visitors will either have their DBS checked at reception or a member of staff will accompany them for the entire time they are on school premises.
- Previous visitors within the last 3 months will have a valid DBS check in place for attending site
- Previous visitors over 3 months ago will need to provide their DBS details again.

### **13.2 Contractors**

- No contractor may undertake work on the Academy site without permission from the Site Manager, Finance Director or member of the Senior Leadership Team except in an emergency; e.g. fire, flood, gas leak or to make safe following theft/vandalism.
- Contractors shall adhere to the Academy's Health & Safety Policy whilst on the Academy's premises. In addition, contractors shall be responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students or visitors to the Academy.

### **14. 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.

Hirers of the Academy's premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.

### **15. 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.

### **16. Smoking and vaping**

Smoking and vaping is not permitted anywhere on the school premises.

## **17. Infection prevention and control**

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

### **17.1 Handwashing**

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

### **17.2 Coughing and sneezing**

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

### **17.3 Personal protective equipment (PPE)**

- 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
- Use PPE to control the spread of infectious diseases where required or recommended by government guidance and / or a risk assessment

### **17.4 Cleaning of the environment**

- Clean the environment frequently and thoroughly

### **17.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **17.6 Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate, and wear PPE to handle any soiled linen before washing

### **17.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **17.8 Infectious disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

- Following good hygiene practices - We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)
- Implementing an appropriate cleaning regime - We will regularly clean equipment and rooms, and surfaces that are frequently touched
- Keeping rooms well ventilated - We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

### **17.9 Exclusion periods for infectious diseases**

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

## **18. New and expectant mothers**

Risk assessments will be carried out whenever any employee or 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

## **19. Occupational health and well being**

We are committed to promoting high levels of health and well-being. Systems are in place within the school for responding to individual concerns.

Below is a non-exhaustive list of support mechanisms which the School can offer to assist with:

- School Life Coach
- Counselling Service
- Occupational Health Scheme
- Stress Management Action Plan

## **20. Accident reporting**

### **20.1 Reporting accidents**

All accidents affecting employees, students and visitors must be reported, in writing, using the Academy's accident report forms. The completed form should be given to the H&S Manager. Certain accidents must be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The H&S Manager will ensure that the Health and Safety Executive is informed of reportable incidents or, failing that, the Police to record the incident.

### **20.2 Accident record book**

- An accident form must be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found as an appendix in the First Aid Policy or school shared folders for accidents relating to students. An accident book is held by the Attendance and Welfare Officer.
- As much detail as possible should be supplied when reporting an accident.



- 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.

### 20.3 Reporting to the Health and Safety Executive

The H&S 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 H&S 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 – <http://www.hse.gov.uk/riddor/report.htm>

## 21. Training

Health and safety is covered as part of staff induction process.



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.

## **22. Monitoring**

This policy will be reviewed by the H&S Manager every 2 years as a minimum.

At every review, the policy will be approved by the governing board committee.

## **23. Links with other policies**

This health and safety policy links to the following policies:

- [Accessibility Plan](#)
- [Child Protection and Safeguarding Policy](#)
- [e-Safety Policy](#)
- [Fire Drill / Evacuation Drill Protocol](#)
- [First aid](#)
- [Staff Health, Well Being & Work Life Balance Protocol](#)
- [Lockdown Plan Protocol](#)
- [Special Educational Needs and Disabilities Policy](#)
- [SEND Information Report](#)
- [Supporting pupils with medical conditions](#)
- [COVID-19 Policy Behaviour Addendum](#)
- [COVID-19 Risk Assessment](#)
- [COVID-19 School Safeguarding Policy Addendum](#)