

The Diocese of Sheffield Academies Trust

HEALTH & SAFETY POLICY 2023-24



THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST

Approved by: Trust Board

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Next review due by: October 2024

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1. Aims

Our school aims to:

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

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

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

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

3. Roles and responsibilities

3.1 The governing board

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

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

The academy trust (DSAT), 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

3.2 Executive Headteacher / Headteacher

The Executive Headteacher / 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 board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Executive Headteacher's / Headteacher's absence, the Head of School / Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the Head of School.

3.4 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

3.5 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.

3.6 Contractors

Contractors will agree health and safety practices with the Headteacher or delegated person before starting work. Appointed contractors will be on the approved contractor list. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. They must sign the asbestos register permit to work

4. Site security

The Site Manager / Caretaker is responsible for the security of the school site in and out of school hours. They are responsible for daily visual inspections of the site, recorded monthly monitoring of the site/buildings and for the intruder and fire alarm systems.

The Site Manager / Caretaker and head of School and where applicable Security Companies are key holders and will respond to an emergency.

5. Fire

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Fire risk assessment of the premises will be reviewed annually.
- Emergency evacuations are practised at least once a term.
- The fire alarm is a loud continuous buzzer or approved system
- Fire alarm testing will take place once a week.
- All fire related checks will be carried out and recorded at the required times as identified in the Fire Log Book.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will begin immediately
- Fire extinguishers may be used by staff only, 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 and pupils will congregate at the assigned assembly point(s).
- Form class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Office Manager will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. (PEEPs)

6. 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 Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

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

6.2 Legionella

- A Legionella Risk Assessment has been completed by an approved Water Hygiene Contractor. This will be carried out again when significant changes are made to the water/heating systems.
- The Site Manager / Caretaker is responsible for ensuring that the identified operational controls (temperature checks) are conducted and recorded in the school's water log book every month.
- The Site Manager / Caretaker will carry out and record end of each school holiday flushing of all outlets.
- The risks from legionella are mitigated by the following:
 - Monthly temperature checks,
 - heating of water.
 - Regular flushing of outlets

6.3 Asbestos

- Staff have received basic asbestos awareness training on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- An asbestos register and asbestos management plan are available on site
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. They will sign a permit to work before commencing any work confirming they have checked the asbestos register.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept of the location of asbestos that has been found on the school site in the asbestos register

7. Equipment

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- Equipment requiring legislative servicing / Statutory checks are carried out at the required times
- 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

7.1 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 Site Manager / Caretaker / Office Manager immediately and if necessary taken out of use until checks are made.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by the trained Site Manager / Caretaker including the annual recorded testing of all electrical equipment

- 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
- The fixed wire testing will be carried out by an approved contractor every 5 years and necessary remedial works will be authorised

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym / hall floor or other apparatus will be reported to the Site Manager / Caretaker / Office Manager.
- All fixed play equipment in the building and outside are checked annually by a certified contractor and remedial works carried out
- Any equipment requiring remedial works will not be used until the works are carried out

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. '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)

7.4 Specialist equipment

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

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager / Caretaker 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.

The school has a Lone Workers Policy

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.

In addition:

- The Site Manager / Caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using step 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

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

12. 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.

13. Violence at work

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

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

14. Smoking

Smoking is not permitted anywhere on the school premises / site even when the school is closed.

15. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

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

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

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

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

15.6 Laundry

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

15.7 Clinical waste

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

15.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.9 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 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.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1.

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

A risk assessment was carried out for COVID-19 and can be utilised/amended in the event of a future epidemic/pandemic. This is part of the Trust's Business Continuity and Disaster Recovery Plan.

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. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

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

18. Accident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school 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

18.2 Reporting to the Health and Safety Executive

The Head of School will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

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

Reportable injuries, diseases or dangerous occurrences include:

- Death

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

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

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

<http://www.hse.gov.uk/riddor/report.htm>

18.3 Notifying parents

The class teacher 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.

18.4 Reporting to Ofsted and child protection agencies

The Executive Headteacher/ Headteacher will notify the Trust's Business and Operations Executive 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 Executive Headteacher / Headteacher will also notify DSCP of any serious accident or injury to, or the death of, a pupil while in the school's care.

19. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in kitchens or boiler houses, or work with pupils with special educational needs (SEN), are given additional health and safety training.

20. Monitoring

This policy will be reviewed by the Executive Headteacher /Headteacher every year.

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

21. Links with other policies

This health and safety policy links to the following policies:

- Accessibility Plan
- Asbestos Management Plan
- Business Continuity and Disaster Recovery Plan
- Fire Safety Log Book and Fire Plan
- First Aid
- Lone Workers Policy
- Risk Assessments
- Supporting pupils with medical conditions

ACCIDENT REPORT

ALL SECTIONS OF THE FORM MUST BE COMPLETED.
FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED

1. Injured Person		Surname:				Title:						
Forename(s)					DoB:				Sex:	M		F
Home Address:					Post Code:							
Employee:		Member of Public:		Resident:		Pupil:		Other: <i>specify below</i>				
If Employee - Directorate:					Job Title:							
Service Area:					Payroll Number:							

2. Details of Accident		Date:				Time:					
Location of Accident: <small>(including building, street or room name or number where relevant)</small>											
Description of how accident happened (Note any equipment involved which could be a contributory factor). - <i>Please continue to a separate sheet if necessary.</i>											
Full description of injuries sustained (if any) <i>(eg. cut to right knee)</i>											
Action taken <i>(Has first aid been administered? Did the IP go to hospital and receive medical treatment?)</i>											

Name and status of any witnesses <i>(if pupils, please include their age)</i>	
Injured Persons Manager/Head Teacher <i>(or his/her representative)</i>	

3. RIDDOR REQUIREMENTS

(a) Has this accident resulted in any of the following:

(please mark as appropriate)

- Taken directly to hospital from the site of the accident and received medical treatment.
- Employee absence for more than 7 days

- Employee 'Specified Injury' (e.g. fracture/break, crush injuries, amputations, burns covering at least 10%)
- Fatality

(b) Work Related Covid 19 Cases

- Has an unintended incident at work led to someone's possible or actual exposure to coronavirus.
- Has a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work.
- Has a worker died as a result of occupational exposure to coronavirus.

**If yes to any of the above notify the Emergency & Safety section immediately on
01709 823878**

4. Investigation IF ALL INFORMATION IS NOT IMMEDIATELY AVAILABLE, THIS INFORMATION CAN BE SUBMITTED FOLLOWING SUBMISSION OF THE ACCIDENT FORM. DO NOT DELAY IN SUBMITTING THE FORM.

PLEASE ENSURE THIS SECTION IS COMPLETED by Manager, Supervisor, Dept. Head etc. without delay. Attempt to identify any factors which may have contributed to the accident and any action needed to prevent a repetition. Were there adequate safe working procedures and were they followed?

Things to consider:

- What caused the accident?
- Have the staff been trained on this particular work activity, if yes, provide proof.
- If the accident involved work equipment, was it safe to use, inspected, maintained and fit for purpose?
- Consider PPE, misuse, non-compliance with Council procedures?
- Include witness statements, photographs and any documentary evidence – where applicable.

Please attach the current risk assessments in place for this work activity

If no risk assessment is in place, give reasons why not?

Has any corrective action been taken as a result of this injury:

For example: machinery taken out of use, repaired, re-training, disciplinary, implementation of new policies, monitoring of this type of work activity, review of procedures or risk assessment. You must detail all corrective action that has taken place. It is strongly recommended that you record your corrective action appropriately.

Manager's Name (please print):			
Manager's Signature:		Date:	
Managers Contact Number:			
Managers e-mail address:			

E-mail this form immediately to: healthandsafety@rotherham.gov.uk

NEAR MISS REPORT

PLEASE COMPLETE ALL SECTIONS

What is a Near Miss?

- An unplanned event which could have caused an injury or ill health, or
- An incident that eventually may lead to an accident.

How do you respond?

If an employee observes a near miss:

- Immediately make the situation safe, if safe to do so. (e.g. Take any equipment out of use, place barriers/cones, or correct the unsafe behaviour.
- Report to a Manager or Supervisor.
- Complete the near miss report form.
- Managers should investigate and take action to prevent reoccurrence.

1. Details of Near Miss	Date:		Time:	
Location / Address:				
Department:				
Persons Involved:				

Description of how incident / near miss happened (Note any equipment/machinery involved which could be a contributory factor). - *Please continue on a separate sheet if necessary.*

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Likelihood of an Injury: <i>High/Med/Low</i>	
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Name and status of any witnesses:	
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Contact Details:	
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2. Investigation

PLEASE ENSURE THIS SECTION IS COMPLETED by Manager, Supervisor, Dept. Head etc. without delay. Attempt to identify any factors which may have contributed to the near miss and any action needed to prevent a repetition. Are safe working procedures in place and were they being followed?

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Please provide details on the following:			
Immediate cause:			
Root cause:			
Risk Control Measures required:			
Further Action:			
Have you got a risk assessment for this work activity:			
Date the risk assessment was last reviewed:			
If no risk assessment is in place, give reasons why not:			
Further Comments:			
Manager's Name (please print):			
Manager's Signature:		Date:	
Managers Contact Number:			
Managers e-mail address:			

E-mail this form immediately to:- healthandsafety@rotherham.gov.uk

Tel: 01709 823878 From Internal: 23878

Violence to Staff Report

**ALL SECTIONS OF THE FORM MUST BE COMPLETED.
FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED**

1. Person Involved		Surname:				Title:			
Forename(s)				DoB:				Sex: M <input type="checkbox"/> F <input type="checkbox"/>	
Home Address:				Post Code:					
Employee: <input type="checkbox"/>		Member of Public: <input type="checkbox"/>		Resident: <input type="checkbox"/>		Other: <i>Specify</i>			
If Employee: Directorate:				Job Title:					
Service Area				Payroll Number:					

2. Details of Incident		Date:				Time:			
Workplace Address:									
Address of incident if different from above:									
Incident Type: (mark all that apply)									
Physical assault <input type="checkbox"/>		Verbal abuse <input type="checkbox"/>		Threatening gestures <input type="checkbox"/>		Racial abuse <input type="checkbox"/>			
Sexual abuse/harassment <input type="checkbox"/>		Damage to personal/other property <input type="checkbox"/>		Struck by Missile <input type="checkbox"/>					

Description of how and where the incident took place (Note any equipment involved which could be a contributory factor). - *Please continue on a separate sheet if necessary.*

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Injuries sustained (if any):			
Action taken (First Aid, Hospital, etc):			
Name and status of any witness:			
Injured Persons Manager (or his/her representative):		Date:	

3. RIDDOR Has this incident resulted in any of the following:

(please mark as appropriate)

- Employee absence for more than 7 days,
- Employee fatality or "Major Injury",
- Non employee fatality or taken directly to hospital from the site of accident
- None of the above (No need to contact)

If yes to any of the above notify the Emergency & Safety section immediately on 01709 823720

4. Details of Assailant(s) – (If known)										
Name					Name					
Address					Address					
Age					Age					
Sex					Sex					
Category (please tick as appropriate)										
Pupil		Parent		Other		Pupil		Parent		Other

5. Details of Witness(es)											
Name					Name						
Address					Address						
Age					Age						
Sex					Sex						
Category (please tick as appropriate)											
Pupil	<input type="checkbox"/>	Parent	<input type="checkbox"/>	Other	<input type="checkbox"/>	Pupil	<input type="checkbox"/>	Parent	<input type="checkbox"/>	Other	<input type="checkbox"/>

Have you investigated this incident? (Yes/No)	<input type="checkbox"/>	Have the Police been informed? (Yes/No)	<input type="checkbox"/>
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6. Management Action – Attempt to identify any factors which may have contributed to the incident and any action needed to prevent a repetition.	
Could the assailant pose a risk to other council employees (Yes/No)	<input type="checkbox"/>

Please attach risk assessments for this work activity.			
Date the risk assessment was last reviewed?			
If no risk assessment is in place give reasons why not?			
Manager's Name (please print):			
Manager's Signature:		Date:	
Managers Contact Number:			
Managers e-mail address:			

E-mail this form immediately to:- healthandsafety@rotherham.gov.uk

Tel. 01709 823720

From Internal 2372

Pregnancy Risk Assessment

APPENDIX 4

RISK ASSESSMENT FOR:	Assessment by:	Date:	Review Date Due:
Week's pregnant (approx):	Baby Due (approx):	The proposed date for maternity leave is:	Any thoughts on return to work at this point:

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures	
				In Place	Adequate
<p>Effects of pregnancy that may occur <i>Morning sickness / nausea, Backache, Varicose veins, Haemorrhoids, Frequent visits To the toilet, Balance, Comfort, Increasing body size, Tiredness.</i></p> <p>Individuals past history: <i>History of miscarriage, high blood pressure hypertension</i></p>	<p>Pregnant worker</p> <p>Unborn child</p>	<p>Nausea / vomiting, Aches and pains, Bleeding, Restricted movement. Risk of stress, slips, trips and falls, tiredness. Miscarriage, Stress, medical complications.</p>	<p>GP / Midwife advice and treatment. Pregnant workers own knowledge, experience and training of employed duties.</p> <p>Facilities: Staff room.</p> <p>Adequate Resting facilities available</p> <p>Hygiene facilities: There are sufficient toilets and associated hygiene facilities available.</p> <p>Adequate onsite arrangements for nutrition and liquid refreshments.</p> <p>Can take comfort break as and when required – to inform TAs / SLT to cover until comes back.</p>		

<p>Client group: <i>Unpredictable / Challenging behaviour, Level of care needs</i></p>		<p>Physical / verbal assault, Communicable disease infection, Miscarriage, Stress, Vulnerability.</p>	<p>Contact with known or potentially violent clients should be prevented wherever possible for duration of pregnancy.</p>		
<p>Employed duties: Consider if the following are significant <i>Manual handling, Driving, Poor or Prolonged Working Postures, Lone working, Administration of medication.</i></p>		<p>Physical injury, Vulnerability, Poisoning causing foetal lesions i.e. injury or disease to foetus, Tiredness, Stress, Miscarriage.</p>	<p>No significant manual handling of loads to be undertaken for duration of pregnancy. Member of staff to request assistance / support available.</p> <p>Working Alone: Provide adequate training and access to communications, mobile phone, personal alarms etc. Ensure support is available.</p>		
<p>Environment: <i>Small / limited workspace, Exposure to excessive temperatures, lack of rest facilities. Exposure to hazardous substances, Body fluid spillages.</i></p>		<p>Slips, trips and falls, Miscarriage, Fainting, foetal lesions, inability to take adequate breaks / rest, Communicable disease infection</p>	<p>Adequate resting facilities available.</p> <p>Condition of premises regularly checked.</p> <p>Prompt maintenance of defects.</p> <p>Immediate cleaning up of spillages.</p> <p>Good housekeeping maintained.</p>		
<p>Exposure to Communicable Diseases: Hepatitis B, TB, HIV, Chickenpox etc. For a more comprehensive list refer to the Pregnant Workers and Nursing Mothers guidance in the County Safety Manual</p>		<p>Infection, foetal lesions, Miscarriage</p>	<p>Health Protection Agency guidance on infection control in schools followed.</p> <p>Good hygiene practice followed (universal infection control procedures)</p> <p>Pregnant staff in direct contact with someone with a potentially infectious rash (e.g. chicken pox, measles, rubella etc.) to seek advice from their GP / midwife.</p>		

<p>Coivid19 Risk of contracting the virus</p>		<p>NHS: 'There's no evidence that pregnant women are more likely to get seriously ill from coronavirus. But pregnant women have been included in the list of people at moderate risk (clinically vulnerable) as a precaution .This is because pregnant women can sometimes be more at risk from viruses like flu. It's not clear if this happens with coronavirus. But because it's a new virus, it's safer to include pregnant women in the moderate-risk group. It may be possible for you to pass coronavirus to your baby before they are born. But when this has happened, the babies have got better. There's no evidence coronavirus causes miscarriage or affects how your baby develops in pregnancy.'</p> <p>Royal College of Obstetricians and Gynaecologists (RCOG): 'All available evidence suggests that pregnant women are at no greater risk of becoming seriously unwell than other healthy adults if they develop coronavirus. The large majority of pregnant women experience only mild or moderate symptoms.'</p>	<p>Follow the main school risk assessment strictly including:</p> <ul style="list-style-type: none"> • Minimising contact between individuals and maintaining social distancing from children & staff wherever possible: 'ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others'. • Washing hands regularly for 20 seconds • Using face coverings when appropriate, on corridors & communal areas or when felt necessary. • Use a visor / guard where social distancing cannot be maintained. • Ensuring good respiratory hygiene for self & children by promoting the 'catch it, bin it, kill it' approach. • Ensuring that the enhanced cleaning routine is followed by teachers, TAs & cleaners to sanitise frequently touched surfaces. • Where necessary, wear appropriate personal protective equipment (PPE) & delegating tasks to other members of staff where necessary. • Bringing any issues regarding safety concerns to SLT immediately. • Sending any children with symptoms to the office • Informing your midwife of any health concerns. 		
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As Pregnancy is not a static condition and the nature and degree of risk will change as the pregnancy develops, risk assessment to be reviewed on a regular basis in agreement with the pregnant worker, or sooner if any significant change.

Pregnant worker should inform Line Manager of any changes in their condition that may be relevant to their pregnancy and their safety at work.

Signed: (Pregnant staff member) Date:

Signed: (Headteacher) Date:

APPENDIX 5. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.

Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.

E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).

Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

ASTON ALL SAINTS COFE PRIMARY SCHOOL

POLICY FOR HEALTH AND SAFETY

Reviewed: November 2022

For Review: November 2023

Children's Safeguarding

This policy forms part of the Children's Safeguarding and Child Protection policies and procedures.

Other relevant Health and Safety and Procedures

This Health and Safety Policy supports the delivery of the following policies and practices and should be cross referenced accordingly:

Staff Health & Safety (incl fire) Training Records – held in school office.

Staff Handbook – shared annually and during all inductions for staff and volunteers.

Fire Safety Log – including policies, annual checks and termly fire drills etc.

Asbestos Log (incl workers on site)

Caretakers Monthly Report to Head Teacher.

Bi - Monthly Premises Meeting with buildings manager, HT, Site supervisor and Office Manager.

Termly Written Report to Governors highlighting any H & S issues

Medicines Policy

Supporting Pupils with Medical Conditions Policy

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of **Aston Church of England Primary School**

Our statement of general policy is:

to make adequate arrangements for the health, safety and welfare of the staff and pupils;
to provide adequate control of the health and safety risks arising from our work activities;
to consult with our employees on matters affecting their health and safety;
to provide and maintain safe plant and equipment;
to ensure safe handling and use of substances;
to provide information, instruction, and supervision for employees;
to ensure all employees are competent to do their tasks, and to give them adequate training;
to prevent accidents and cases of work-related ill health;
to maintain safe and healthy working conditions; and
to review and revise this policy as necessary at regular intervals.

Date: November 2022

Review date: November 2023

RESPONSIBILITIES

Overall and final responsibility for health and safety is that of

**Aston All Saints C of E Primary School Governing
Body**

Executive Head of School

Day to day responsibility for ensuring this policy is put into practice is delegated to

<p>Head of School</p>

If the Head Teacher is not always there, or does not have time to manage on a day to day basis, you can delegate this role to someone else, e.g. Assistant Head Teacher, Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

<u>Name</u>	<u>Responsibility</u>
<p>Office Staff Safety Requirements approaches</p>	<p>To inform of any Health & Safety Requirements in the main building and its approaches</p>
<u>Name</u>	<u>Responsibility</u>
<p>Foundation Staff</p>	<p>To inform of any Health & Safety Requirements in the Foundation Stage Unit and its approaches</p>

Delegate functions to people within your organisation either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions (if they have one).

Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.

You may wish to insert a diagram or chart showing your management structure/arrangements.

<u>Name</u>	<u>Responsibility</u>
The Classroom Teachers approaches	To inform of any Health & Safety Requirements in the main building and its approaches
Catering Staff	To inform of any Health & Safety Requirements in the Kitchen and its approaches

**All employees have to:
co-operate with supervisors and managers on health and safety matters;**

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.

not interfere with anything provided to safeguard their health and safety;

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

**take reasonable care of their own health and safety;
and**

report all health and safety concerns to an appropriate person (as detailed in this policy statement).

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by

Note

**Site Supervisor
Executive Headteacher
Head of School
Office Manager**

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

The findings of the risk assessments will be reported to

You will find some examples of key areas that you should consider, at the end of this guidance.

Head of School

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

Action required to remove/control risks will be approved by

Head of School

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

Head of School

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

Will be responsible for ensuring the action required is implemented.

You can find more guidance in HSE's free leaflets Five steps to risk assessment INDG163 (rev1) 1998 and A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996.

Head of School

will check that the implemented actions have removed/reduced the risks

Assessments will be reviewed every

12 months

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are

Note

**All Teachers, TAs and Administration
Head of School**

You must consult your employees.

**Kitchen Staff and SMSA's
Head of School**

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

**Cleaning & Caretaking Staff
Site Manager**

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

Consultation with employees is provided by

You may to use your works committee or another meeting as a forum for consultation.

**Annually through staff handbook review and all updates
through weekly staff meeting minutes.**

If you have a health and safety committee, you could list what it does, who is on it and how often it meets

Key Stage staff meetings

Direct approach to Head of School as and when an issue may arise

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

Caretaker

Note

Will be responsible for identifying all equipment/plant needing maintenance.

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

Caretaker

will be responsible for ensuring effective maintenance

It may be worthwhile using a logbook to record the maintenance checks.

procedures are drawn up.

Head of School

Will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to

Caretaker, or Head of School

When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it.

Caretaker

You can find more guidance in HSE's publication Buying new machinery INDG271 1998

Will check that new plant and equipment meets health and safety standards before it is purchased

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

Caretaker

Note

will be responsible for identifying all substances which need a COSHH assessment.

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH)

Caretaker

assessments.

Will be responsible for undertaking COSHH assessments.

You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

Caretaker

Your assessment should identify any health risks. If there is a risk you should take steps to remove or control the risk.

Will be responsible for ensuring that all actions identified in the assessments are implemented.

You can find more guidance in HSE's COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free);

Caretaker

COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 0 7176 2421 8 and the General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.

Will be responsible for ensuring that all relevant employees are informed about COSHH assessments.

Caretaker

Will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every

12 months

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed in

The Staff Room

Note

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

You are required to have access to competent advice, either in house or, if not available, external.

Health and safety advice is available from

The Local Authority Health & Safety Dept

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

Supervision of young workers/trainees will be arranged/undertaken/monitored by

**Arranged : Head of School
Undertaken by: A competent member of staff
Monitored by: Head of School**

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity.

Head of School

If your employees go to work for another employer on your behalf you will need to check that they are given relevant health and safety information for that location by that employer/company.

is responsible for ensuring that our employees working at

locations under the control of other employers, are given relevant health and safety information.

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Responsibility for induction training will be provided for all employees by

Note

Head of School

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

Job specific training will be provided by

Head of School

Caretaker

The relevant Local Authority Health & Safety Course

Employees will need job-specific training, which includes the health and safety aspects of the job.

You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

Specific jobs requiring special training are

Cleaning, including mopping

Some jobs will require additional special training (e.g. manual handling, driving etc.)

Food handling, preparation & cooking

Caretaker trained , *PAT testing, Legionella and Asbestos, working at heights.*

PAT testing

Legionella Water Testing

Asbestos: checking condition

Training records are kept at/by

Office Manager

You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.
Training Records held on sharepoint.

Training will be identified, arranged and monitored by

Head of School

You should monitor the training records, so that refresher training is given when necessary.

ARRANGEMENTS

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for employees doing the following jobs

Working with asbestos

Note
Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals).

Health surveillance will be arranged by

n/a at present

This will identify any health problems early on so that action can be taken before an employee's condition worsens.

Your COSHH assessments should identify all areas and the type of health surveillance needed.

Health surveillance records will be kept by/at

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records as these are confidential.

n/a at present

The first aid box(es) are kept at

Providing immediate first aid can prevent minor injuries becoming major ones.

Accessible toilet
FS 2 classroom
kitchen

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE's free leaflets First aid at work – your questions answered INDG214 1997 **and** Basic advice on first aid at work INDG215 (rev) 1997.

The appointed person(s)/first aider(s) is/are

Sara Melia

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

You must report accidents to the Health & Safety Section of RMBC. Follow the procedures outlined in your accident book.

In the Office

Miss Bagshaw, Office Manager ensures that all forms are completed and submitted to Health and Safety Section and DSAT

The following person is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section.

Head of School

ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will

Report any H&S issues to do with the building and equipment promptly.

Follow agreed procedures when working in potentially dangerous situations such as height.

Have regular H&S checks of the building and resources.

Do spot checks on practice and working conditions

Review safety systems and procedures following after accidents and near misses

Check on staff absence for patterns of illness and ailments

Head of School

Note

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety.

This is reported to Wendy Lloyd, building manager LA, for advice.

You can do this both actively and reactively, i.e. before and after something goes wrong.

Actively - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, etc.

Trade union safety reps have the right to carry out inspections and investigate accidents.

Reactively – you can investigate any accidents or sickness absences that occur.

Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop it happening again.

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a

is responsible for investigating work-related causes of sickness absences

problem with their jobs causing ill health.

Head of School

When you find out what went wrong – put it right.

is responsible for acting on investigation findings to prevent a recurrence

Helen Hall

is responsible for investigating accidents.

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

DSAT Buildings Manager in conjunction with the School Governing Body.

Note

This has been undertaken.

Is responsible for ensuring the fire risk assessment is undertaken and implemented.

You must carry out fire risk assessments, in the same way as you do for health and safety risk assessments.

Escape routes are checked by/every

Caretaker - weekly

For escape routes, extinguishers and alarms, you should state who checks, how often and also where they are based.

Fire extinguishers are maintained and checked by/every

Fire Guard annually

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

Alarms are tested by/every

Caretaker: bell check weekly

The outcome of this is logged in the Fire Log Book. – held in the premises cupboard in main reception.

Emergency evacuation will be tested every Term

The Security Co-ordinator is (key holders)

Head of School

RMBC runs a number of courses for Security and Deputy Security Co-coordinators. For further details contact Dean Fenton on 01709 822536.

The Deputy Security Co-ordinator is

Caretaker – Site Supervisor

SOME KEY AREAS OF RISK

Asbestos

Chemicals

Confined Spaces

Display Screen Equipment (VDUs)

Electricity

Excavation

Falling objects/collapsing structures

Stress

Substances hazardous to health (including dust, fume, etc.)

Temperatures

Transport

Vibration

Violence to staff

Work equipment

Fire and Explosion
Machinery (including guarding)
Manual Handling
Noise
Pressure Systems
Radiation
Slips, trips and falls

Work-related upper limb disorders
Working alone
Working at heights
Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

FURTHER GUIDANCE

The following guidance booklets are available from the contact below:

Five Steps to Risk Assessment
A guide to Risk Assessment requirements
Buying new machinery
COSHH
First Aid at Work
Consulting employees on health and safety

FURTHER INFORMATION

Further advice on completing this health and safety policy document is available from:

Dean Fenton
Principal Officer – School Organisation & Risk Management
Rotherham Metropolitan Borough Council
Children and Young People's Services
Riverside House, Main Street,
Rotherham S60 1AE

Telephone: 01709 254821

Email: dean.fenton@rotherham.gov.uk