Avonreach

Health and Safety Policy

Avonreach Academy Trust

This document sets out the regulations for member Academies and Central Team.

Responsibility	CEO
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1. Introduction

Health and Safety is the concern of everyone within the Avonreach Academy Trust.

The trust's Health and Safety Policy is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant UK Health and Safety legislation and codes of practice, which will be the minimum standard acceptable.

This policy states in broad terms the trust's commitment to managing health, safety, welfare, and wellbeing including, in general terms, how roles and responsibilities are delegated and recognises that health and safety is equally as important as our other objectives.

The Health and Safety Policy demonstrates the trust's duty of care to employees and others (students, parents, visitors, customers, contractors) by ensuring that activities and services are undertaken in such a way as to not put them at risk.

The main aim of this Health and Safety Policy is to prevent accidents, incidents, and cases of work-related illness; and to promote and implement safe systems of work, a safe working environment, a safe and healthy workforce. This enables the trust to achieve a positive safety culture by meeting the following Policy objectives:

- Compliance with all relevant Health and Safety Legislation
- Implement adequate measures to prevent, reduce, or protect against the health and safety risks arising from our activities
- Promoting the principles of effective risk management
- Provide information, instruction and training for employees, maintaining effective communication and consultation on all Health and Safety matters
- Securing co-operation and consultation between stakeholders
- Ensure safe estates and equipment and maintain safe and healthy working conditions
- Provide professional Health and Safety advice, guidance, and support
- Provide resources to ensure the successful management and implementation of Health, Safety, and Wellbeing

The trust will strive to achieve the highest standards of Health, Safety, and Welfare consistent with its responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting 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 (updated 2006), 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 (updated 2002), 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 require employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

This policy complies with the trust's funding agreement and articles of association.

3. Statement of Intent

The Trust Board recognises that under the Health and Safety at Work Act 1974, the management of Health and Safety regulations 1999, and all other related Acts, Orders and Regulation, that it has a duty to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of all persons affected by its activities.

The Trust Board has a responsibility to take all reasonably practicable steps to secure the Health and Safety of students, staff and others using trust's premises or participating in the trust sponsored activities.

The Trust aims to provide a safe and healthy working and learning environment for staff, students, and visitors. In pursuit of this, we seek to ensure, as far as is reasonably practicable:

- Estates uses the GEMS management tool and DFE latest guidance
- The provision and maintenance of safe workplaces and safe systems of work
- A clear definition of responsibilities of employees at all levels
- The provision of appropriate information, instruction, training, and supervision
- The provision of effective systems of communication on all Health and Safety matters
- Adequate opportunities for employee consultation on Health and Safety matters
- Co-operation with other organisations in respect of Health and Safety
- Develop safety awareness, by appropriate training, if necessary, amongst staff, students and others who help in school
- Formulate and implement effective procedures for use in the event of fire, lockdown and other emergencies
- Use the appropriate IT software for recording personal details (Arbor, CPOMS, Medical Tracker)
- Investigate accidents and take steps to prevent a re-occurrence (updating Risk Assessment)
- Keep details of this Policy under review and in line with changing Health and Safety practices and current legislation

The trust's Health and Safety is everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting, and reinforcing our Health and Safety commitments.

The effectiveness of this Policy will be monitored to ensure that the Health and Safety arrangements are being implemented and that the responsible people identified within the Policy are carrying out their duties correctly. The Policy will be reviewed annually and revised where necessary.

Signed by CEO:



Signed by Headteachers:



Dated:

4. Roles

4.1 Trust Board

- The board of trustees has ultimate responsibility for health and safety matters across the trust
- Provide a clear Health and Safety Policy that promotes the correct attitude towards health and safety in staff, visitors, and students
- Allocate responsibilities for health, safety and welfare to specific people ensuring that they have sufficient experience, knowledge and training to perform the tasks required of them
- Receive updates on health, safety and risk management issues, significant failures, outcomes of investigations (e.g., accidents, near misses), statistics and other health and safety issues
- Review the trust Health and Safety Policy annually

4.2 The Chief Executive Officer (CEO)

The CEO holds the overall executive responsibility for health and safety. Such arrangements will be designed and implemented to ensure, as far as is reasonably practicable, the health and safety of all employees and that of the trusts' students, contractors, volunteers, and members of the public.

The CEO will:

- Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements
- Ensure that the necessary financial and other resources are provided to meet the trust's objectives for health, safety, and wellbeing
- Monitor the performance of senior leaders ensuring that they are meeting their health and safety responsibilities
- Consult and communicate with employees and their health and safety representatives as appropriate

4.3 Chief Finance and Operations Officer (CFOO)

The CFOO has overall responsibility for Health and Safety Leadership and Financial Management.

The CFOO will:

- Provide health and safety leadership through defined policies and procedures
- Ensure appropriate training and guidance is in place to enable compliance with health and safety policy and procedures
- Design and implement a matrix of formal health and safety training for all employees ensure that the financial infrastructure, systems, and resources are available to facilitate the health and safety objectives of the trust and it's schools
- Monitor the performance of the Estates Manager, ensuring that they meet their health and safety responsibilities
- Prepare a consolidated annual report for trustees on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution

4.4 Estates Manager

The Estates Manager has overall responsibility for building compliance.

The Estates Manager will:

- Liaise with relevant consultants on matters of health and safety, ensuring appropriate inspections, risk assessments, audits, and policy and procedure updates
- Identify appropriate Estates health and safety training to ensure that staff are competent to fulfil their respective role
- Advise and provide support for Headteachers in discharging their Estates Health and Safety responsibilities
- Advise the Senior Executive Team of new developments in health and safety legislation and approved Codes of Practice (ACoPs) and make proposals to ensure legal compliance
- Co-ordinate workplace monitoring inspections and maintain appropriate records, reporting monthly to the SET
- Co-ordinate records using CIVICA of external inspections and audits of schools and ensure that remedial actions identified are addressed without delay
- Ensure the estates team undertake their duties safely and in line with appropriate procedures and fulfil their specific health and safety responsibilities
- Ensure contractors are compliant with health and safety legislation, appropriate checks have taken place and are recorded in Single Central Record
- Ensure the activities of contractors are monitored and controlled whilst on site
- Implement any requirements arising from compliance checks and recorde within CIVICA system.

4.5 Headteachers

In their capacity as the key person responsible for Health and Safety within their school, the Headteacher will manage the effective implementation of this Policy.

The Headteacher will:

- Adopt and implement the trust's Health and Safety Policy and procedures by producing a site specific policy to reflect the guidance of the trust's policy.
- Communicate the trust's site specific policy and procedures to all relevant persons.
- Ensure all staff, students, visitors, and contractors comply with relevant health and safety legislation
- Ensure detailed Business Continuity and Critical Incident policies and procedures are in place, tested, and communicated as appropriate
- Ensure adequate resources are available for health and safety within their school
- Develop, implement and review of systems designed to promote health and safety, i.e. Entry Sign
- Ensure appropriate consultation arrangements are in place for staff and their representatives
- Ensure all new staff complete appropriate training in school specific aspects of health and safety at induction
- Ensure all staff undertake designated training and a full and complete record is maintained

- Ensure risk assessments are undertaken and reviewed on a regular basis
- Oversee the machinery and equipment inspections within the school to ensure their safe use
- Retain records for all relevant health and safety checks and training
- Monitor the activities of contractors whilst on site
- Implement requirements arising from compliance checks
- Collate accident and incident information and carry out accident and incident investigations and report to Academy Standards Committee at each meeting
- Risk assess educational activities and ensure curriculum delivery is regularly reviewed and updated by the appropriate member of staff e.g. curriculum leader, trip leader, class teacher or technician, to mitigate associated risks as far as practicable
- Record all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health (Medical Tracker), report, appropriately, investigate, and act upon according to Policy and legal requirements (RIDDOR)

4.6 All Employees

The Health and Safety at Work Act 1974 makes clear that every employee should take reasonable care for the health and safety of themselves and others through their actions and inactions.

All employees have a legal obligation to follow the requirements of their employer in undertaking appropriate health and safety training and must not interfere with or misuse anything provided by their employer for their health and safety or welfare.

Failure to comply with health and safety policy and procedures or complete mandated training may result in disciplinary action.

Apart from any specific responsibilities which may have been delegated to them, all employees must in the course of their employment, read the Health and Safety Policy and:

- Act with due care for the health, safety and wellbeing of themselves and others
- Act in accordance with the trust's health and safety policy, procedures and any updates brought to their attention
- Co-operate with managers on health and safety matters and undertake all mandated training
- Report all accidents and near misses in accordance with procedures and inform their line manager of all potential risks to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received, reporting any defects to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Inform their line manager of any issues they identify in the local health and safety arrangements
- Exercise good standards of housekeeping and cleanliness.

- Familiarise themselves with, and act in accordance with procedures in respect of fire safety, first aid and other emergencies
- Ensure that the health and safety implications of any purchase or work approved are considered prior to approval

4.7 Contractors and Partner Organisations

All contractors and partner organisations delivering services on trust property will be made aware of this policy, associated emergency procedures and will:

- Undertake works in line with agreements and documented procedures and cooperate with trust and school policies in all relevant matters
- Identify and control any risks arising from their activities and inform the Headteacher of any risk that may affect the staff, students, and visitors
- Follow all appropriate legislation and guidance associated with the tasks undertaken, for example specific risk assessments, method statements, liability insurances, specialist training certification
- Follow the schools safeguarding procedures and requirement for proof of DBS clearance as a precursor to site access

5. Responsibilities

5.1 Site Security

Estates Team and Headteachers are responsible for the security of their 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.

Estates Team and Headteachers are key holders and they and/or any nominated responsible person will respond to an emergency.

Headteachers are supported by the Estates Team in monitoring / inspecting condition of external boundaries and maintaining intruder and fire alarm systems.

Sites are supported by Entry Sign recording who and when came and left site each day.

Sites are supported by PHX security being the first point of call should intruder alarm be activated.

PHX security liaise with Estates Team or Headteacher in the event of an actual break in.

Headteachers manage the movement of vehicles during the times of mass student movement.

Smoking and/or vaping is not permitted anywhere on trust premises

5.2 Fire

All sites must maintain a local evacuation plan.

The Trust Board:

- Duty holder under the Fire Safety Order (FSO)

The CEO will:

- Ensure effective arrangements, competent advice and compliance

The CFOO will:

- Ensure effective Leadership in the training of all employees

The Trust Estates Manager, as responsible person will:

- Co-ordinate fire safety management
- Maintain fire risk assessments and supports with headteacher action plans for every school
- Ensure weekly, term time alarm testing and prior to the reopening of the school following a period of holiday closure.
- Maintain fire safety records

The Headteacher, as appointed person will:

- Manage day to day fire safety in the school, for example practicing emergency evacuation at least once a term, ensure emergency exits are kept clear, ensure assembly points and assembly point instructions are clearly identified by safety signs and notices (Estates team monitor and report on a monthly basis)
- Ensure staff receive appropriate training in line with the trust's health and safety training matrix and are updated on site specific changes when required

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them (competent staff have received training) and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the designated assembly points.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day and staff and visitors through Entry Sign
- The headteacher or nominated fire marshal will take a register of all staff
- Staff and pupils will remain outside the building until Headteacher or Fire Marshall or in the event of a real fire the emergency services say it is safe to re-enter
- Schools will have special arrangements in place for the evacuation of people with mobility needs (PEEPS) and fire risk assessments will also pay particular attention to those with disabilities.

5.3 COSHH

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

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

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

Staff must 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.

5.4 Gas Safety

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

5.5 Legionella

The trust maintains the separate Legionella Disease and Water Safety Policy which outlines it's detailed procedures:

The Trust Board:

- Has ultimate responsibility and ensures compliance with legionella risk

The CEO, statutory duty holder will:

- Ensure systems are in place for safe legionella management and is accountable for regulatory compliance and reporting

The CFOO will:

Ensure effective Leadership in the training of all employees

The Trust Estates Manager, as responsible person will:

- Develop and implement the policy
- Arrange appropriate external and internal compliance checks and oversees the maintenance of records
- Review and update risk assessment as necessary and in line with changes to the water system

The Headteacher, deputy responsible person will:

- Has responsibility of water hygiene in their school
- Ensure compliance with the Legionella Policy

5.6 Asbestos

Responsibilities:

All sites built before 1999 must maintain an Asbestos Management Plan.

The Trust Board:

- Has ultimate responsibility and ensures compliance with the control of Asbestos Regulations 2012

The CEO will:

- Ensure systems are in place for safe asbestos management
- Is accountable for regulatory compliance and reporting

The CFOO will:

- Ensure effective Leadership in the training of all employees

The Trust Estates Manager, as designated duty holder will:

- Oversee surveys, registers, management plans and contractor controls
- Maintain asbestos registers
- Control contractor access and ensure effective permits to work are in place

The Headteacher, as appointed person will:

- Has oversight of asbestos in their school
- Ensure compliance with the Asbestos Management Plan
- Ensure staff know the location of any asbestos in the school, understand the hazards and the actions to take if they have disturbed it
- Ensure staff undertake asbestos awareness training in line with the trust's health and safety training matrix
- Provide contractors with the Asbestos Management Plan and instruction that if they discover material which they suspect could be asbestos, ensuring they stop work immediately until the area is declared safe

6. 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, finance department ensures that it meets appropriate standards and checked before deployed for use
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

6.1 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 the headteacher or nominated responsible person immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

- Only Estates Team staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by Estates Team
- 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 (contractor)

6.2 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
- Annually safety inspections are carried out by a suitably qualified contractor and any remedial work carried out prior to the use of the equipment.
- Any concerns about the condition of the environment or other apparatus is reported to the headteacher or on Site Reporter for Estates Team to resolve.

6.3 Display Screen Equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to 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)

7. Lone Working

Lone working may include:

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

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

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

The lone worker will ensure that they are medically fit to work alone.

8. Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Ladders for working at height are stored securely to prevent unauthorised use
- Pupils are prohibited from using ladders
- Only staff with appropriate 'working at height' training should use 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 Estates Team and Contractors

9. Manual Handling

The procedures related to manual handling apply to activities where there is foreseeable risk of injury.

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 seek further assistance.

We will ensure that a risk assessment is undertaken to identify the nature of manual handling in the trust, and that those who may be involved in manual handling activities are required to read it. We will ensure that proper mechanical aids and lifting equipment are available in the schools, and that staff are trained in how to use them safely.

Staff and 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

10. Infection Prevention and Control

The trust follows national guidance published by the UK Health Security Agency when responding to infection control issues. Staff and pupils are encouraged to follow good hygiene practice, outlined below, where applicable:

10.1 Handwashing

- Wash hands with liquid soup and warm water, and dry with paper towels or hand drier
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

10.2 Coughing and sneezing

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

10.3 Personal protective equipment

- Appropriate PPE is provided where required
- Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons should be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Goggles should be worn if there is a risk of splashing to the face
- Correct PPE should be worn when handling chemicals

10.4 Cleaning of the environment

- The environment, including toys and equipment, should be cleaned frequently and thoroughly.

10.5 Cleaning of blood and body fluid spillages

- All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned immediately.
- Spillages should be cleaned using a product that combines both a detergent and a disinfectant and used following manufacturer's instructions.
- Mops should not be used for cleaning up blood and body fluid spillages, disposable paper towels should be used and discarded as clinical waste.
- Where available, spillage kits should be used for blood spills.

10.6 Laundry

- Wash laundry in a dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

10.7 Clinical waste

- Clinical waste must be disposed of in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins
- A registered clinical waste contractor must be used for disposal

10.8 Animals

- Hands must be washed before and after handling any animals
- Animals' living quarters must be kept clean and away from human food preparation, storage and service areas
- Animal waste must be disposed of frequently, and litter boxes kept away from pupils
- Pupils must be supervised when playing with animals

- Veterinary advice must be sought on animal welfare and animal health issues
- The suitability of the animal as a pet in school must be ascertained prior to allowing access to pupils

10.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought.

10.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency. Guidance on exclusion periods can be found here:

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources

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

10.11 Preventing and controlling infections in EYFS

In addition to general cleaning guidance:

- Ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned
- Store toys in a clean container
- Not let children take toys into toilet areas
- Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place

Where nappies are used:

- Have a designated changing area away from the play facilities, and any area where food or drink is prepared or consumed
- Staff take the appropriate measures to wash and dry their hands after every nappy change
- Wrap soiled nappies in a plastic bag before disposing in the general waste
- Clean children with a disposable wipe, and not share nappy creams and lotions between children
- Clean changing mats with soapy water or a detergent wipe after each use and at the end of the day

Where potties are used:

- Have a designated sink for cleaning these (which is not a hand wash basin) and wash them in hot soapy water and dry
- Wear disposable gloves to flush contents down the toilet
- Store potties upside down and not inside each other
- Wash hands using soap and warm water and dry after removing disposable gloves

11. Accident reporting

11.1 Accident Record (Medical Tracker)

- All accidents must be recorded in line with local arrangements, 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 should be provided when reporting an accident
- Injuries should be recorded via using Medical Tracker
- Records of accidents and near misses must be retained by schools for a minimum of 3 years and then securely disposed of

11.2 Reporting to the Health and Safety Executive

The Headteacher or nominated responsible person of each school must keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The headteacher or nominated responsible person of each school will immediately report these to the CFOO and agree who will report to the Health and Safety Executive within 10 days of the incident. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries:
    - 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) which
        - covers more than 10% of the body
        - causes significant damage to the eyes, respiratory system or other vital organs
    - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the CFOO will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome

- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer

Any disease attributed to an occupational exposure to a biological agent

- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

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

11.3 Notifying parents

The headteacher or nominated responsible person of each school will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

11.4 Reporting to the trust, Ofsted and child protection agencies

The headteacher of each school will notify the Senior Executive Leadership Team and Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The headteacher of each school will also notify Worcestershire Children First of any serious accident or injury to, or the death of, a pupil while in the school's care.

11.5 Reporting to Ofsted

The [job title of relevant staff member] will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care, and any incident of food poisoning affecting 2 or more pupils while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

12 Risk Assessments

The trust requires that all RA's are undertaken for all activities which present a significant foreseeable hazard.

All staff must input and when necessary reflect changes to RA when an incident or a near miss proves that the measures to reduce the risk could be improved and ensures the latest version is communicated to all staff and visitors it would benefit.

13. Safeguarding

The trust maintains the separate Safeguarding Policy which outlines it's detailed procedures.

All staff update CPOMS when reporting an item of concern.

14. Educational Visits

The trust maintains the separate Educational Visits Policy which outlines it's detailed procedures and Emergency Procedures.

15. Training

Health and safety training will be provided as part of their induction process.

IT platform (Possibly CIVICA) to be used moving forward will be decided upon later in 2026.

Staff who work in high-risk environments, such as in science labs or technology rooms, or work with pupils with special educational needs and disabilities (SEND), are given additional health and safety training, as appropriate.

16. New and Expectant Mothers

Risk assessments will be carried out whenever any employee 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

17. 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.

18. Occupational Stress

The trust is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors. Further guidance is available in the Wellbeing Policy and Stress Risk Assessment and Action Plan. In addition, support for staff is provided through the trust's employee assistance programme.

19. Lettings

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

20. Monitoring

Each site has an Estates monthly monitoring and reporting process and an annual (June) formal headteacher/governor inspection raising points for improvement. Staff raise points via emailing site when problems occur, this creates a site ticket within CIVICA and these are resolved at their earliest opportunity and all is recorded for audit purposes.

The CEO has site of all these reports for confidence all is being managed and maintained.

This policy will be reviewed and approved by the Trust Board annually (May) and issued in time for each site to update own in time for the start of the school year (September).