

ALAMEDA MIDDLE SCHOOL



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HEALTH & SAFETY POLICY

November 2020

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1 INTRODUCTION

1.1 Statement of Intent

Alameda Middle School acknowledges and accepts all legal and moral health, safety & welfare responsibilities toward our employees, pupils, our contractors and those that may be affected by our activities, so far as is reasonably practicable

We commit to encouraging a positive safety culture via effective communication, cooperation, team work, and consultative management.

We will achieve these aims by:-

- Ensuring that adequate resources are provided to manage safely. In particular, to plan, organise, control, monitor & review safety.
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and taking action where it falls below expected standards.
- Ensuring that the safety responsibilities staff have are clearly defined.
- Ensuring that places of work and work equipment, for which we are responsible, are maintained and without risks to health.
- Providing adequate welfare facilities.
- Engaging competent professionals where expertise is not available in house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Using competent contractors.
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually or more frequently if there are significant organizational changes.

We expect all employees working for us at all levels to: -

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- Co-operate on safety matters to enable us to fulfil our obligations
- Comply with risk assessments completed for their work and activities.
- Report safety matters that they are concerned about and are unable to resolve themselves.



HEALTH AND SAFETY POLICY

- Not to interfere, misuse or wilfully damage anything provided in the interest of Health & Safety.

Signed

Print:

Position: Chair of Governors

Date:

Signed:

Print:

Position: Headteacher

Date:



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

The school follows national guidance published by Public Health England when responding to infection control issues.

This policy complies with our Funding Agreement and Articles of Association.

3 ROLES AND RESPONSIBILITIES

3.1 The Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the school, but delegates day-to-day responsibility to the Headteacher



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 Governing Board, as the employer, also has a duty to ensure:

- A clear written policy statement is created that promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds and resources are set aside with which to operate safety systems within the school.
- Health and safety performance is measured both actively and reactively.
- The school's Health and Safety Policy is reviewed annually.

3.2 Headteacher

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

- Implementing the Health and Safety Policy.
- Ensuring there is sufficient 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 of the premises and activities undertaken (both in and out of the curriculum) are completed and reviewed.
- Ensure appropriate health and safety notices displayed as required

In the Headteachers absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

3.3 Business Manager supported by Lettings and Facilities Manager

The Business Manager supported by the Lettings and Facilities Manager are responsible for:



- Co-ordinating and managing the risk assessment process for the school.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Keeping records of all health and safety activities.
- Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- Unsafe conditions being reported and dealt with to agreed timescales.

3.4 Teaching/Non-teaching Staff Holding posts/Positions of Special Responsibility

This includes Deputy Headteachers, SLT Associates, Heads of Year, Heads of Departments, Administration Managers, Technicians and Site Agents. They must:

- Apply the school's 'Health and Safety Policy' (this policy) to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Heads of Department for DT and Science to keep up to date a departmental health and safety policy following CLEAPSS guidance.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them. Or refer matters further to the Business Manager any problems to which they cannot achieve a satisfactory solution themselves, with the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Ensure all accidents are investigated appropriately.



3.5 Special Obligations of Class Teachers:

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

3.6 Health and Safety Lead

The nominated Health and Safety Lead is the Business Manager. The Business Manager is supported in this role by the Lettings & Facilities Manager.

3.7 Obligations of all employees

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Co-operate with the school on health and safety matters.
- Work in accordance with training and instructions.
- Report all accidents and near misses in accordance with school procedure.



- 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 and invacuation (lock down) procedures and feel confident in implementing them.

Know and apply the procedures in respect of first aid and other emergencies.

3.8 Pupils

Pupils, 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 given in an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3.9 Parents

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.

3.10 Contractors

Contractors will agree Health and Safety Practices with the Headteacher and the Health and Safety Lead before starting work. Before work begins the contractor will provide evidence they have completed an adequate risk assessment of all their planned work and a method statement where deemed appropriate by the Health and Safety Lead. These will be stored by the Health and Safety Lead.

3.11 Health and Safety Competent Person

Alameda Middle School uses the services of an external OSCHR Consultant, Sherryl Cousins, Cousins Safety Limited to provide Health and Safety Competent Person advice.



4 SITE SECURITY

The Site Agent 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 Site Agent and a Deputy Headteacher are key holders and will respond to an emergency.



5 FIRE

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing takes 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. **The Fire Evacuation Policy** is included in the Staff Handbook provided to every member of staff.

In the event of a fire the school will be evacuated in line with the **Fire Evacuation Policy**.



6 COSHH

Schools are required to control hazardous substances, which can take many forms, including, but not limited to:

- 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 Health and Safety Lead and circulated to all employees who work with hazardous substances, when you . 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 and all rooms with gas appliances are checked to ensure that they have adequate ventilation in line with the PPM schedule.

6.2 Legionella

Alameda Middle School will undertake to ensure compliance with the relevant legislation with regard to the Control of Legionella in hot and cold water systems for all pupils and staff and to ensure best practice by



extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

Legionella is a generic term for a type of bacteria which is common in natural and artificial water systems. Legionellosis is the name given to a group of pneumonia-like illnesses caused by Legionella.

The HSE Approved Code of Practice L8, "Legionnaires' disease, the control of legionella bacteria in water systems" requires that a written scheme for controlling the risk from legionella is prepared, implemented and properly managed so that all water services systems are routinely checked for temperature, water demand and inspected for cleanliness and use.

The school will ensure that:

- Risk assessments are carried out every two years, or any time there is a significant change to the water systems in school.
- Monitoring, inspection and maintenance procedures are carried out according to the L8 Approved Code of Practice, by a Competent Person
- Records of Monitoring, maintenance and inspection are retained for five years.
- The Competent Person is provided with suitable and sufficient training and information.

6.3 Asbestos

Alameda Middle School recognises and accepts the responsibility to ensure effective and safe management of Asbestos Containing Materials (ACM) within its premises in accordance with the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations 2012 and Approved Code of Practice. We also commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.

Alameda Middle School acknowledges the health hazards arising from the exposure to asbestos and therefore it is our policy to ensure that so far as is reasonably practicable no persons are exposed to risks to their health due to the exposure to any ACM that may be present in any of the school buildings, without exception. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises

The Asbestos Log is updated annually or after significant building works.

This is completed by certified and competent contractors.



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 must view the Asbestos Log before work must stop work immediately until the area is declared safe. Contractors must sign to show they are aware of these requirements on arrival at the school.

6.4 Asbestos Management

All those who have responsibility for the control and maintenance and/or repair of the school premises have a duty to manage the ACM present in the premises. The Headteacher, on behalf of the Governing Body will ensure that:

- Reasonable steps are taken to determine the location and condition of materials likely to contain asbestos.
- In all cases where works are proposed, it will be presumed materials contain asbestos unless there is strong evidence that they do not.
- An up to date record of the location and condition of the ACM or presumed ACM in the premises is maintained. The Asbestos Log is kept in the main reception office. This is to be reviewed at least annually and updated following any treatment or removal works.
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- To provide information on ACM to all contractors, sub-contractors and others who may be working in areas with, or near, asbestos as identified (or assumed to be present) in surveys. This includes a separate signing in book for contractors (the Hazard Log), that requires them to consult the ACM register.
- To annually review the Asbestos Management Policy and Procedures.
- To promote awareness of the risks from ACM to all staff, and provide adequate resources to ensure the provision of appropriate information, instruction and training.
- Ensure that only licensed contractors and/or subcontractors, in accordance with HSE recommendations, carry out all work to the ACM, irrespective of the length of time any job is to take or the type of ACM to be worked on.



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 where required.

7.1 Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely and in accordance with manufacturer instructions.
- 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 Agent immediately and referred to the Health and Safety Lead for recording as soon as practicable.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Maintenance, repair, installation and removal of permanently installed electrical equipment is carried out only by a competent person.
- Only trained staff members can check plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person annually (or where required) in line with PPM and Health and Safety Executive (HSE) guidance.
- 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.

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 floor of the sports hall or other apparatus will be reported to the Site Agent. This equipment must be clearly labelled "Do not use" and/or removed to prevent accidental use.



- Any concerns about the playground or sports field will be reported to the site agent. Action will be made to ensure its safety and where this is not possible it will be fenced off and not used.

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 annually in line with DSE guidance. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. The Health and Safety Lead is responsible for monitoring this.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter (usually every 2 years), by a qualified optician (Staff are encouraged to source a free eye test. If none, available then £20 will be paid towards the cost and £50 towards corrective glasses provided if required specifically for DSE use and not for bi-focal or reading glasses).

8 LONE WORKING

We will try to avoid lone working situations on the school site. Lone working is, however, unavoidable and 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.

The Site Agent must inform the School Business Manager and the Facilities Manager if they intend to undertake lone working.

In the case of staff working on the school site during the school holidays, or at weekends, this must only be on dates pre-approved by the Headteacher and the member of staff must ensure the Site Agent is informed. The member of staff must sign in and out using the book in the main reception.



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

Any work at height will be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. A risk assessment will be undertaken for all working at height activities.

In addition:

- The Site Agent retains ladders for working at height.
- Ladders must be visually inspected before use and are checked annually by our insurers.
- Pupils are prohibited from using ladders.
- Staff, other than those who have received training, are not permitted to use ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height. 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 and information about the specific medical needs of pupils along with the parents' contact details.
- There will always be a trained member of staff responsible for first aid on trips and visits.

Further details about safety on trips and visits is included in the Educational Visits policy.

12 LETTINGS

This policy applies to lettings. Those who hire the school site or facilities are made aware of the content of the school's Health and Safety Policy and will have responsibility for complying with it. See Lettings Policy.

13 VIOLENCE AT WORK

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

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

14 SMOKING

Smoking and the use of e-cigarettes is not permitted anywhere on the school premises which includes the car park adjacent to Parkside.



15 INFECTION PREVENTION AND CONTROL

The school office may take notification from a parent of a notifiable disease and will check the HPA guidance on exclusion or precautions to take. Anything that requires decontamination etc will be notified to the Site Team.

Spillages will be cleared up by the Site Team using appropriate cleaning materials. Personal protective equipment gloves and plastic disposable aprons are provided.

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. See separate Infection Control policy.

15.1 COVID 19

Alameda Middle will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines. A full Covid related Risk Assessment has been carried out.

Alameda has a Coronavirus/Flu pandemic plan in place. The school will update its Coronavirus/Flu plans and risk assessments regularly and follow NHS and government advice and guidelines.

In line with our general Health and Safety Policy we will apply and communicate sensible risk management and safe working practices.

This will involve:

- Regular assessment of hazards and associated risks.
- Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level.
- Monitoring the effectiveness of those measures through the SLT
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety measures required during COVID-19.
- Educate pupils about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.
- Require all employees and encourage and support all young people to show a proper personal concern for their own safety, for that of the people around them.



16 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.
- COVID19 – the risk will be assessed as part of their individual risk assessment.

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.

Support is available from leaders in school and all staff have access to counselling services via our staff health insurance programme. All staff are made aware of this and details are displayed in the staffroom.

18 ACCIDENT AND NEAR-MISS REPORTING

Accident/incident/near-miss recording forms are kept in the front office. When completed, they are returned to the Business Manager or Headteacher for signature.

Accident/incident/near-miss recording forms are then recorded on Medical Tracker by designated members of admin staff (those with responsibility for reception and First Aid). Medical Tracker is then used to report



any reportable injury, disease or dangerous occurrence as defined in RIDDOR 2013 legislation to the Health and Safety Executive (HSE).

All treatment given by First Aiders in school is recorded on Medical Tracker. For more information, refer to the First Aid Policy.

The accident/incident/near-miss reporting form is completed by the member of staff who referred the child to First Aid or the member of staff who witnessed it or to whom it was first reported. In these cases, the First Aider tells the member of staff who referred the child to first aid of the treatment given.

Accident/incident/near-miss reporting forms must also be completed where necessary, even in cases where a child or adult does not receive First Aid treatment.

18.1 Incidents Requiring Completion of an Accident/Incident/Near-Miss Reporting Form

- Where a child is required to be collected from school and/or miss time from school.
- Where an adult is required to take time off from work.
- Any bumps on the head.
- Fractures (or suspected fractures).
- Any injury involving eyes.
- Any burns or scalds.
- Where a visit to the doctors is required.
- Near-miss events are events that do not result in injury, but could have done. Examples of some near-miss events 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 accidentals 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.
 - A serious near-miss involving cars or other vehicles.

18.2 Reportable Injuries, Diseases or Dangerous Occurrences

Any reportable injuries, diseases or dangerous occurrences listed below (as defined in the RIDDOR legislation of 2013) will then be reported to the Health and Safety Executive (HSE):

- Death.



- Specified injuries which 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 working days (not including the day of the incident)
 - Where an accident leads to someone being taken to hospital.
- Near-miss events that do not result in injury, but could have led to serious injury.
- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence
- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease
- a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent.
- School Business Manager will report RIDDOR

19 TRAINING

Nominated management representative as the person in charge of induction covers health and safety arrangements.

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

20 MONITORING

This policy will be reviewed by the Business Manager annually.



At every review, the policy will be referred to the Resources Committee for approval.

