

# Health & Safety Policy

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<b>Author</b>	T Hardy – CertIOSH Health & Safety Manager
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## Document Control Table

<b>Document History</b>			
<b>Versio n</b>	<b>Date</b>	<b>Author</b>	<b>Note of Revisions</b>
V1	June 2022	A Poole	First Trust-wide Health & Safety Policy.
V1.1	October 2022	T Hardy A Poole	Reformatted Health & Safety Policy to draw attention to priority areas.
V1.2	June 2023	T Hardy	Read, review and update of Health & Safety Policy
V1.3	August 2024	T Hardy	Links to Policies changed to Links to Guidance and Regulations Read, review and update of Health & Safety Policy Remove Appendix regarding Fire Safety Checks (now on SafeSmart)

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## Key Academy Contacts:

### Key Health & Safety Contacts

<b>Appointment</b>	<b>Contact</b>
Health & Safety Manager	<a href="mailto:healthandsafety@theprospecttrust.org.uk">healthandsafety@theprospecttrust.org.uk</a>
Chief Operations Officer	<a href="mailto:info@prospecttrust.org.uk">info@prospecttrust.org.uk</a>
Site Manager – Sixth Form College Farnborough	<a href="mailto:admin@farnborough.ac.uk">admin@farnborough.ac.uk</a>
Site Manager – Tomlinscote School	<a href="mailto:office@tomlinscoteschool.com">office@tomlinscoteschool.com</a>
Caretaker – Frimley CofE Junior School	<a href="mailto:info@frimley.surrey.sch.uk">info@frimley.surrey.sch.uk</a>

# Part 1: State of General Policy on Health & Safety

## 1. Introduction

- 1.1. The Prospect Trust, recognises the importance of Health & Safety and is committed to providing a safe and healthy environment for all students, staff contractors and visitors.
- 1.2. The Trust Board have delegated responsibility for the monitoring of Health & Safety activity to the Audit & Risk Committee, a sub-committee of the Board.
- 1.3. The Chief Operations Officer and Academy Principals, with support from the Trust's Health & Safety Manager, are responsible for informing and advising the Trust and its staff on their Health and Safety responsibilities, included within this policy and for monitoring and reporting on compliance with its delivery.
- 1.4. If you have any questions about the content of this policy, or if you need further information, you should contact the Health & Safety Manager via email at [healthandsafety@theprospecttrust.org.uk](mailto:healthandsafety@theprospecttrust.org.uk)

## 2. About This Policy

- 2.1. This policy applies to the Trust and its constituent Academies. References to the Trust should be read to include the Academies as appropriate. This Policy, and the other policies and documents referred to in it, set out the basis on which the Trust aims to ensure the continued Health & Safety of all individuals who are involved in either or both, its service provision or receipt.
- 2.2. This policy will be updated as necessary to reflect amendments made to Health & Safety legislation, or other identified best practice, and shall be formally reviewed and approved by the Audit and Risk Committee on an annual basis as a key component of the Trust Board's approach to assurance.

## 3. Aims

- 3.1. The Trust aims to:
  - Provide and maintain a healthy and safe environment.
  - Establish and maintain safe working procedures amongst students, staff, contractors and all visitors to the Trust sites.
  - Have robust procedures in place in case of emergencies.
  - Ensure that premises and equipment are maintained safely, and are regularly inspected.

## 4. Legislation

- 4.1. This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:
  - [The Health and Safety at Work etc. Act 1974](#)
  - [Health and Safety: Responsibilities and Duties for Schools 2022](#)

- [The Management of Health and Safety at Work Regulations 1992](#)
  - [The Management of Health and Safety at Work Regulations 1999](#)
  - [The Control of Substances Hazardous to Health Regulations 2002](#)
  - [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
  - [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
  - [The Gas Safety \(Installation and Use\) Regulations 1998](#)
  - [The Regulatory Reform \(Fire Safety\) Order 2005](#)
  - [The Work at Height Regulations 2005](#)
- 4.2. The Trust follows national guidance published by the Health & Safety Executive (HSE), the UK Health Security Agency (formerly Public Health England) and the National Health Service (NHS) (for guidance on Infection Control).
- 4.3. This policy complies with the Trust's Funding Agreement and Articles of Association.

## Part 2: Roles & Responsibilities

### 5. Roles and Responsibilities

#### Overall Responsibility

- 5.1. The Trust Board, as the employer, has overall responsibility for Health & Safety across the Trust including at all of its Academies.
- 5.2. The Board have however delegated responsibility for monitoring compliance with the Policy to the Audit and Risk Committee, who subsequently provide the Board with the required assurance.
- 5.3. The Chief Executive Officer (CEO) is responsible on behalf of the Board for ensuring implementation and delivery of this policy and has delegated this responsibility to the Trust Director of Operations and Academy Principals/Headteacher.

#### Trust Health and Safety Lead

- 5.4. Although the CEO has delegated the management and monitoring of Health & Safety across the Trust to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties does not relieve the Chief Executive Officer from the overall responsibilities for Health & Safety across the Trust.
- 5.5. The Chief Operations Officer is responsible at a Trust-wide level for leading on Health & Safety Assurance.
- 5.6. At an individual Academy level, the Principals/Headteacher are the nominated leads.
- 5.7. The Health & Safety Manager assists all of the above in fulfilling their respective roles.

#### Audit and Risk Committee

- 5.8. The responsibilities of Audit & Risk Committee, on behalf of the Board include ensuring:
  - Health & Safety objectives are met in accordance with its strategy;
  - sufficient resources are available to the control the risks;
  - Health & Safety performance is measured and reported to the Trust Board;
  - systems are implemented and monitored;
  - the Health & Safety Policy is adhered to.

#### Principals/Headteacher

- 5.9. The Principals/Headteacher have responsibility for overseeing the day-to-day management of Health & Safety. This includes ensuring:
  - implementation of the Health & Safety Policy;
  - the Health & Safety Policy is communicated;
  - appropriate consultation arrangements are in place for staff;
  - there are enough staff to safely supervise students;

- that the academy building, premises and equipment are safe and regularly inspected;
- provision of adequate training for staff;
- reporting to the Audit and Risk Committee on Health & Safety matters;
- appropriate evacuation procedures are in place and regular Fire Drills and Lockdown Drills are held;
- that in their absence, Health & Safety responsibilities are delegated to another member of staff;
- all Risk Assessments are completed and reviewed and that Safe Systems of Work are in place;
- ensuring that accidents and incidents are reported both internally and to external authorities as required and that accidents are investigated and remedial action taken.

5.10. In the Principal/Headteacher's absence, a designated deputy assumes the above day-to-day Health & Safety responsibilities.

### **Health & Safety Manager**

5.11. The Principal/Headteacher will be supported in delivering their Health & Safety responsibilities by the Trust Health & Safety Manager. Working together these roles provide the "competent person" requirement.

### **Line Managers**

5.12. Leaders and Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Principals/Headteacher for ensuring the application of this policy within the individual areas that they control. Line managers will ensure that:

- The academies' Risk Assessment Process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly;
- All Accidents and Incidents occurring within their areas are reported, recorded & investigated in accordance with the academies' procedure;
- All persons they manage, or are responsible for, are aware of their specific roles in case of a Fire Evacuation;
- Any equipment/appliance which has been identified as being unsafe is removed from service;
- Health & Safety inspections are carried out within their areas of responsibility;
- The Health & Safety Training needs of staff are identified and the Principal/Headteacher, is informed accordingly;
- Staff are properly consulted on any matters that may affect their Health or Safety whilst at work;
- New, transferred and temporary Staff receive appropriate Health & Safety Induction Training, and are able to access all Health & Safety Policies and Risk Assessments;
- First aid provisions are adequate;
- Students are given relevant Health & Safety information and instruction during tutorials and assemblies.

### **Employees and Volunteers**

5.13. All employees, and volunteers have general Health & Safety responsibilities. They



must be aware that they are obliged to take care of their own Health & Safety whilst at work along with that of others who may be affected by their actions. In the case of The Trust and its academies this includes having a duty of care for students in the same way that a prudent parent/carer would do:

5.14. The general responsibilities of employees and volunteers include:

- Taking reasonable care for the Health & Safety of themselves and others in undertaking their work;
- complying with the Academy's Health & Safety Policy and procedures at all times;
- reporting all accidents and incidents in line with the reporting procedure;
- co-operating with management on all matters relating to Health & Safety;
- not intentionally interfering with or misusing any equipment or fittings provided in the interests of Health, Safety and Welfare;
- reporting all defects in condition of premises or equipment and any Health & Safety concerns immediately to their line manager;
- reporting immediately to their line manager any (or any perceived) shortcomings in the arrangements for Health & Safety;
- ensuring that they only use equipment or machinery that they are competent/have been trained to use;
- making use of all necessary control measures and Personal Protective Equipment (PPE) provided for Health & Safety reasons.

### **Students, Parent and Carers**

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

### **Contractors**

5.16. Contractors will agree Health & Safety practices with the Site Manager, on behalf of the Principal/Headteacher before starting work. Before work begins, the contractor will provide evidence to the Site Manager that they have completed an adequate Risk Assessment of all their planned work. Contractors must adhere to Construction Design Management (CDM) Regulations.

## Part 3: Arrangements & Procedures

### 6. Risk Assessments

- 6.1. All Buildings, Activities and People are subject to Risk Assessment and Risk Management.
- 6.2. Heads of Departments are responsible for undertaking Risk Assessments and ensuring that this is reviewed as necessary. Human Resources will co-ordinate Staff Health Assessments with the support of the Trust Health & Safety Manager.
- 6.3. For higher risk areas e.g. Science, Technology PE, Estates, reviews should be done annually as an absolute minimum.
- 6.4. After conducting a thorough Risk Assessment for an activity and identifying PPE as a Control Measure, staff must discuss what PPE is required with their Line Manager or Head of Department. PPE is to be provided free of charge where Risk Assessment determines it to be necessary and a management plan put in place to keep it in good working order.
- 6.5. In addition to Annual Mandatory 'Health and Safety for Education Providers' Training for all staff, those with responsibility for undertaking Risk Assessments are also required to complete 'Understanding Risk Assessments' Training. This can be found on the National College Platform. This will help all staff to read, write and understand Risk Assessments.
- 6.6. A Trust Risk Assessment Form is available and can be obtained from the Academy's Shared Network Area under Health and Safety or from the Health & Safety Manager. Alternatively, Risk Assessments can be created, shared and stored on [www.safesmart.co.uk](http://www.safesmart.co.uk).
- 6.7. Copies of all Risk Assessments will be held on an Academy shared folder and a copy made available to the Trust Health & Safety Manager.
- 6.8. The Health and Safety Manager will support the development of Risk Assessments.

### 7. Fire

- 7.1. A Fire Risk Assessment (FRA) is undertaken by a suitably qualified and experienced FRA Practitioner at each site, normally the Site Manager, Head Caretaker or other suitably qualified professional. This is reviewed at least every 2 years by an External Provider and every alternating 2 years by the Trust (this ensures FRAs are completed and/or reviewed every 12 months), or after any major refurbishment works. This Risk Assessment is made available to all staff, students, visitors and other stakeholders on request.
- 7.2. An Fire Emergency Evacuation Plan is in place and includes (but is not limited to):
  - How people will be warned if there is a fire;
  - what staff, students and visitors should do if they discover a fire;
  - how the evacuation should be carried out;
  - where people should assemble after they have left the premises;

- specific responsibilities any staff are assigned during an evacuation;
- how the fire and rescue services will be called

7.3. The Academy Fire Evacuation Plan can be found in the Staff Shared network area under Health & Safety.

7.4. A Fire Drill takes place at least once a term at each Academy. This is based on the assumption that one or more of the Fire Escape routes is affected by Fire and cannot be used. A staff debriefing can point out the lessons to be learnt and the areas where improvements can be made. Details of Fire Drills are entered in the Fire Logbook and include (but are not limited to):

- Date;
- duration;
- name of instructors/observers;
- type of drill (e.g. full evacuation or only part of the college/school);
- the results.

7.5. All participants in Fire Drills are encouraged to report any potential improvements in evacuation arrangements observed during the evacuation.

7.6. All teaching staff are Fire Marshals and are responsible for safe evacuation of staff, students, visitors and contractors by directing occupants out of the building, checking that their designated areas are cleared. Fire marshals are not to remain with or confront individuals refusing to leave the building. They will note their name and location and report this to the Fire Assembly Point Coordinator/Fire Marshall at the Fire Assembly Point. Fire Marshalls should aim to leave the building within a maximum of three minutes, or immediately if smoke is evident.

7.7. Students will also be given some form of Fire Safety Training so that they are aware of the actions to be taken in the event of a Fire and measures to mitigate the effects of Fire. New staff are trained in Fire Safety and all staff and students are made aware of any new Fire Risks.

7.8. Special arrangements are in place for the evacuation of people with mobility needs and Fire Risk Assessments also pay particular attention to those with disabilities.

7.9. All Fire Safety Equipment is regularly maintained by a combination of recorded visual checks by site staff and formalised inspections by specialist contractors, records kept in site managers on [www.safesmart.co.uk](http://www.safesmart.co.uk).

7.10. Where staff, visitors and contractor attendance records are kept these will be checked.

7.11. All will remain outside the building until the Emergency Services confirm it is safe to re-enter. In the event of a Fire Drill, the Activity Lead can confirm it is safe to re-enter.

## **8. Control Of Substances Hazardous to Health (COSHH)**

8.1. All Trust sites are required to Control of Substances Hazardous to Health (COSHH), 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
- 8.2. Control of Substances Hazardous to Health (COSHH) Risk Assessments are undertaken by department/activity leads in conjunction with Safety Data Sheets and circulated to all employees who work with hazardous substances. Staff are also provided with Personal Protective Equipment (PPE), where necessary. Safety Data Sheets can be obtained from [Safety Data Sheets | Free SDS Database | Chemical Safety](#) or by contacting the Health & Safety Manager.
- 8.3. 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.
- 8.4. Any hazardous products are disposed of in accordance with specific disposal procedures.
- 8.5. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.
- 8.6. Each Academy will have a Radiation Protection Supervisor (RPS). The RPS will be suitably qualified and appointed by the Head of science at each Academy. This is usually arranged through CLEAPSS.

### **Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safety registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

### **Legionella**

- Water Risk Assessments and Legionella Flushing will be undertaken on a regular basis. The Site Manager/Caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the academies' water log book
- This Risk Assessment will be reviewed in accordance with HSE guidance (advised by Site Manager) and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following e.g. temperature checks, heating of water, disinfection of showers, etc.

### **Asbestos**

- Relevant staff, who are likely to work in areas/buildings containing asbestos, are to be briefed on the hazards of asbestos, the location of any asbestos in the building and the action to take if they suspect they have disturbed it. Asbestos registers and an Asbestos Management Plan are available in the Academy's Shared Network Area or from the Site Manager/Caretaker.

- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises by the Site Manager/Caretaker and that it is not disturbed by their work.
- Contractors are advised that if they discover material that they suspect could be asbestos, they should stop work immediately until the area is declared safe
- An up to date local record is kept at each site of the location of any asbestos that has been found. All staff and contractors undertaking building works are provided with access to the log.

## **9. Equipment**

- 9.1. All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- 9.2. When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.
- 9.3. 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 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 are reported to the Site Manager/Caretaker 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) is carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.
- Five-year fixed Electrical installation Records kept in Site Manager/Caretakers Office.

### **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 are 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.

## **Specialist equipment**

- Parents are responsible for the maintenance and safety of their children's wheelchairs. In academies, staff promote the responsible use of wheelchairs.
- Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

## **10. Lone working**

10.1. Lone working may include:

- Late working;
- home or site visits;
- weekend working;
- site manager duties;
- site cleaning duties;
- working in a single occupancy office;
- remote working, self-isolation and/or remote learning.

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

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

10.4. The lone worker ensures they are medically fit to work alone.

10.5. Staff planning to work alone should refer to the Lone Worker Policy and liaise with the Site Manager/Caretaker. The Lone Worker Policy can be found in the Academy's Shared Network Area.

## **11. Working at height**

11.1. The Trust ensures that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

11.2. In addition:

- The Site Manager/Caretaker retains ladders for working at height;
- students 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.

## **12. Manual handling**

12.1. 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 ask for assistance.

12.2. The Trust ensures that proper mechanical aids and lifting equipment are available at all sites, and that staff are trained in how to use them safely.

12.3. Staff and students 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/neutral, 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.

### **13. Trips/Off-site visits**

13.1. When taking students off academy premises, staff ensure that:

- Risk Assessments are completed where off-site visits and activities require them;
- all off-site visits are appropriately staffed;
- staff take an Academy mobile phone, an appropriate portable First Aid Kit, information about the specific medical needs of students, along with the parents' contact details;
- Further information for Academies can be found in the School Policy for Educational Visits and can be discussed with the Educational Visits Coordinator (EVC).

### **14. Lettings**

14.1. This policy applies to lettings. Those who hire any aspect of the Trust site or any facilities are made aware of the content of this Health & Safety policy, and have responsibility for complying with it.

### **15. Site Safety**

15.1. Site Managers/Caretakers are responsible for the security of the Academy Site in and out of opening hours. They are responsible for visual inspections of the Academy Site, and for the intruder and Fire Alarm Systems.

15.2. All visitors must report to reception and be given a visitors badge before entering the main academy site. Contractors may wear a branded jacket to identify them.

15.3. Any intruders should be reported to the Site Manager/Senior Management Team immediately.

15.4. All contractors and drivers must use a banksman when using and/or manoeuvring large vehicles within the Academy site. Large vehicles must keep their hazard lights on at all times when on the Academy site.

### **16. Violence at work**

16.1. The Trust believes that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

- 16.2. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Principal/Headteacher immediately. This applies to violence from students, visitors or other staff.

## **17. Smoking**

- 17.1. Smoking is not permitted on any Trust premises. The only exception to this is, Sixth Form College site has designated outside contained areas that can be used by students and staff to deter students and smoking outside the perimeter.

## **18. Infection prevention and control**

- 18.1. The Trust follows national guidance published by the Health & Safety Executive (HSE), the UK Health Security Agency and the National Health Service (NHS) when responding to infection control issues. Staff and students are encouraged to follow good hygiene practices.

### **Infectious disease management**

- 18.2. Adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, and carry out appropriate Risk Assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

### **Students vulnerable to infection**

- 18.3. Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The Academies 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 any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

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

- 18.4. The Academies will follow recommended exclusion periods outlined by the Health & Safety Executive (HSE), the UK Health Security Agency and the National Health Service (NHS).
- 18.5. In the event of an epidemic/pandemic, the Trust and the Academies will follow advice from the Health & Safety Executive (HSE), the UK Health Security Agency and the National Health Service (NHS).

## **19. New and expectant mothers**

- 19.1. Risk Assessments are carried out whenever any employee or student notifies advises that they are pregnant.
- 19.2. Appropriate measures are 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 an 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
- Some pregnant women will be at greater risk of severe illness from various infectious diseases.

## **20. Occupational stress**

- 20.1. The Trust is committed to promoting high levels of Health and Wellbeing, and recognise the importance of identifying and reducing workplace stressors through Risk Assessment.
- 20.2. Systems are in place within the Academies for responding to individual concerns and monitoring staff workloads.
- 20.3. The Health Assured (external provider) and Mental Health First Aiders are available to support staff.

## **21. Accident reporting**

### **Accident record book**

- 21.1. An Accident Form is completed as soon as possible (no later than 3 days) 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 1. Alternatively, Accident and Incident Reports can be created, shared and stored on SafeSmart [www.safesmart.co.uk](http://www.safesmart.co.uk).
- 21.2. Completed Accident Reports are held by the Academy and recorded on the SafeSmart database to support analysis. If an Accident is RIDDOR Reportable, this will be identified on the SafeSmart System by the Health & Safety Manager who will submit the RIDDOR Report.
- 21.3. As much detail as required is supplied when reporting an accident.
- 21.4. Information about injuries is kept in the student's educational record.
- 21.5. Records held in the First Aid and Accident Book will be retained by the Academies 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. All Accidents and Incidents will also be held on SafeSmart for the same period.

### **Reporting to the Health and Safety Executive**

- 21.6. The Health & Safety Manager keeps a record of any Accident and/or Incident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

### **Reporting to child protection agencies**

- 21.7. The DSL notifies the Local Authority Designated Officer (LADO) of any serious accident or injury to, or the death of, a student while in the Academy's care.

### **Reporting to OFSTED**

- 21.8. The Principal/Headteacher notifies Ofsted of any serious accident, illness or injury

to, or death of, a student while in the Academy's care. This happens as soon as is reasonably practicable, and no later than 14 days after the incident.

## **22. Training**

- 22.1. All new staff are provided with Health & Safety training as part of their induction.
- 22.2. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional Health & Safety (Risk Assessment) training.
- 22.3. Additional information regarding Health & Safety training can be found by contacting Human Resources and/or the Health and Safety Manager

## **23. Monitoring**

- 23.1. This policy will be reviewed by the Health & Safety Manager every year.
- 23.2. At every review, the policy will be approved by the Audit & Risk Committee.

## **24. Links to Guidance and Regulations**

24.1. This Health & Safety Policy links to the following HSE Guidance and Regulations:

- [Responsibilities and Duties for Schools - Guidance](#)
- [First Aid at Work - Guidance and Regulations](#)
- [Risk Assessment at Work - Guidance](#)
- [Special Educational Needs - Guidance](#)

## Appendix 1 – Accident Record

### Accident Record



Report Number

Dear Parent,

This is to let you know that your child had an accident at the academy today. After examining them you may feel it necessary to obtain medical advice. The incident has been recorded at the academy and the information stored confidentially.

About the person who had the accident	
Name	
Year	
Form/Class	

About the person reporting the accident	
Name	
Form/Class/Dept	

Details of the accident	
When it happened (date and time)	
Where it happened	
How did it happen	
Details of Injury (if any)	
Treatment given	

Details of person giving treatment	
Name	
Form/Class/Dept	
Signature and date	

A copy of this form is to be sent to the individual's parent/guardian (on request). The original is to be sent to the medical office/room for confidential storage.

Investigation Y/N

Risk Assessment Y/N

RIDDOR Reportable Y/N