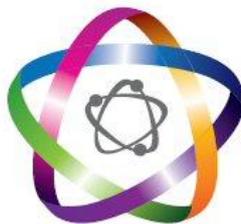


POLICY DOCUMENT No 5**DEBENHAM HIGH SCHOOL**

A Church of England High Performing Specialist Academy

**HEALTH AND SAFETY POLICY**

This policy is reviewed annually by the Health & Safety Committee.

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1 Statement

1.1 Aims

Debenham High School will ensure, as far as is reasonably practicable, the health, safety and welfare at work of employees, students and non-employees such as visitors and contractors so far as they may be affected by the activities of the school's workforce and its premises. 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

1.2. Legislation

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

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

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

2 Organisational Responsibilities

2.1 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

Health and safety matters are overseen on behalf of the governing body by the Health and Safety Committee.

2.2 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
- Ensuring that the school building and premises are safe and regularly inspected
- 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
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

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

2.3 Health and safety delegated responsibilities

Specific health and safety duties are delegated as shown in the table below:

Task	Person responsible	Implemented by
Health and Safety policy review	Governing Body	Health and Safety Committee
Communication and Information Management	Headteacher	Business manager

Critical Incident Management	Headteacher	Critical incident team
Health and Safety Training	Headteacher	Health & Safety Officer
Personal Safety, including challenging behaviour & lone working	Headteacher	All staff
Planned maintenance on premises & equipment	Business Manager	Premises manager, Caretaker
Risk Assessments for pupils	Headteacher	SLT member
Infection control	Headteacher	All staff
Incident Reporting/Investigation	Headteacher	Health & Safety Officer, Premises Manager
Operational risk assessment	Headteacher	Health & Safety Officer, Premises Manager
Fire procedures	Headteacher	Health & Safety Officer
First Aid training	Headteacher	Lead First Aider
Vehicle Control and Pedestrian Safety	Headteacher	Premises Manager, Caretaker
Curriculum Activities	Headteacher	Heads of Department
Educational Visits	Deputy Headteacher	Trips & Visits Coordinator
Stress, Mental Health & Wellbeing	Headteacher	All staff
School minibuses	Headteacher	Health & Safety Officer
Premises Security	Business Manager	Premises Manager, Caretaker
Contractors on site	Business Manager	Premises Manager, Caretaker
Lettings	Business Manager	Premises Manager, Caretaker
Radiation Protection	Headteacher	Head of Science

2.4 Staff

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
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- 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

2.5 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.

2.6 Contractors

Contractors will agree health and safety practices with the Premises 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.

3 Arrangements

3.1 Site security

The Business Manager, Premises Manager and Caretaker 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, Business Manager, Premises Manager, Caretaker and Health & Safety Officer are key holders and will respond to an emergency.

3.2 Fire

Fire Evacuation Procedures are given to staff on induction and are set out in the staff handbook.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

A fire risk assessment of the premises is in place, and is reviewed annually. An external fire risk assessment is required following major building works which change the building layout or fire risk.

A fire drill and emergency evacuation is carried out at least once a term.

The fire alarm is a loud siren.

Fire alarm testing is carried out weekly and recorded in the Premises Log. Emergency lights are checked monthly and recorded in the Premises Log.

New staff will be trained in fire safety using the online Smartlog Fire Awareness training, and are required to redo the training every two years. All staff and pupils will be made aware of any new fire risks.

The use of door wedges is specifically discouraged. A door wedge can only be used temporarily while a room is occupied, and must be removed and doors closed when the room is empty. Failure to adopt this discipline will allow a fire to spread.

All staff are familiar with the flammable potential of materials that they use, and handle those substances accordingly.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, if there is a risk to life, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff, pupils, visitors and contractors will congregate at the assembly point in the MUGA
- Form tutors will take a register of pupils, which will then be checked against the attendance register of that day
- A register of staff will be taken by nominated staff members according to prepared staff lists
- 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.

3.3 COSHH – Control of Substances Hazardous to Health

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

Hazardous products may be used in secure locations in the school, and in accordance with instructions on the product label. No hazardous substance should be used without a COSHH assessment.

Staff receiving or using any product containing chemicals should notify the Premises Manager to confirm whether a COSHH risk assessment is in place and should read the packaging before using the chemicals or substances in order to understand how to use and store them safely. Staff must ensure that adequate precautions are taken to prevent ill health in accordance with the COSHH assessment. A harmful substance should only be used by trained personnel using safe working practices and appropriate protective equipment.

All hazardous products are kept in their original containers, with a COSHH assessment, clear labelling and product information.

COSHH risk assessments are held by the Caretaker and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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.

3.3.1 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 inspected and maintained annually.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

3.3.2 Legionella

- A record of the water risk assessment is held in the Premises Log Book.
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by regular checks which are recorded in the premises log book.

3.3.3 Asbestos

The school maintains an asbestos register and management report. This identifies that nature of the asbestos, its location and condition.

The school handbook informs all staff of the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

Contractors are made aware of any asbestos on the premises and that it is not disturbed by their work, and sign to confirm that they have been made aware of the asbestos register.

Contractors are advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

3.4 Equipment

- All equipment requiring statutory inspection or testing onsite, eg,. boilers, DT equipment, lifts, etc, is inspected by competent contractors
- All other equipment and machinery is maintained in accordance with the manufacturer's instructions
- 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
- Defective equipment must be reported to the Premises team by emailing details to site@debenhamhigh.co.uk

- Defective equipment or furniture must be removed from use and quarantined immediately, and is to be clearly marked as faulty until it is repaired or disposed of.

3.4.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to site@debenhamhigh.co.uk immediately, which will immediately alert the Caretaker, Premises Manager and Business Manager. Defective equipment must be immediately taken out of use.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs. Where 13 amp sockets are in use, only one plug per socket is permitted, (ie, no plugging of extension leads into extension leads)
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Private electrical equipment is not to be brought onto the premises or used unless its use has been approved by the Premises Manager or Health & Safety Officer, and it has been tested by an authorised person.

3.4.2 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 any equipment or surface should be reported to the site@debenhamhigh.co.uk

3.4.3 Art & DT equipment & machinery

- All fixed DT equipment & machinery, including the kiln and Food Technology appliances are subject an annual external Health & Safety Inspection. The report is reviewed by the Head of Art & DT and DT Technician and actions arising are followed up.
- Any concerns about the safety or condition of the DT equipment should be reported to the DT Technician who will report the problem to site@debenhamhigh.co.uk if appropriate.

3.4.4 Display screen equipment

- All staff who use computers daily as a significant part of their normal work should carry out a periodic display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. A checklist and guide is held by the Health and Safety Officer.
- 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). A voucher for the test and corrective glasses is available from the Finance Office.

3.5 Use of Mini-buses

Only drivers who hold the requisite entitlement on their licence will have permission to drive a school minibus.

The Health and Safety Officer will ensure the vehicle is roadworthy at all times. The minibuses have a regular maintenance and service/safety check. A log is kept to record this.

Every driver is required to follow the detailed health and safety guidance associated with driving a school minibus. The Health and Safety Officer ensures all drivers are inducted into the procedures to be followed and appropriate records are kept.

3.6 Vehicle Control and Pedestrian Safety

Visitor parking is available either immediately to the front of the school or by using the Leisure Centre car park. Parents are encouraged to use the Leisure Centre car park to drop off pupils as the road and the access at the front of the school is easily congested.

The school will ensure tight supervision of traffic and pedestrian movement at the beginning and end of the school day.

3.7 Food Preparation Areas

Only authorised staff members are allowed access to the school's kitchen area.

Permission for access must be sought from the Catering Manager and/or the Head of Kitchen.

All catering staff members operate to the standards laid down in the Food Standards Act 1999 and follow the Food Standards Agency guidance.

The kitchen is inspected annually by the Environmental Health Inspectors who evaluate the standards, grade and report to the Responsible Manager. Any remedial action required is acted upon without delay.

All kitchen staff are trained to operate machinery and equipment in a safe way with due regard to health and safety. Due to the nature of their work all kitchen staff are required to refresh their Health and Safety training on an annual basis using the school online training facility. Training includes lifting and handling, fire safety and general health and safety at work.

3.8 Lone working

Lone working may include:

- Late working

- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Where necessary to be undertaken, lone working should be in accordance with the Lone Working Risk Assessment. Where the lone working involves working alone with a student, it should be in accordance with the One to One Working Policy.

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.

3.9 Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. No member of staff may work at height unaccompanied. Such work should be carried out in accordance with the Working at Height risk assessment.

In addition:

- The Caretaker retains ladders and a tallescope for working at height
- Pupils are prohibited from using ladders and the tallescope
- 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

3.10 Manual handling

No member of staff should attempt to move excessively heavy loads. 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 must 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.

3.11 Contractors

All contractors will be appropriately selected and will have appropriate health and safety arrangements.

Method statements and copies of insurance cover will be obtained prior to work commencing on site. Contractors will be given a 'Contractors' Induction Booklet' on arrival which will include information regarding student safeguarding, health and safety, site and vehicular access, asbestos and fire procedures.

All contractors must sign in and out at reception, although alternative system of signing in may be agreed for large works.

Appropriate supervision of contractors will be determined dependent upon the nature of the work, level of perceived risk and length of time that the work will take to complete.

3.12 Visitors and other users of the premises

- It is the duty of all the personnel within the school to ensure the health and safety of all visitors
- All visitors must sign into the school at reception and sign out again when leaving. A visitor's badge must be worn at all times
- Visitors are to be accompanied to their destination as appropriate
- Appropriate personnel are to be made aware of visitors to the school
- Health and Safety together with Fire Evacuation information is supplied to all visitors when they sign in.

3.13 Curriculum activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant heads of department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Science, Music, Physical Education and Sport, Art and Drama as issued by CLEAPSS and other specialist advisory consultants including the Local Authority.

Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that the equipment and premises in their areas of the curriculum are maintained and managed safely following the appropriate guidance.

Heads of Department are responsible for:

- the local arrangements to ensure the effective control of risks within the specific areas under their control
- the local arrangements for the purchase, inspection and maintenance of equipment and its specification
- the coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements

- establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the management or removal of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc
- resolving health, safety and welfare problems or referring to their line manager any problems they are unable to resolve within the resources available to them
- ensuring that risk assessments are carried out when necessary, and reviewed on a regular basis, on the activities and equipment for which they are responsible
- ensuring that sufficient information, instruction, training and supervision is provided to staff and pupils to avoid hazards and to contribute positively to their own health and safety
- exercising effective supervision of pupils and knowing the emergency procedures in respect of fire, first aid and other emergencies, and how to carry them out.

3.14 Pupils

Pupils will be reminded regularly that they 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, as detailed within the appropriate curriculum safety guidelines
- observe all the health and safety rules of the school and, in particular, the instructions given by staff in an emergency
- use and not wilfully misuse, neglect or interfere with, things provided for their health and safety.

This policy is published on the school website and is available to all pupils and parents.

3.15 School trips and visits

The Deputy Headteacher carries out the role of Educational Visits Coordinator. All trips and visits are carried out in accordance with the Educational Visits Policy, which includes Health and Safety considerations.

3.16 Work Experience Students attending the school

Work Experience students should understand the requirements of the Health and Safety Policy.

Staff allocated a student must ensure they can provide them with the required Health and Safety information. They are responsible for the well-being of the student allocated to them.

3.17 Lettings

This policy applies to lettings under the Lettings Policy. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Hirers must be made aware of fire escape routes and equipment on arrival. Means of access and egress must be safe and clear of hazards.

Hirers must report all incidents relating to unsafe premises or Debenham High School equipment to the Caretaker on duty, who will pass details to the Business Manager or Health and Safety Officer for investigation. Incidents related to the hirer's own organized activities are to be reported by them in line with their own procedures.

3.18 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 the Headteacher immediately. This applies to violence from pupils, visitors or other staff.

3.19 Smoking

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

3.20 Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues.

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

3.21 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

3.22 Stress and Wellbeing

We are committed to promoting high levels of health and wellbeing and take positive action to manage and minimise stress and wellbeing issues.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Arrangements are in place to provide staff with a free and confidential wellbeing service.

3.23 First Aid

The school has a nominated first aider who is responsible for coordinating the trained first aiders within the school. The nominated person will ensure that there are lists of first aiders at key locations throughout the building and that the equipment and supplies available are in date and appropriate.

First aid is never administered by anyone except first aid trained staff with valid certification.

3.24 Accident reporting

3.24.1 Accident record book

Any incident, accident or injury involving staff, pupils, visitors or contractors is to be reported and recorded in the School's Accident Report Book held in the First Aid Room.

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

Records held in the first aid and accident book will be retained by the school in line with the School's data retention guidelines and in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

3.24.2 Reporting to the Health and Safety Executive

The Health and Safety Officer 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).

Where required to do so, the Health and Safety Officer will report these, and near misses, to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. In the case of injuries the requirements vary as to whether it is a student, a contractor, a visitor or a member of staff, and whether it was a sporting injury due to normal rough and tumble of the sport, sporting injury due to faulty equipment or playing surface, or other type of injury. See the HSE's "Incident reporting in schools (accidents, diseases and dangerous

occurrences)" (found at <https://www.hse.gov.uk/pubns/edis1.pdf>) for more detailed information.

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

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

3.25 Risk Management and Assessment

Responsibility for identifying, assessing and controlling risks rests with the personnel in the area of work. Risk assessments should be carried out for all areas where a significant risk is identified.

A template is available to guide the assessor through the risk assessment process. Both the School Business Manager and Health and Safety Officer are available to help and advise. All risk assessments must be completed and signed by the department head and then authorised by the Headteacher. Specific departmental risk assessments should be kept in that department. Personnel and whole school risk assessments should be kept in the health and safety file or stored in the risk assessment folder electronically. On-going risk assessments should be reviewed periodically to ensure they are still appropriate and up to date.

3.26 Housekeeping

Tidiness and cleanliness are essential in the promotion of good health and safety. The following must be adhered to:

- All corridors and access ways to be kept clear of obstruction at all times
- Fire exits must be kept clear of obstruction at all times
- Store rooms must be kept tidy and items stacked safely with no shelves overloaded. Floors should be kept clear, clean and dry to avoid any risk of slip or trip hazards. Rubbish and litter is cleared daily.

3.27 Inspections and monitoring

Daily working routines and staff awareness and reporting are expected to identify general safety concerns and issues. Building issues should be reported to site@debenhamhigh.co.uk

The Business Manager and the Health and Safety Officer work together to ensure that the school maintains the procedures laid down in this policy. Routine and *ad hoc* inspections will take place to include checking the operation of fire exits; ensure risk assessments are up to date and in place; ensuring the safe storage of dangerous substances and gases etc. These checks will be recorded and kept in the Health and Safety File.

3.28 Training

All staff are provided with health and safety and fire safety training as part of their induction process and are required to refresh their training using Smartlog online training. The frequency of the refresher training is managed by the Health & Safety Officer and is dependent upon the nature of an individual's role.

Staff who work in high risk environments, such as the caretakers or those in science labs or with woodwork equipment, or those who work with pupils with special educational needs (SEN), are given additional health and safety training.

3.29 Links with other policies

This health and safety policy links to the following policies:

- Supporting pupils with medical conditions
- Accessibility plan
- One to One Working
- Educational Visits
- Lettings