



ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

HEALTH & SAFETY POLICY

This policy is written in support of the Vision and Values of St Michael and All Angels (Foundation) Primary and Pre-School.

Date of Ratification:	May 26th 2022
Review Date:	Summer term 2024

Linked Policies:

Child Protection/Safeguarding
First aid
Pupils with Medical Conditions
Adverse Weather
Asthma
Code of Safe Working Practice
Critical Incident Plan
Positive Relationships
Accessibility plan
Risk assessment

Respect. Resilience. Responsibility. Confidence. Co-operation. Compassion.

*Be strong and courageous. Do not be afraid; do not be discouraged,
for the Lord your God will be with you wherever you go. – Joshua 1:9*

Risk Philosophy

Principles of sensible Risk Management in Health and Safety as recommended by the Health and Safety Executive.

Sensible risk management is about:

- Ensuring that all are properly protected
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences
- Enabling innovation and learning, not stifling them
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

Sensible risk management is not about:

- Creating a totally risk free society
- Generating useless paperwork mountains
- Scaring people by exaggerating or publicising trivial risks
- Stopping important recreational and learning activities for individuals where the risks are managed
- Reducing protection of people from risks that cause real harm and suffering

Aims

Our school aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

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.

Roles and responsibilities

The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

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

The governing body, as the employer, also has a duty to:

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

The governors who oversees Health and Safety ~~are Kevin Horner and Andrew Wilkinson~~ is Glenda Raistrick.

Health and safety lead

The nominated health and safety lead is the Headteacher.

Headteacher

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

- Implementing the health and safety policy.
- Ensuring there is enough staff to safely supervise pupils.
- Providing adequate training for school staff.
- Reporting to the governing body 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.

In the Headteacher's absence, the School Business Manager assumes the above day-to-day health and safety responsibilities.

Business Manager

- Ensuring that the school building and premises are safe and regularly inspected.
- Supports the Headteacher in implementing the health and safety policy.
- Monitoring cleaning contracts, and ensuring staff are appropriately trained and have access to personal protective equipment, where necessary.
- Ensuring all risk assessments are completed and reviewed.

Site Manager

To perform routine premises checks:

Health & Safety Audit	Every Half Term
Meter Readings	Monthly
Asbestos	Monthly
Ladders	Monthly

To ensure Statutory Servicing and Testing is completed:

Gas Safety Installation	Annual
Water Coolers Service	Six monthly

Gas appliances	Annual
Chimneys / flues	Annual
Portable appliance testing	Annual
Legionella & Water quality sampling	Temperature – monthly
Gas catering equipment	Annual service
Portable firefighting equipment	Annual service
Fixed electrical wiring installation	5 year test 1 year test where the installation is in poor condition – determined at service
Fire safety risk assessment	Annual
Fire alarms system	
Test – Site Manager	Weekly
Service – Contractor	Six Monthly
Emergency lighting	
Test – Site Manager visual	Weekly
Service – Contractor	Six Monthly
Air Conditioning	Annual
Gym Equipment	Annual check
Play Equipment	Annual Service
Display Energy Certificate	Annual
Tree Inspection	Monthly
TMV Thermostatic Mixer Value	Annual 6 monthly

Staff

School staff act in loco parentis and therefore have a duty to take care of pupils in the same way that a responsible parent would do so.

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Ensure that they are fully aware of their roles and responsibilities, co-operate with the school's policies, procedures and risk assessments and follow any information, instructions or guidance documents made available to them.
- Co-operate with the school on health and safety matters.
- Work in accordance with training and instructions and ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, as part of extended provision and or on educational visits.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them.
- Attend health and safety training courses/events as appropriate.
- Report any problems that they feel they cannot deal with themselves.
- Bring to the attention of the appropriate person any accidents, near misses, dangerous equipment, defects or situations which may occur whilst in school or on educational visits.

- Undertake suitable and sufficient risk assessments within their areas of responsibility/ for activities to be undertaken as directed by the head teacher
- Have the responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with their managers.

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.

Contractors

The selection of contractors will be on competency and appropriate accreditation. Contractors will agree health and safety practices with the Site Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Health & Safety Training

Staff must be adequately trained on health and safety and staff must receive health and safety briefing as part of their induction. Staff must understand their duties and responsibilities as a cornerstone for sound health and safety management. Senior Management must complete and hold appropriate health & safety training such as IOSH managing Safely Level 2.

Site security

The Site Manager and School Business Manager 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.

The Headteacher, ~~Deputy Headteacher~~ Assistant Headteachers, Site Manager and School Business Manager are key holders and will respond to an emergency.

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 and must be approved through the online 'EVOLVE' system.
- 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
- 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.

Fire

There is a separate fire procedure. 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 practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by those trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points.

- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- A Fire Warden will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have 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.

The school fire register and fire safety checklist can be found in school.

Bomb Threats

There is a procedure for a bomb evacuation and a silent alarm.

Lockdown

There is a procedure for a lock down (both partial and full).

There will be termly evacuation practices (separate to fire evacuations) to cover Bomb threats and Lockdown procedures.

COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager or Business Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

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.

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

Legionella

- The Site Manager has a completed water risk assessment.
- A water risk assessment has been completed on ~~27th June 2019~~ 28th June 2021 by ICE Plumbing. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's Legionella file.
- This risk assessment will be reviewed when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: monthly temperature checks, heating of water, disinfection of showers, rinse aid in the kitchen etc.

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 record is kept, in school, of the location of asbestos that has been found on the school site along with the PAMP (Premise Asbestos Management Plan) which is shared with appropriate bodies such as contractors working in those areas.

Manual Handling

Managers and Supervisors are responsible for assessing the general risks to the health and safety of employees under the Management Regulations. If there are significant manual handling risks then The Manual Handling Operations Regulations, 1992, require that managers and supervisors:

- assess the risk of injury from any manual handling that cannot be avoided;
- avoid the need for hazardous manual handling as far as reasonably possible;
- reduce the risk of injury from the manual handling as far as reasonably practicable;
- review the assessment when there is any change or at least annually.

Employees have health and safety responsibilities to:

- follow safety systems
- make proper use of equipment provided
- co-operate with managers and supervisors
- inform managers and supervisors of any hazardous handling activities
- ensure that their activities do not put others at risk.

Managers and supervisors must initially appraise the manual handling activities that cannot be dismissed as trivial risk to determine if they can be avoided. This is done by asking the following three questions:

- is there a risk of injury?
- is it reasonably practicable to avoid moving the load?
- is it reasonably practicable to automate or mechanise the operation?

Risk of injury

Guidance on whether there is a risk may be obtained from simply observing the activity and employee for obvious clues, accident and ill health records relating to manual handling, consultation with employees or the graphical and numerical general risk assessment guidelines contained in the official HSE guidance.

Driving at Work Policy

All employees who drive or cycle on business for CMBC are expected to make themselves familiar with the relevant guidance.

If required to drive at work the School Business Manager will provide the employee with the relevant information and complete the relevant paperwork for insurance purposes.

All employees must drive in a safe and competent manner in accordance with UK driving laws.

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

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 Manager 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 isolator 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

Personal protective equipment (PPE)

Personal Protective Equipment at Work Regulations, 1992. The Regulations place duties on employers to provide, maintain and store PPE, and on employees to properly use, maintain and store the PPE provided. The Regulations are supplemented by other legislation such as the general duties of the Health and Safety at Work Act, the Noise at Work Regulations, 1989, the Construction (Head Protection) Regulations, 1989, Control of Asbestos at Work Regulations, 2006 and the Control of Substances Hazardous to Health Regulations, 2002. As required by the Health and Safety at Work Act the Council will pay for any PPE assessed to be necessary for carrying out work activities.

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 gym floor or other apparatus will be reported to the Site Manager

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)

Specialist equipment

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

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.

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 Manager 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

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

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.

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.

Smoking

Smoking is not permitted anywhere on the school premises.

Alcohol and Drug Misuse

All employees have a duty under the provisions of the Health & Safety at Work Act 1974 to take reasonable care of both themselves and others who may be affected by their acts or omissions at work.

Misuse which results in a physical condition or in behaviour that is inappropriate having regard to all the circumstances. Misuse may arise both in the workplace and outside work where the reputation, integrity or good standing of the school could be adversely affected.

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.

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

Coughing and sneezing

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

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

Cleaning of the environment

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

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

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

Clinical waste

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

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

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. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

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.

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 her 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

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, see the Stress Policy.

First Aid

Our school recognises that under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Staff who hold a relevant first aid qualification is displayed in prominent locations around school (e.g. school office, staff room, first aid room etc).

There is a copy of the first aid procedure in and around school.

The School Business Manager keeps records of qualifications on site and there is a procedure in place for revalidating first aid certificates before they expire. These records are kept in Personal Record Files, Business Managers Office.

Zach Grosvenor is responsible for ensuring that the First Aid boxes, located around the premises, are restocked.

Our school has given consideration to the level and type of first aid provision that is required both within school and also on off-site activities, this forms part of our first aid risk assessment.

There should be a minimum of one first aid container/box/kit and one officer trained in first aid at all times at each site. First aid boxes and/ or kits should contain a sufficient quantity of suitable first aid materials and nothing else. They must not contain any pills, potions or lotions. The supplies are intended for use in an emergency. The boxes/kits should only contain those items which first aid trained officers have been trained to use. Sufficient quantities of each item should always be available in every first aid container. There should always be an emergency kit available i.e taken with classes off site on visits.

There should be enough first aiders for the school as per recommendations i.e Primary schools 1 First Aider at Work + 1 Emergency First Aider at Work.

Accident reporting

Accident record book

- 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.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book for pupils will be retained by the school for a minimum of three years after they have turned eighteen and then securely disposed of. For employees and adults they will be kept for five years unless a RIDDOR reported disease in which case they will be kept for forty years then securely disposed of.

Reporting to the Health and Safety Executive

The School Business 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 School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

A member of staff 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.

Reporting to Ofsted and child protection agencies

A senior member of staff 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.

A senior member of staff will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

Our staff are provided with health and safety training as part of their induction process as well as on-going, annual training.

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.

All employees have access to the Calderdale 'Bite Size' Health & Safety Policy Leaflets and other helpful and supportive documents, along with a dedicated noticeboard.

GENERAL HEALTH & SAFETY INFORMATION FOR EMPLOYEES

Risk Assessment

The Management of Health and Safety at Work Regulations, 1999 [the Management Regulations] make it a duty to assess risks and to record the results of all significant risks. This record of the significant risks should be assessed to demonstrate compliance with the duty under the Health and Safety at Work Act, 1974 to provide a healthy and safe workplace.

Risk Assessment – 5 Steps

Step 1 – Look for Hazards. In a risk assessment the aim is to identify the hazards. A hazard is something that has the potential to cause harm. Hazards are associated with substances, machinery, equipment, tools, procedures, tasks and the physical aspects of the premises.

Step 2- Decide who might be harmed. Identify the classes of people who may be affected and how. They may include the public, visitors, maintenance engineers and cleaners in addition to employees.

Step 3 – Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done. The precautions already in place should be considered to decide whether they are sufficient to make the risk low enough to be insignificant. If so, all that is needed is for the relevant health and safety procedure, manufacturer's instruction or safe system of work to be referred to.

If significant risk still remains then additional controls must be employed, i.e. a hierarchy of risk control which lays down the measures to be taken to remove or reduce risk in preferential order:

- **hazard elimination** – a different process or an alternative design [note that designers must design out at source];
- **substitution** – (of say) solvent- based paint with water-based;
- **isolation/ segregation** – remove hazard from person by enclosing it or the person from the hazard by enclosing the person;
- **procedures** – safe systems of work or reduction of exposure time [note that the risk is the same regardless of the time];
- **human systems** –information, instruction, supervision, training, signs, notices, etc.;
- **personal protective equipment** – only used as a last resort [i.e. only as a temporary measure pending a more effective solution where there is no immediately feasible way to control the risk].

Step 4- Record your findings.

Step 5 - Review your assessment and revise it if necessary. Risk assessments must be monitored and reviewed to ensure their continuing validity. This can be done by inspections or, for example, by reference to accident records and health records. The assessments must be revised whenever there are changes to the activity, personnel, equipment and technology or reviewed at least once per year.

Annual Audit

The responsible person is required to do an Annual Audit and/or review. The audit is in the format of a questionnaire and is intended to act as an aide-memoire to ensure that all significant risks have been considered for all work activities. They will be allocated a password to access the audit database to complete the questionnaire on-line.

Monitoring

This policy will be reviewed every two years.

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