



Health and Safety Policy

Date of Last Review: September 2019

Status: Statutory

Governance Lead: Trust Board

Staff Lead: Manuela Gordea

Review Process: Annually

Location: R:\SLT\Policies

Date of Next Review: September 2020

STATEMENT OF INTENT

Compass Education Trust is committed to ensuring that high standards of health, safety and welfare are provided and maintained to ensure a safe and healthy working environment for all staff, students and visitors to its schools.

The Trust recognises that health, safety and welfare is a management responsibility of equal importance to service delivery and needs to be considered as integral part of the school provision. This commitment also embraces all aspects of occupational Health and Safety including physical and mental well-being of all employees.

Managers at all levels are expected to embrace this commitment by ensuring a high standard of health, safety and welfare in their area of responsibility as defined in the policy and arrangements, by supporting their staff and students to maintain this commitment and leading by example.

Within the Trust, the governing bodies through the Headteachers and appointed Health and Safety coordinators will ensure that the Trust Board's commitment to health, safety and welfare are followed and communicated to all employees.

The trust has retained the services of an external Health and Safety Consultant who will visit each school 11 times a year for a duration of up to 3 hours to provide guidance, advice, assess individual departments and assist with Health and Safety matters.

The Trust Board is committed to:

- Providing a safe and healthy learning and working environment;
- Preventing accidents and work related ill health;
- Compliance with statutory requirements as a minimum;
- Assessing and controlling risks from curriculum and non-curriculum work activities;
- Ensuring safe working methods and providing safe working equipment;
- Providing effective information, instructions and training;
- Consulting with employees and their representatives on Health and Safety matters;
- Monitoring and reviewing our systems and prevention measures to ensure they are effective;
- Setting targets and objectives to develop a culture of continuous improvement;
- Ensuring adequate welfare facilities exist throughout the organisation;
- Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable.

All employees are reminded of their responsibilities as outlined in the policy and the requirements under the Health and Safety at Work Act. This means any breach of health, safety and welfare could lead to the prosecution of Trust Board and/or individual employees. Failure to comply with safety requirements could also result in disciplinary action.

1. Aims

Our Trust aims are to:

- Provide and maintain a safe and healthy environment for students, staff and visitors;
- Establish and maintain safe working procedures amongst staff, students and all visitors to the schools' site;
- Have robust procedures in place in case of emergencies;
- 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 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 Trust Board

The trust board has ultimate responsibility for Health and Safety matters in all schools within the trust, but will delegate day-to-day responsibility to Deputy Headteacher (Curriculum responsible) in The Billericay School and Headteacher in The Bromfords School and Sixth Form College.

The trust board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their Health and Safety. This applies to activities on or off the school premises.

The trust, as the employer, also has a duty to:

- Ensure that Health and Safety arrangements are in place for all staff, volunteers, visitors and students in school and on off-site visits and activities;
- Ensure the responsibilities for health, safety and welfare are allocated to specific staff, that staff are informed of these responsibilities and have sufficient experience, knowledge and training to perform the tasks required;
- Assess the hazards and 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 hazards and risks and the measures in place to remove or reduce to an acceptable level;
- Ensure that adequate Health and Safety training is provided;
- To take reasonable steps to make sure that the premises and grounds, equipment and materials are safe and do not put users and others at risk;
- Ensure Health and Safety is measured both actively and reactively and sufficient funds and resources are set aside to operate safe systems at work.

The governor who oversees Health and Safety is Chair of The Bromfords School and Sixth Form College and the Chair of The Billericay School.

The Local Governing Body may have a standing agenda item for each of its committee meetings to ensure effective reporting and monitoring.

The aim of the item shall be to promote co-operation between the Trust / Governing Body and its staff in instigating, developing and carrying out measures to ensure the health, safety and welfare at work of staff and the Health and Safety of all users of the site. Its main functions will be:

- To receive general reports and factual information provided by inspectors or enforcing authorities appointed under the Health and Safety at Work Act;
- To consider matters raised by staff;
- To determine arrangements for Safety Inspections and to consider reports;
- Assist in the development of safe working practices and Code of Practice;
- To receive reports on accidents and occupational ill health and consider the need for appropriate action;

- Monitoring the implication of the Health and Safety policy;
- To review the effectiveness of Health and Safety communication, publicity and training within the school;

3.2 Headteachers

Each Headteacher is responsible for Health and Safety day-to-day. This involves:

- Implementing the trust Health and Safety policy;
- Allocating Health and Safety responsibilities to all managers and staff, ensuring that they all have access to competent advice and to raise Health and Safety issues, concerns and suggestions;
- Ensuring there is enough staff to safely supervise students; ensure staff are competent through the recruitment process and the provision of information, instruction and training;
- Ensuring that each school's building, machinery, equipment and premises are safe and regularly inspected and maintained;
- Providing adequate information, instruction and training for school staff;
- Reporting to each school governing board on Health and Safety matters;
- Ensuring appropriate emergency and evacuation procedures are in place and termly fire drills are held;
- Ensuring that in their absence, Health and Safety responsibilities are delegated to another member of staff, Deputy Headteacher (Curriculum responsible) in The Billericay School and Headteacher in The Bromfords School and Sixth Form College;
- Ensuring all risk assessments are completed and reviewed annually;
- Delegate to Facilities manager the monitoring of the cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary;
- Information on significant risks, associated preventive/protective and control measures in place are communicated to visitors, temporary and agency staff and voluntary workers and contractors; the activities of contractors are adequately monitored and controlled;
- Accidents and incidents are investigated and any remedial actions required are taken including reviewing risk assessments and control measures;
- Safe systems of work are in place as identified from risk assessments;
- Records are kept of all relevant Health and Safety activities;
- Ensure managers lead by example;
- Establish a planned and systematic approach to implementing the policy which includes effective risk assessment to identify, assess and eliminate or control hazards and risks;
- Establish arrangements for monitoring and reviewing Health and Safety performance;

In the Headteachers absence, the Deputy Headteacher for the Billericay School and Deputy Headteacher for The Bromfords School and Sixth Form College assumes the above day-to-day Health and Safety responsibilities.

3.3 Health and Safety lead/co-ordinator

The nominated Health and Safety lead/co-ordinator is the Deputy Headteacher for the Billericay School and Headteacher in The Bromfords School and Sixth Form College.

3.4 Managers with Health and Safety Responsibility

Managers holding Health and Safety have roles/posts are responsible to:

- Apply the Health and Safety Policy in their own department and make sure all staff are familiar with the Health and Safety procedures for their area of work (including fire procedures, first aid, accident & hazard reporting); ensure Health and Safety for all students;
- Assess regularly and record all risks to Health and Safety through risk assessments, make arrangements to manage the risks and record any significant findings with appropriate preventative measures completed;
- Record and report all accidents and incidents within their area of work, the causes are investigated and the incident form is completed;
- Allow Safety Representatives to carry out their function;
- Resolve any Health and Safety problems that staff refer to them or refer them to the Health and Safety Co-ordinator or Headteacher;
- Ensure all employees including new ones, receive appropriate Health and Safety information, instruction, training and supervision;
- Ensure individual staff are aware of their responsibilities with regard to Health and Safety.

3.5 Staff

Staff will:

- Take reasonable care of their own Health and Safety and that of others who may be affected by their acts and or omissions at work;
- Co-operate with the employer and observe all instructions on Health and Safety matters;
- Work in accordance with the school standards, training and instructions;
- Inform the Health and Safety lead/co-ordinator of any work situation representing a serious and immediate danger so that remedial action can be taken;
- Report all accidents and incidents to the school ;
- Are aware of emergency evacuation procedures and their role in implementing them;
- Exercise good standards of housekeeping and cleanliness;
- Know and apply all procedures in respect of fire, first aid, evacuation and other emergencies;
- Use work equipment appropriately and safely ;

Class Teachers are required to:

- Know the emergency procedures with regard to fire, first aid and other emergencies;
- Ensure student to adult ratio in the classroom is sufficient and that students are always supervised appropriately;
- Ensure students belongings are stored properly and do not present a hazard;
- Give clear instructions to students and warning as often as necessary;

- Integrate all relevant aspects of Health and Safety into the teaching process and, if necessary, give special lessons on Health and Safety in line with statutory guidance;
- Use protective equipment and guards and ensure they are used by students when necessary;
- Follow safe working procedures;
- Make recommendations to their line managers with regard to Health and Safety matters;
- Regularly check classroom for potential hazards and report all accidents and incidents defects and dangerous occurrences to their line manager.

Facilities Managers

The Facilities Managers are responsible for ensuring appropriate standards of Health and Safety are maintained within the premises and grounds of each school.

Specific responsibilities include:

- Supervising caretaking/cleaning and where appropriate grounds maintenance staff and monitoring Health and Safety standards in their areas of activity;
- Ensuring such work is carried out safely and without risks to health, ensuring they are provided with relevant Health and Safety information including the Safety Policy and Codes of Practice;
- Ensuring arrangements are in place with regard to fire management;
- Maintaining the fire register;
- Liaising with contractors (cleaning, grounds maintenance and building work) to ensure appropriate 'co-operation' and 'co-ordination' between the school and the contractor as required by the Management of Health and Safety at Work Regulations;
- Ensure all reasonable steps are taken to inform the contractor of the risks to their employees' Health and Safety arising out of, or in connection with, the operation of the school; in particular the risk from asbestos in the school. To ensure that all contractors who may come into contact with asbestos during their work have seen the asbestos register;
- To ensure contractors are aware of any special risks to others in the school which might arise out of their work or activity;
- Ensuring that hirers are aware of the Health and Safety arrangements during lettings of school grounds and premises to outside organisations;
- Ensuring that premises defects are dealt with promptly;
- Within Billericay the operation of the school swimming pool in a suitable manner.
- Formal maintenance and regular testing of fire alarm and emergency lighting is carried out;
- Maintenance and inspection of the firefighting equipment is carried annually by an external

contractor;

- Maintenance of exit/escape routes and signage;
- Supervision of contractors undertaking hot work.

3.6 Students and parents

Students and parents are responsible for following the trust's Health and Safety policy and particularly advice, on-site and off-site, and for reporting any Health and Safety incidents to a member of staff.

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the Health and Safety of themselves and others;
- Observe standards of dress consistent with safety and/or hygiene;
- Observe all the Health and Safety rules of the school and in particular the instructions of staff in an emergency;
- not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

3.7 Contractors

Contractors will agree Health and Safety practices of the school 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 inform the Headteacher of any risks that may affect the staff, students and visitors. No requirement for contractors who have less than 5 employees they need to show they have considered Health and Safety. However they must comply with CDM 2015.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or the Health and Safety Coordinator will take such actions as are necessary to protect the safety of all staff, students and visitors.

Asbestos Register

All contractors who may come into contact with areas where asbestos is present must see and sign as having seen the asbestos register.

All contractors who carry out construction work must comply with the Construction Design Management regulations 2015

3.8 Consequences of noncompliance

It is a requirement for all staff to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the policy or school Health and Safety arrangements, whether observed in routine activities, active or reactive monitoring or auditing, an appropriate response is required to hold managers and staff to account and remedy the failure within the school.

For serious breaches of Health and Safety legislation or the Health and Safety Policy resulting in an employee putting either themselves or others at risk, disciplinary action in accordance with the school's disciplinary procedure will follow.

Where the breach is considered to be sufficiently serious it may be regarded as gross misconduct, possibly resulting in dismissal.

It is necessary to have relevant procedures in place, as stated in this document, to ensure that all staff in the school fulfil their legal responsibilities so that the Trust through the Local Governing Body is able to meet its legal obligations as 'the employer'. A failure to manage Health and Safety could lead to enforcement action by the Health and Safety Executive and other enforcement agencies.

3.9 Inclusion

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student or member of staff with physical or cognitive disabilities.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENCO and Heads of Faculty must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical or cognitive disabilities. No student should be excluded from an activity on the grounds of Health and Safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Headteacher and SENCO.

4. Site security

Facilities Manager in The Billericay School and Site Manager for The Bromfords School and Sixth Form College are 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.

Facilities Manager in The Billericay School and Site Manager for The Bromfords School and Sixth Form College are key holders and will respond to an emergency, with their deputies taking responsibility when they are not in school.

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 according to statutory obligations.

Emergency evacuations are practised at least once a term. The fire alarm is a loud continuous bell/buzzer/siren sound. Fire alarm testing will take place weekly.

All staff, students and visitors must participate in the fire drill and follow the correct procedures.

New staff will be trained in fire safety and all staff and students 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, this is voluntary and should come secondary to evacuation;
- Staff and students will congregate at the assembly points. These are Tennis courts in The Billericay School and behind the new block in The Bromfords School and Sixth Form College;
- Form tutors/class teachers/Learning support will take a register of students, which will then be checked against the attendance register of that day; each teacher must escort students currently in their charge from the building and proceed to the assembly point, check students to the register provided by Attendance Officer, make sure is complete/correct;
- Office staff should evacuate any visitors from the Reception area and meeting rooms. The main receptionist will bring the visitors signing in/out book to assembly point for checking evacuation of visitors;
- Support staff should report to Fire Marshal at The Bromfords School and Sixth Form College and to Mark Gooding in the Billericay School;
- The Headteacher/Co-ordinator will take a register of all staff;
- Staff, students or visitors will remain outside the building until the emergency services say it is safe to re-enter, once the fire and Rescue have attended; only the senior fire officer present can authorize re-entry to the school.

Each school has special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

All students and staff with mobility issues will have a Personal Emergency Evacuation Plan (PEP) carried out.

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 Facilities Manager in the Billericay School and Site Manager in The Bromfords School and Sixth Form College and circulated to all employees who work with hazardous substances.

School staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are decanted to other bottles, 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 are to be carried out by a competent Gas Safe registered engineer contractor;
- 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 by the external contractors who are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. The facilities team offer their support;
- This risk assessment will be reviewed as required or when significant changes have occurred to the water system and/or building footprint;
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, etc as required by the HSE Management of Legionella guidance.

6.3 Asbestos

- 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 register is kept of the location of asbestos that has been found on the school site.

7. Equipment

- All equipment and machinery is to be maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks would 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 potential hazards will be reported to the Health and Safety Co-Ordinator immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed;
- Only trained staff members can check plugs;
- Portable Appliance Testing (PAT) will be carried out by a competent person regularly, according to the risk assessment;
- 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

- Students 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 gym floor or other apparatus will be reported to the Facilities Managers;
- PE equipment is inspected annually.

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 a free 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 Student Specialist equipment

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

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

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

The schools will ensure that working at height work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Facilities / Site team retains ladders for working at height;
- Students are prohibited from using ladders;
- Staff will wear appropriate footwear and clothing when using ladders;
- Contractors will provide their own ladders for working at height;
- Before using a ladder, staff are must conduct a visual inspection to ensure its safety;
- Access to high levels, such as roofs, is only permitted by trained persons with a specific risk assessment;
- All ladders conform to BS/EN standards.

Facilities / Site managers are responsible for completing risk assessments for all working at height tasks in the schools.

Staff are reminded that `working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If staff wish to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

Staff must not work at height when they are alone. If staff are planning to use a step ladder ask the Site Manager to help them erect it properly and have an assistant to hold the ladder steady and pass the materials you need.

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

Staff and students (under supervision) 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 students off the school premises, the school will ensure that:

- Risk assessments have been completed and where required authorised by the Headteacher or Governing Body;
- All off-site visits are appropriately staffed;
- Staff will take their own or a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details.

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

The trust policy is that staff will not be in any danger at work, and as such have a zero tolerance to threats and or intimidation and will not tolerate violent or threatening behaviour towards its 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 students, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school grounds or premises.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or student 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;
- No pregnant staff or students will be allowed to be near the radio active items held in the school.

17. 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.

18. Accident reporting

18.1 Accident record

- An accident form will 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 in appendix 2;
- As much detail as possible will be supplied when reporting an accident;
- Information about injuries will also be kept in the student'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.

18.2 Reporting to the Health and Safety Executive

The Deputy Headteacher in the Billericay School and Headteacher in The Bromfords School and Sixth Form College 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 Deputy Headteacher in the Billericay School and Headteacher in The Bromfords School and Sixth Form College 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 (by phone at once);
- 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. Training

School staff are provided with Health and Safety training.

Staff who work in high risk environments, such as in science labs equipment, or work with students with special educational needs (SEN), are given additional Health and Safety training.

20. Monitoring

This policy will be reviewed by the Trust Services, Governance and Compliance Manager every year. At every review, the policy will be approved by the Trust Board.

21. Links with other policies

This Health and Safety policy links to the other policies:

- First aid
- Risk assessment
- Supporting students with medical conditions
- Accessibility plan

22. Safeguarding

If staff have visitors to the school, they must advise the school office. They must report to reception to sign in and be given a visitors badge/lanyard. Members of staff **must** wear their identification badges/lanyards at all times. Staff lanyards are blue, Governors are yellow and visitors with DBS clearance are green, non-dbs visitors are red and sixth form students are black in The Bromfords School and Sixth Form College. In the Billericay School Staff lanyards are blue, Governors are blue, visitors with DBS clearance are yellow and visitors without DBS are red. Lanyards are to be worn around the neck so they are easily visible.

- Anyone seen on the premises who is not a member of staff and who is not wearing a badge/lanyard should be challenged and reported to the main office. If staff feel unable to tackle them alone, they must inform the school office immediately so that senior staff can be advised and take action;
- If staff see anything that might give cause for concern about the security of the school, staff or property, they should report this to their line manager, the Site Manager or school office immediately;
- For concerns around the safeguarding of students see the designated CP Officer immediately.

23. Security

- CCTV systems are installed throughout the schools and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault. CCTV is restricted access.
- All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The school accepts no responsibility for items left unattended. In the event of a theft in the school, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc. It is the responsibility of the staff to take appropriate measures to maintain the security of any school equipment being used, if equipment is found to be missing or believed stolen it is

important that this is reported immediately to the Headteacher. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

24 Severe weather conditions

- In the event of severe weather conditions, it is the responsibility of the Headteachers in liaison with the Site Managers to make a decision on closure on grounds of Health and Safety. In the event of a decision to close on these grounds, governors will be informed.

25 Staff training and development

- The Headteacher is responsible for annually assessing the Health and Safety training needs of all staff and for arranging any identified training.
- Health and Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the school's Health and Safety provisions e.g. Action to be taken in the event of a fire, Fire exits and knowledge of first aid arrangements.
- Annual Health and Safety awareness training will be carried out by the retained Health and Safety consultant.
- Training must also be given to all key staff and staff with special responsibilities, such as the Premises staff, First Aid staff and Staff taking students on trips.
- The school will keep a record of all staff who have been trained and the expiry dates of any certificates.

26 Stress Management

- Where appropriate a risk assessment of stress in the workplace will be carried out under the management of Health and Safety at Work regulations 1999.
- Symptoms of stress include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart, if staff suffer from these symptoms, they are advised to consult your GP without delay.

27 Visitors - Health & Safety

- Under the provisions of the Health & Safety at Work Act 1974, the Governing Body has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their Health and Safety within the area of the school they intend to visit. They are to obey all displayed warning notices and verbal instructions.

- Contractors who arrive to carry out work must inform the department/s of any potential hazard that may arise due to their work, these will be managed by the site manager.
- All visitors are to be made aware of the emergency procedures. Action to be taken during an emergency is printed on the back of the visitor's badge.

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 students understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Accident report – these reports may vary from school to school within the trust

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	