



An Daras Multi Academy Trust

Health and Safety Policy

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

Status: Approved	
Recommended	
Statutory	Yes
Version	v1.1
Reviewed	11th February 2026
Next Review	February 2027
Advisory Committee	ADMAT LSS Committee
Linked Documents and Policies	Assess Net Reporting System ADMAT Lettings Policy ADMAT Asbestos Management Policy ADMAT Fire Prevention and Precautions Policy ADMAT Security Policy ADMAT Volunteer Policy ADMAT On-Line Safety Policy ADMAT Lettings Policy ADMAT Legionella Policy ADMAT Child Protection and Safeguarding Policy ADMAT Scheme of Delegation ADMAT Transporting Pupils in Private Cars Policy

ADMAT – An Daras Multi Academy Trust

AfPE – Association for Physical Education

ASE – Association for Science Education

COSHH – Control of Substances Hazardous to Health

DSE – Display Screen Equipment

H&S – Health and safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in academies.)

NAAIDT – National Association of Advisers in Design & Technology

MAT – Multi Academy Trust

Statement of Intent

For Members of the An Daras Multi Academy Trust

1. The An Daras Multi Academy Trust (ADMAT) recognises its legal and moral responsibilities to persons who may be adversely affected by the activities of academies within the trust.
2. ADMAT is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of any of its schools.
3. ADMAT will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. All foreseeable risks associated with the any member school's activities will be identified and removed or controlled through a process of risk assessment, method statements and management.
5. All employees will be given such information, instruction, training and supervision as may be necessary to enable the safe performance of their duties.
6. The individual schools within ADMAT will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.

Signed: 
Chair of Directors

Signed: 
CEO

OR

Signed: Date: 11 February 2026
Trust Board lead for Health & Safety – Mr S Tavener

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

Roles and responsibilities

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare within each member academy. The individuals and groups identified below are expected to have read and understood all the policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

Directors

(Directors are the employers in An Daras Multi Academy Trust)

The Academy Directors will ensure that:

- The CEO and/or Trust Operations Officer produces a Trust H&S policy for approval by the Resources, Staffing and Safeguarding Committee of the Directors of An Daras MAT and that this policy is regularly reviewed
- Risk assessments of work activities are undertaken, and a written record of the assessments kept
- Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc
- Regular safety inspections are undertaken
- A positive H&S culture is established and maintained

Learning, Standards and Safeguarding Committee

The LSS Committee are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare within each member academy. The LSS will receive regular reports to enable them, in collaboration with the Head Teacher/Head of School, to prioritise resources for health, safety and welfare issues.

The LSS have appointed a Safety Director to receive information, monitor the implementation policies, procedures and decisions and feedback to the schools, their leaders and LGAB on health, safety and welfare issues.

This Safety Director will be responsible for ensuring that the Directors of ADMAT are regularly briefed on health, safety and welfare issues.

Executive Headteacher/Headteacher/Head of School

The above have responsibility for:

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy
- Ensuring that regular health safety and welfare inspections are carried out
- Ensuring that the H&S Officer submits health safety and welfare reports to Central Office
- Ensuring that action is taken on health safety and welfare issues
- Passing on information received on health safety and welfare matters to appropriate people
- Carrying out accident investigations
- Facilitating employee training needs
- Liaising with the Trust H&S Lead on policy issues and any problems in implementing the Safety Policy
- Co-operating with and providing necessary facilities for trades union safety representatives

- Providing necessary facilities for all employees to be consulted on health safety and welfare matters
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so
- Monitoring contractors to ensure that the Health and Safety Policy is complied with
- Take action where any contractor is found to be working in a manner which is considered to be unsafe
- In the Headteacher's absence the above responsibilities will be delegated to the HoS/Assistant HoS.

Trust H&S Lead

(This is the person delegated with specific responsibilities by the CEO in respect of the management of H&S.)

- Receive all H&S information sent to the academies and disseminate the information to staff/directors as necessary
- Advise the CEO/Executive Head Teacher's/Head Teachers and directors on action required to comply with relevant H&S legislation
- In consultation with CEO/Executive Head teacher/directors, set timescales/ensure work is carried out to meet the requirements of H&S legislation
- Arrange the termly safety inspection work at individual schools/sites.

All employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular employees have a responsibility for

- Checking that classrooms/work areas are safe
- Checking equipment is safe before use
- Ensuring safe procedures are followed
- Ensuring protective equipment is used when needed
- Participating in inspections if appropriate
- Bringing problems to the relevant manager's attention
- Report any accident, near miss, dangerous occurrence or case of ill health arising out of work & cooperate with any investigation such accidents or incidents

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Competency

All appointed employees are competent to perform the tasks they are given following completion of training, checks on certificates etc. Specifically, with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of pupils.

For each job/role basic competency requirements are included in the job description but for health and safety there is additionally a competencies list for each role which identifies what H&S competencies are required. Staff appointed to the roles will be assessed against this list and where competency requirements are not met how the person will be made competent will be identified, e.g. work shadowing, reading up of technical manual, completion of training.

Students/volunteers

Have the same duties as those indicated for employees. See ADMAT Volunteer Policy.

- Risk assessment is required:
 - for any young person under the age of 18 to be approved by their guardian before work commences.
 - Sufficient supervision of young workers and volunteers must be in place.

Pupils

(Although pupils are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behaviour.)

Pupils are expected to:

- Comply with school rules relating to general behaviour;
- Take note of and comply with information provided for safety with regards activities undertaken
- In cases of emergency to remain quiet, listen and obey instructions given by staff
- Not to misuse anything provided for H&S reasons

Contractors

Contractors will agree health and safety practices before starting work

Service contractors

Service contractors have regular access to site, by prior arrangement unless in an emergency situation. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. Where relevant a service contract specifies the work is expected of them and what they can expect from the MAT. Their personnel will follow their own safe systems of work, but their working methods do consider how they will impact upon staff, pupils and other visitors on site. The MAT has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements.

Building contractors

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards

Hazards associated with building work relate to personal injury or damage to health caused by:

- slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges
- being hit by falling objects dropped by persons working above head height
- inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- coming into contact with machinery or vehicles

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

Minor & small scale works

This will include day-to-day maintenance work and all work undertaken on site where a pre-site meeting has not taken place.

a) All contractors **must** report to the school office on their arrival and under no circumstances are they to commence work until given approval to do so by the Executive Headteacher/Headteacher/HoS/AHoS/MAT Operations Officer/Trust Caretaker/Trust Premises Manager

b) Before any work is commenced, it is essential that the Executive Headteacher/Headteacher/HoS/AHoS/MAT Operations Officer/Trust Caretaker/Trust Premises Manager is made aware of:

- what work is to be undertaken
- where the work is to be carried out
- an indication of the likely timescale

- what equipment is to be used
- what services are required

c) Before work is to commence, the contractors must be advised by the Executive Headteacher/Headteacher/HoS/AHoS/MAT Operations Officer/Trust Caretaker/Trust Premises Manager

- where they can gain access to services
- what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the muster point
- any particular problems with the work, e.g. access may still be required to the area.

d) The contractors must be issued with a visitor pass and advised that it must be worn at all times whilst on site. The contractors must be advised who to contact on site if they have a problem.

Major & large scale works

This encompasses all work where a pre-site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the MAT/school must exercise the duties of the client as contained therein.

For all large scale works a pre-meeting will take place and the Executive Headteacher/Headteacher/HoS/AHoS/MAT Operations Officer/Trust Caretaker/Trust Premises Manager will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

Safety

Online safety

The MAT has a separate policy for online/acceptable use & safety and a copy of this policy can be found on the individual school and MAT website. The policy indicates there is a whole trust approach to online safety and details the ways IT facilities can and cannot be used.

Safeguarding

The Trust has a separate policies for Safeguarding, including Child Protection & a Designated Safeguarding Lead has been appointed within each school alongside a Trust Safeguarding Manager. All employees must be aware of the policy, a copy of which is kept on Trusts and school websites. Employees must undertake training & be aware of the leaflet 'Safeguarding Guidance for Staff Working with Children and Young People' and the latest version of "Keeping Children Safe in Education".

See separate policies for further information on Safeguarding.

Security

The Trust have a separate security policy.

Site security

Executive Headteachers/Headteachers/Heads of School/Site staff are responsible for the security of the school site in and out of school hours.

Site staff/cleaners are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Executive Headteachers/Headteachers/Heads of School/Site staff are key holders and will respond to an emergency.

Evacuation & Invacuation

The schools will follow their own procedures outlined in their Emergency Evacuation/Invacuation policies/procedures for such events.

All staff fully understand and effectively implement the school's Critical Incident Procedure.

Staff are trained in handling bomb threats and have easy access to instructions of the procedure.

Fire

The Trust and schools have separate policies for Fire Safety.

The persons responsible for organising the Trust & school's fire precautions are the Executive Headteacher/Headteacher/HoS/AHoS/MAT Operations Officer/Trust Caretaker/Trust Premises Manager

Senior Leaders will deputise when the Fire Officers (Headteacher and/or H&S Officer) are not present.

The Executive Headteacher/Headteacher/HoS is responsible for:-

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting to the Executive Headteacher/Headteacher/Trust H&S Lead on issues of significance.

Employees

All employees are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are also responsible for ensuring that they

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.
- Annually all staff receive a Fire Awareness document

Fire Wardens

Fire Wardens have completed face to face/online training in fire prevention, the principals of fire safety, safe use of firefighting equipment and effective evacuation procedures.

Periodically Fire Wardens will carry out inspections of their area of the school to identify fire hazards and any other fire safety related issues. These inspections will be reported to the Headteacher and/or H&S Officer or senior member of staff for action.

In the event of a fire, Fire Wardens will assist in the evacuation of the premises by

- Checking that their assigned areas have been evacuated(if it is safe to do so)
- Supervising and directing pupils and staff to areas of safety.

Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate positions around the site.

In accordance with the Regulatory Reform (Fire Safety) Order a number of staff have been given training in the use of firefighting equipment.

See separate policies for further information

First Aid

Assessment of Needs

The first aid needs assessment is carried out at every Trust site. The outcome determines the number of trained staff required. The following courses will be undertaken as relevant:

Emergency First Aid at Work – 1 day

First Aid at Work – 3 days

Emergency Paediatric First Aid – 1 day

First Aid Coordinator

The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in the school/site
- A sufficient number of personnel are trained in first aid procedures
- First Aid qualifications are, and remain, current

The First Aid Coordinator will also regularly check first aid logs for indications of recurrent or frequently reported types of injury. If any trends are noted the First Aid Coordinator will notify the Executive headteacher/Headteacher/HoS

First Aiders

Qualified personnel listed onsite will provide, as appropriate, first aid throughout the school/working day including:

- Trips and visits
- Extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents' evenings, school organised fund raising events etc.)

First aid cover is not provided for

- Events organised by third parties

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Accidents section).

Treatment of injuries

The school will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations the first aider will call (or instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline on 111

And, in the case of pupil injuries, with the parent/carer.

Suspected head, neck and spinal injuries to pupils

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/carer is contacted and informed of the injury.

The attending first aider, in consultation with the parent/carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/carer.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

Other significant injuries

Any other serious injury will be notified to the parents/carers by the quickest means possible. In addition to the procedures above the school will notify parents/guardians of any other significant injury by way of

- Follow-up form
- A further phone call if applicable

Records of notification by telephone to parent/carers will be kept in the accident record.

Escorting pupils to hospital

When it is necessary for a pupil to be taken to hospital they will be accompanied by a member of staff – unless the pupil's parent/carer is in attendance.

The member of staff will stay with the pupil until a parent/carer arrives and responsibility is transferred.

Communication with Parents/Carers

Each accident/injury is assessed on a case-by-case basis regarding contact with a parent/carer. With regards to illness or reoccurring complaints by a child, first aiders will liaise with teachers and/or the SENDCO as well as calling home on an advisory basis.

Each school has its own First Aid Policy with site specific information & arrangements.

Mental Health

Pupils

See the Policy Mental Health & Emotional Wellbeing

Employees

Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. The Trust will endeavour to ensure a pleasant working environment and that employees are as free from stress as possible.

We will:

- work to identify workplace stressors and take reasonably practicable measures to control the risks from stress
- where stress has been identified, managers use the Trust risk assessment to provide individualised stress management to employees
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors

- provide training for managers and in good management practices.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the Trust's grievance procedure.

Control of Substances Hazardous to Health (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 nominated member of staff at each site 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.

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 they have adequate ventilation

Legionella

- A water risk assessment has been completed by the contractor appointed by the Trust for water safety. Executive Headteacher/Headteacher/Head of School is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed as advised by the approved contractor and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: monthly temperature checks, heating of water, disinfection of showers, etc.

See separate Legionella Policy for full information

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that 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

See separate Asbestos Policy for full information

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure 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.

Risk Assessments

Risk Assessment

The school will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

Risk Assessment Process

The school will carry out risk assessments using the online risk assessment system.

The Executive Headteacher/Headteacher/HoS is responsible for managing the risk assessment process and producing relevant reports as required.

Staff Responsibilities

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities. Dynamic risk assessments are acceptable for everyday activities that are considered low risk.

Senior Leaders are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

Safe Working Procedures

The Trust holds a Safe Working Procedures document which is provided to every employee when they join the Trust.

Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Trust Premises Manager/Trust Caretaker/Executive Headteacher/Headteacher/Head of School immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator 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

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 floor or other apparatus will be reported to the Trust Premises Manager/Trust Caretaker/Executive Headteacher/Headteacher/Head of School

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)

Work stations

The school will conduct a risk assessment of the workstations where staff and pupils use DSE as part of their normal, continuous work. This assessment will aim to minimise any identified risks in the following areas:

- Equipment – e.g. keyboard, mouse, display screen
- Furniture
- Environment
- [New] Work conditions
- The task being completed using DSE
- Any special requirements of the user

A workstation risk assessment will be undertaken each time:

- A new workstation is set up
- A new DSE user is employed
- A change is made to an existing workstation or the way it's used
- A DSE users complain of pain or discomfort

The school will ensure all users of DSE are aware of how to maintain a comfortable typing position, including:

- Maintaining a practical and comfortable space between the user and the DSE.
- Avoiding hunching or straining unnecessarily.
- Placing the mouse to the appropriate side of the keyboard based on the needs of the user.
- Adjusting all adjustable furniture where necessary.

The school will ensure it provides users with adjustable chairs where possible, to maximise comfort and ease of use.

The school will ensure it provides users with adjustable DSE - this includes being physically adjustable by tilting or swivelling, or through the electronic settings such as adjustable brightness and colour saturation.

Any pupils or staff with SEND will be provided with any additional support they require to use DSE.

Working from home

If working from home, the school will ask staff to carry out a basic assessment of their DSE workstation at home.

Specialist equipment

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

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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 they are medically fit to work alone.

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 Trust Premises Manager/Trust Caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

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

Off-site visits

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

- Risk assessments will be completed
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details

Schools with Early Years Foundation Stage provision:

- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

Educational trips must be planned by the trip leader in detail. Risk assessments must be carried out by the trip leader using the online risk assessment tool. Risk assessments must be shared with adults and pupils (where relevant) before the trip date. All trip documentation needs to be passed to the Executive Headteacher/Headteacher/HoS at least two weeks before the proposed date of the trip. Residential trips or some outdoor education activities (*listed below) may require further external specialist expertise permissions which need earlier submission of risk assessment details prior to the trip. Executive Head Teachers/Head Teachers will need to submit details in line with this requirement and must not allow trips to go ahead without this external verification.

- Foreign Visit: Notification for foreign visits should be submitted 3 months before departure and other visits 2 months before:
- Residential Visit
- Adventurous Activities
- Visits which take place more than 50 miles from base

Transport

The MAT has a Transporting Pupils in Private Cars Policy which must be followed at all times. See the Policy for full information.

NB: An Daras Multi Academy Trust holds insurance to cover use of private vehicles – Staff must contact Central Office to ensure they are covered for the work undertaken.

Coaches/minibus/bus hire

The Trust and schools only hire licenced companies. It is the schools responsibility to check the company hold a Public Service Vehicle (PSV) licence.

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.

Violence

Zero Tolerance

Violence is not tolerated. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, pupils or visitors.

Violence towards Staff

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff from pupils will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards Visitors

Violence towards visitors will be reported to the police.

Violence towards Pupils

Violence between pupils will normally be dealt with using the school's internal disciplinary and behaviour procedures (which may include police involvement where appropriate).

Violence towards pupils from staff, visitors or members of the public will be reported to the police.

Responsible Person

The Headteacher is responsible for ensuring that all:-

- Staff are aware of the policy and procedures for dealing with violent incidents
- Staff have received instruction in procedures/techniques for avoiding violence at work
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System

Team Teach

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Each school determines the number of staff who undertake Team Teach training.

Smoking & vaping

Smoking & vaping are NOT permitted anywhere on Trust premises.

Infection prevention and control

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

Personal Protective Equipment (PPE)

- 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 (e.g. 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
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

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

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

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

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

Sharps

For the purposes of this policy, “sharps” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the Trust Security Policy & Pupil Behaviour Policy.

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps
- Assembling sharps boxes and verifying that they are compliant with the accepted standards
- The procedure to log incidents and who to inform
- Immediate action in the event of sharps or needlestick injury

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy. The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked ‘Danger: Contaminated Sharps’ and ‘Destroy by Incineration’. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the

designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around
- The appropriate staff, including the headteacher and site manager, will be informed
- The incident will be recorded, with details of when, where and by whom the sharp was found
- Sharps will be disposed of quickly and safely into the school's sharps bin

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

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 school pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned at least twice a day

Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

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.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance

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

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

Wellbeing

The wellbeing of staff is seen as an integral part of the MAT and schools H&S responsibilities. The MAT Board and CEO/Executive Head Teachers have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the CEO/Executive Head Teacher/Head of School or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the MAT absence policy

The MAT Board of Directors endorses the principals set out in the HSE's Management Standards as a framework to support staff wellbeing

Accidents

Following an accident

In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance. In cases involving pupils, their parent/carer should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries that are less serious but still of concern e.g. sprains, strains, cuts etc see the 'First Aid' section of this Policy,

NB: In the event of a bump to the head it is essential that pupil or adult be monitored and not left alone or unsupervised as appropriate.

Recording

Any accident where first aid is administered to is to be recorded initially in the first aid & accident book/form

First aid boxes

First aid boxes and supplies appropriate to activities are kept on site They are checked regularly to contain only approved and in date materials. The boxes are available for use by all staff/adult visitors on site.

Injuries involving bleeding

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose.

Staff will determine if the accident/incident is reportable by following the table in appendix 2 and/or by liaising with the External H&S Advisor.

Reporting to the Health and Safety Executive

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

The External H&S Advisor will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Notifying parents/carers

The teacher will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to child protection agencies

The DSL will notify the relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

Schools with Early Years Foundation Stage provision and registered with Ofsted add the section below:

Reporting to Ofsted

The Pre School-Manager 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. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Training

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

Our staff are provided with health and safety training as required during employment.

Staff who work in high-risk environments, such as with pupils with special educational needs (SEN), are given additional health and safety training where appropriate.

Art

The hazards associated with this practice are the creation of dust and damage to clothing. The hazards associated with substances are addressed by only using water-based paint/glue.

NB: Wallpaper paste containing fungicide is not to be used in the MAT.

Precautions & practice

The risks associated with damage to clothing and dust creation are managed by ensuring:

- only small quantities of powder paints are to be mixed at one time
- that tables are covered with clean newspaper to protect the surfaces and ease cleaning
- that cleanable aprons are worn by pupils involved in painting
- that paint pallets and brushes are washed up/out after use

Food activities

The following hazards have been identified with this activity

- burns, scalds etc. from use of hot water/oven/dishes/food
- electric shock relating to the use of electric equipment
- fire associated with burning food or faulty equipment
- cross contamination of food leading to food poisoning
- slips trips or falls due to spillages/obstructions on floors/uneven surfaces
- cuts through use of knives and other equipment, i.e. graters

These are controlled by the following.

Location

The risks associated with slips trips and falls are managed by ensuring that:

- the oven is positioned/used where pupils and staff do not have to pass close by it. (This will either be in a designated work area or by positioning the mobile unit away from walkways.)
- the tables on which food is to be prepared are positioned to allow easy access around them
- the floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions
- any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and will/can assist in mopping them up

Equipment

The risks associated with electric shock and cuts, associated with use of knives and other equipment, are managed by ensuring that

- a visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc. All portable electrical equipment is also subject to an annual portable appliance test
- equipment is used in line with manufacturers' instructions and/or training received
- the prohibition on pupils using metal graters, portable electrical equipment and, dependant on age, sharp knives is enforced

- all equipment provided for food activities is kept in good condition and only used for food activities.

Hygiene

The risks associated with cross contamination are managed by ensuring;

- everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area;
- the table/(s) on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use
- staff and pupils wear the protective clothing provided and that the protective clothing is only used for food activities. All staff/pupils wear aprons and use oven gloves when handling hot dishes

Emergency provision

The following arrangements have been made to deal with emergency situations:

- a suitably stocked first aid box is kept in the area of the cooking unit
- a fire blanket and carbon dioxide fire extinguisher is kept close to the cooking unit. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight
- The carbon dioxide extinguisher is safe for use with electrical equipment

NB: If a carbon dioxide extinguisher is used the room is to be evacuated.

Pottery

The hazards associated with the practice include:

- cross contamination of surfaces;
- inhalation of dust;
- damage to clothing;
- burns associated with use of kiln

These are controlled by the following:

Clay

The risks associated with creation of dust and cross contamination will partly be managed by ensuring that:

- only premixed clay is used by pupils and that the clay is to be cut into workable sizes;
- desks are protected from staining by covering with clean newspaper. Newspaper is to be disposed of at the end of the lesson;
- spillages of clay are cleared up immediately using wet mopping or sponging techniques.

NB: Brushing of dried clay is prohibited

- only pre-mixed 'paint on' glazes are used and ONLY by pupils in Key Stage 2, following individual risk assessment. The risk assessment needs to identify if the pupils are capable of understanding the risks associated with the use of the glazes, whether restrictions are required on the numbers using the glazes at one time and what supervision is felt to be appropriate.

Kiln

All kilns have a risk assessment completed & shared. Only adults/staff who have completed training are permitted to work the kiln. There are emergency instructions clearly visible in the room. A competent contractors services the kiln annually.

Personal Protective Equipment

The risks associated with damage to clothing are managed by ensuring that

- all staff and pupils working with clay wear the aprons provided

Housekeeping

The risks associated with the creation of dust will partly be managed by ensuring that:

- all staff and pupils wash hands and the equipment used with clay regularly and at the end of lesson

Science

The MAT schools follow the guidance for safe practice in science as given in 'Be Safe' produced by the ASE. The hazards associated with Science are controlled by following the guidance contained therein. CLEAPSS for Primary Schools is also used for information.

Sport/PE

The MAT schools follow the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE. The main risks associated with this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard.

The general requirements are as follow:

- before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery
- staff will remove jewellery and change into appropriate footwear

NB: It is acceptable for staff to wear watches where necessary to time lessons.

- pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment
- staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves - Can the pupils move the objects where they have been asked to safely and without risks to their health? before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load
- mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls
- staff are only to use equipment they are familiar with

NB: For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE', which is kept by the PE Leader

Swimming arrangements

The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools. These are controlled by following the specific arrangements specified in the schools individual arrangements.

Technology

The MAT schools follow the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT. The hazards associated with this activity include

- exposure to hazardous substances, e.g. glues/dusts
- damage to clothing
- personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment

These are controlled by

Location

Risks associated with personal injury are partly managed by ensuring that

- work is only to be undertaken on suitable surfaces. Suitable surfaces are those that are large enough to accommodate the work, and which are flat and stable

Personal Protective Equipment

Risks associated with damage to clothes and partly those associated with personal injury are partly managed by ensuring that

- where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles
- personal protective equipment is stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in cloth pockets

Equipment

Risks associated with Personal Injury are partly managed by ensuring that:

- equipment is kept clean and stored so as to minimise damage/help pupils to find the correct tool. (Shadow boards or tool racks)

Hazardous substances

Risks associated with hazardous substances have been addressed as part of the school COSHH assessment. (See COSHH section) CLEAPSS is also used for information.

The Reporting and Investigation of Incidents

Appendix 2

This document is designed to provide advice and guidance for managers to enable them to comply with the Trust’s Policy on the Reporting and Investigation of Incidents.

What Needs to be Reported?

If in doubt – report it!

Contact number 01872 324224

Email: hands@cornwall.gov.uk

Type of injury	Report online?	Phone to H&S Services?
<p>Minor injuries Any injury to anybody arising out of a work or school activity. This will include incidents which:</p> <ul style="list-style-type: none"> ▪ Occur during any organised work or school activity ▪ Occur due to a defect in property or equipment. ▪ Required first aid treatment <p>This WILL NOT include very minor injuries. For example; injuries to pupils occurring in the playground such as bumps, scrapes & bruises are not included. A paper-cut to someone working in an office is not included, etc.</p>	Yes	No
<p>Violent Incidents Any instance of violence (physical or verbal) to an employee, trainee or contractor must be reported (regardless of whether an injury is sustained).</p>	Yes	No
<p>Over 7 day injuries Any injury to an employee, trainee or contractor which results in the injured party being unfit for normal duties for 7 or more consecutive days (excluding the day of the incident).</p>	Yes	No
<p>Hospitalisation of Non-Employees Any injury incident to a person not at work (e.g. Pupil or Client) taken from the scene of the accident to Hospital or other Medical facility</p>	Yes	No
<p>Specified Major injuries Any injury which meets the criteria for specified major injuries as set out in the schedule of RIDDOR (attached).</p>	Yes	Yes

Type of injury	Report online?	Phone to H&S Services?
Death Death of anyone arising out of, or in connection with, any of the Trust/School's undertaking.	Yes	Yes
Specified Dangerous Occurrences Any incident which meets the criteria for dangerous occurrences as set out in the schedule of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	Yes	Yes
Specified Occupational Diseases Any incident which meets the criteria for an occupational disease as set out in the schedule of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	Yes	No
Near Miss Any incident that, while not causing harm, has the potential to cause injury or ill health. Currently near misses should be logged at the establishment but not recorded on line.	No	No

How should Incidents be Recorded?

Incidents should be recorded on the Trust's online Accident & Incident Reporting system
 To report an incident you will need to be registered on the system. If you are not registered on this system; inform your Executive Headteacher/Headteacher.

How Should Incidents be investigated

Finding out how and why an incident occurred can provide valuable information to prevent a similar incident in the future.

Managers are expected to carry out preliminary incident investigations. In addition all incidents will be reviewed by a qualified Safety Professional and, if necessary, a detailed investigation will be carried out. Where a Safety Professional carries out an investigation the employee will be given the option to invite a union representative to participate in the process.

If a Death, specified Major Injury or Specified Dangerous Occurrence occurs – make the area safe but try to preserve the scene of the incident as much as possible until you have contacted Health, Safety and Wellbeing Services – they will advise you of any further action required.

What about “Near Misses”

If an incident is reported to you where no-one was injured but there was the potential for serious injury you should investigate it as if it was an injury incident. At the moment we don't record near misses on a central system – so you need to keep a record locally. This information can be kept electronically or in hard-copy – but it must be kept secure.

Specified Major Injury

Specified Major Injury to anyone at work arising out of or in connection with work.

Note: A "suspected" specified major injury must be treated as a specified major injury (i.e. if it is suspected that someone has broken their leg, the procedure below must be followed - even if, at a later date, it is discovered that the leg was not broken).

Condition	Detail
Amputation	Amputations
Bone Fracture	other than fingers, thumbs or toes
Burns	Serious burns (including scalding) which: A) covers more than 10% of the body; B) causes significant damage to the eyes, respiratory system or other vital organs
Crushing	Any crush injury to the head or torso causing damage to the brain or internal organs
Eye & Eyesight	Any injury likely to lead to permanent loss of sight or reduction in sight
Loss of Consciousness	Any loss of consciousness caused by head injury or asphyxia
Scalping	Any scalping requiring hospital treatment
Any Other Injury	leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours

Assessment of First Aid Needs

All questions must be answered

School/site		
Executive Headteacher/Headteacher		
Name of person carrying out this assessment		
	Yes	No
Do employees have easy access to suitably and marked first-aid boxes?		
Has a person been appointed to take charge of first-aid arrangements?		
Are First Aid signs displayed around the school/site?		
<p>The minimum requirement for first aid provision is:</p> <p>One appointed person per site to be available at all times</p> <p>One fully stocked first aid kit</p>		
How many Certificated First Aiders does the school currently have?		
How many Appointed Persons does the school have?		
How many first aid kits does the school have		
<p>Using the attached checklist to assess whether you need to make any additional provision</p>		
How many more Certificated First Aiders are required?		
How many more Appointed Persons		
How many more first aid kits are required		

Assessment of First Aid Needs Checklist

Your answers to the questions below should enable you to answer question 5 on the Assessment for First Aid Needs

Aspects to Consider	Impact of First Aid Provision	Adequate Provision?	
		Yes	No
What size is the school and is it on split sites and/or levels?	The governing body/head teacher need to consider additional first aid provision if there is more than one building. They should consider how many first-aid personnel are needed to provide adequate cover on each floor on a split- level site and outlying buildings, and on each site of a split-site school.		
Location of the School	Is it remote from emergency services? It is good practice to inform the local emergency services, in writing, of the school's location (giving Ordinance Survey grid references, if necessary) and any particular circumstances that may affect access to the school. If the school has more than one entrance, emergency services should be given clear instructions on where or to whom they should report.		
Are there any specific hazards or risks on the site?	Practical Departments such as CDT, Science, PE etc. will have specific hazards associated with them, for example, hazardous substances, dangerous tools and machinery. Temporary hazards, such as building or maintenance work, should also be considered and suitable short-term measures put in place.		
Remote facilities	Additional first aid kits will be required if the school has distant or remote sports fields		
Specific needs	Are there staff or pupils with special health needs or disabilities? What age range does the school cater for? Different first-aid procedures may apply to pupils in primary and secondary schools. For example, the age of pupils may affect the type of first-aid procedures required, such as resuscitation techniques. First-aid training organisations can provide advice on training for first-aid personnel in schools.		
Accident statistics	Accident statistics can indicate the most common injuries, times, locations and		

	activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to.		
Lunchtimes and breaks	Many accidents at school occur at lunchtimes and breaktimes.		
Leave and absence	You will need to consider provision of cover for first aiders on leave or absent from work.		
Off-site activities	You will need to consider the provision of first aid cover for off site activities. If a first aider accompanies pupils on an off-site activity, will there be adequate provision left for the school?		
Out of hours activities	Provision of first aid for sports activities, clubs etc.		
Contractors on site	Any agreements with contractors such as school meals providers etc.		

Trust Organisational Chart

