



*Creative
Education
Trust*

Health and Safety

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CREATIVE EDUCATION TRUST

HEALTH AND SAFETY POLICY

**Harpfield Primary Academy
Palmers Green
Hartshill
Stoke on Trent
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HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Board of Directors and Chief Executive Officer of Creative Education Trust believe that ensuring the health and safety of staff, students and visitors is essential to the success of all its academies.

We are committed to:

- a. Providing a safe and healthy learning and working environment.
- b. Preventing accidents and work-related ill health as well as having effective management systems in place for risk management of health infections.
- c. Complying with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities and this will include when students are engaged in learning off-site.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction, and training to all employees.
- g. Consulting with employees and their representatives on health and safety matters through regular Forums or Committee meetings held in school.
- h. Regularly monitoring and reviewing our systems and prevention measures to ensure they are effective and up to date.
- i. Setting targets and objectives to develop a culture of continuous improvement this is achieved through governance arrangements and through work in schools.
- j. Ensuring adequate welfare facilities exist throughout the organisation.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

In accordance with the Health and Safety Executive (HSE) guidelines a Health and Safety Management System is in place in all parts of our organisation to ensure the above commitments are met. *All staff* are required to play their part in the effective implementation of agreed systems and procedures.

Providing a safe and healthy learning and working environment.

The **Health and Safety at Work Act 1974** sets out the general duty to protect the health and safety of employees and others (for example, students) affected by a school's premises and activities. We want to ensure that the Trust implements effective management systems and processes and works with all its staff to ensure we develop a culture where everyone is aware (including governance) of the need for Health and Safety at work. This requires all staff to understand and meet their own responsibilities whether this be at managerial level, or where staff have specific responsibilities to ensure that the Trust meets its statutory responsibilities. ***All employees of the Trust have a responsibility for Health and Safety*** whether this be when they are operating our systems and controls or delivering lessons in learning spaces.



Safeguarding Incidents

Some incidents have implications relating to Safeguarding and Child Protection. Creative Education Trust has a Safeguarding Policy which provides an umbrella summary of the safeguarding arrangements across the Trust; this includes contact details for the Director of Safeguarding and the chair of the Safeguarding sub-committee of the Trust Board.

Each school or Academy has an individual Child Protection Policy, which includes details of their Designated Safeguarding Lead.

Where a health and safety incident is considered significant and may have a safeguarding or child protection-related element to it the Director of Estates and Facilities will discuss the incident with the Director of Safeguarding, and a record of this conversation will be made as well as necessary recording on relevant management information systems (i.e. C-POMS and/or SmartLog). This will be completed typically as a record is made on the reporting system and depending upon severity could be made immediately in accordance with the definitions below.

A significant Safeguarding incident is defined as:

- Child deaths
- Significant near-misses – such as stabbings or other weapon-enabled incidents
- Incidents considered critical, such as those that significantly impact community confidence and reputation or have attracted media attention.

Significant Safeguarding and Health and Safety incidents are reported to the sub-committee(s) of the Trust Board and would likely be discussed at Academy Council meetings.

The Director for Estates and Facilities will work with the wider Trust team to identify and manage risk and compliance issues.

Preventing accidents and work-related ill health and responding to health infections.

As well as recording of health and safety, we will ensure that our processes and procedures enable that the whole Trust will plan in response to notable health infections. This may well include taking action as directed from up-to-date guidance from public health and government for the education sector.

We consider it essential to learn from system failure events and near misses. We encourage staff to recognise system failures as well as poor practice but also to share ideas and recommendations to improve health and safety for all. Accidents and



Incidents will be reported topically using SmartLog in school and these are reviewed quarterly within the Estates and Property Committee.

Complying with statutory requirements.

The Trust oversees the effectiveness of Risk-management arrangements.

Headteachers and Principals have a responsibility to ensure that school facilities operate in accordance with the systems and procedures defined in the Health and Safety Policy.

Checks, tests and auditing processes are key to ensuring that the whole organisation is committed and focused upon the health and safety performance of the Trust with appropriate targets set for continuous improvement.

School leaders must regularly discuss health and safety performance during meetings such as the regular Academy Council meetings and also Health and Safety Forum meetings or Committees which have a dedicated representative(s) for H&S. These meetings are required and expected termly.

Regular reviews of systems and controls are undertaken throughout the whole organisation of the Trust. The Executive team regularly reviews and discusses Health and Safety through the Executive Committee meetings. The Board of the Trust delegates oversight to the Estates and Property Committee, which receives reports from the Director of Estates and Facilities and the Estates team who work with all schools and staff with specific H&S responsibilities.

The Trust, in delivering its responsibilities, will be expected to perform its duties through its staff and systems. As well as measures in place to test and record effectiveness of systems, the effective use of our management information systems enables the Trust to regularly audit for Health and Safety. The Trust uses SmartLog to measure compliance based upon sector-specific direction and guidance. SmartLog is also used to deliver and track mandatory training for Health and Safety and specific competence training for critical safety systems typically operated by the Estates team.

Other specific systems and process documentation and guidance information will be provided by sector-specific management tools such as **CLEAPPS** (for science and technology), **Evolve** (for educational visits) and other key risk assessments (Fire, Legionella, classroom, emergency procedures etc.).

All staff will benefit from mandatory training and instruction and new employees will benefit from effective induction. Mandatory training must be completed within probationary period.

Assessing and controlling risks from curriculum and non-curriculum work activities.

The Director of Estates and Facilities will work with Regional Facilities Managers, site teams and contractors to regularly review Health and Safety and Compliance



performance and audit outcomes.

The Director of Estates and Facilities provides oversight of the effectiveness and performance of procedures, risk assessment processes, site systems and the necessary controls. Oversight is provided through management reporting and auditing.

Auditing is undertaken which includes (i) how we meet our statutory compliance responsibilities; (ii) our H&S processes and procedures as defined in DfE's Good Estates Management Guide and (iii) sector/industry expectations. Audits are undertaken internally by Director of Estates and Facilities as well as the team of Regional Facilities Managers and any required contracted expertise. External audits are undertaken at least annually by 3rd party, independent expert resources who act as 'competent person(s)'.

Auditing of our systems and processes and the effectiveness of our management of health and safety will be completed annually by a suitably qualified and expert person(s).

Ensuring safe working methods and providing safe working equipment.

As well as the measures mentioned above, we expect the schools to benefit from and work with: compliance checklists; regular auditing arrangements including self-auditing; and to undertake regular reviews of risk assessments and method statements; and regular site tours and walks.

Schools will hold a H&S meeting or forum termly to discuss and action health and safety issues. This regular meeting **must** record outcomes and outputs. All staff will be encouraged to contribute through their line management or senior manager.

The agenda for termly H&S meeting or forum must cover the following and can be used to report to Academy Council meetings:

- i) Statistics on accident records detailing RIDDOR occurrences, accidents and near miss incidents.
- ii) Any accident investigation and consequent actions.
- iii) Emergency procedures and business continuity planning
- iv) Inspections and audits planned or completed.
- v) Imminent high-risk issues (e.g., Covid-19).
- vi) Recent or reviewed risk assessments (including COSHH) or workplace changes.
- vii) Compliance status and topical reporting.
- viii) Training and development for compliance and H&S requirements – updated position.

Providing effective information, instruction, and training to all staff.

As a minimum, all staff in the Trust must undertake mandatory training for the following



at the required statutory intervals. Mandatory training must be completed in the probation period and then in a timely manner after;

- Fire awareness
- Health and Safety at Work
- Manual handling
- Display Screen Equipment
- Slips, trips and falls in education

Site and estates staff will be required to undertake a much broader array of training requirements to ensure competence in the following (in addition to above):

- Asbestos management and awareness
- Legionella management and awareness
- Working at heights
- COSHH awareness
- WEEE
- LOLER
- Working safely (RAMS)
- Managing Safely (IOSH)

All staff across the Trust will regularly be encouraged to develop their skills and knowledge and will also be required to undertake competence training for specific responsibilities. This may include: First Aid or Fire Warden training; specific instruction for machinery, plant and equipment, teaching equipment; and Risk Assessment training. Many staff receive and benefit from professional body guidance and training (such as IOSH or CLEAPPS). Training delivery will vary from use of on-line training facilities, guidance materials, toolbox talks or use of accredited third parties.

Process and procedures are an important aspect of how the Trust will manage Health and Safety. As well as this Policy, site-specific operating procedures and process sheets exist and are stored locally in schools.

Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

As well as the Trust's commitment to the training and development of all staff (including contracted services).

There will be a relentless focus upon addressing any key Health and Safety issues identified whether this be through normal operations or through auditing arrangements. Priority is assured for all investment required to address Health and Safety issues. In prioritising condition and infrastructure projects, in accordance with guidance from ESFA and DfE, all H&S issues are the first priority for capital or revenue budget expenditure. The Trust regularly identifies condition priorities through surveys and audits, and these are reported effectively to the Executive, Estates and Property Committee and Board.



Off-site incidents.

Schools have a duty of care towards their staff when they are carrying out responsibilities under their terms of employment. If staff are instructed as part of their employment - whether during school hours or not - to assume responsibility for students off the school site (for example, a school trip or supervised sporting activities), then the school would continue to have a duty of care towards their employees and the students for whom they have assumed responsibility. All school led off-site activities must be subject to an appropriate risk assessment. The development of the required risk assessment would require the manager to make reference to current guidance and direction.

If an identified conflict off-site has occurred or is occurring, the Principal or Headteacher may instruct school staff members to resolve a conflict off-site, then the school (whether an academy or maintained school) will assume responsibility for the pupils and therefore continue to have a duty of care towards its staff. This should only be when in view of the school site. Beyond sight of the school, the school should call for support from other services. This may be required whether it was during school hours or not.

School boundaries are clearly defined. If staff are asked to intervene in an off-site conflict, then they must not do this alone. At all times when off-site, staff should be in view of the school site and should be able to be seen and staff are advised to ensure they carry with them a means of communication (i.e. radio or telephone).

Given the challenges of ensuring safety and care for staff and students, we advise Trust schools not to adopt responsibility for students off-site outside of school hours unless as part of an organised and/or planned event. In the event of an emergency or critical incident, emergency services should be contacted.

All schools in the Trust must consider risk management arrangements and indeed, insurance before instructing staff members to undertake off-site responsibility for students, particularly during non-school hours and in any kind of high-risk situation.

Travel plans and transport arrangements must be documented and shared with parents and carers. These should be reviewed annually by the SLT for all schools and should promote safety and sustainability.

Please refer to the Behaviour for Learning policy for issues relating to off-site conduct when they are not under the lawful control or charge of a member of the staff of the school - something that is set out in the **Department for Education's "advice for headteachers and school staff"** guidance.

Specifically, paragraphs 92-95 outline that maintained schools and academies' behaviour policies should set out what the school will do in response to non-criminal bad behaviour and bullying that occurs off the school premises or online.



Managing emergency situations

In times of emergency the Trust will follow the relevant government guidance to ensure the health, safety and welfare of its staff, students, contractors, and visitors at all times. The Trust has developed its ***Major and Critical Incident Policy***, and this details how any declared major or critical incident will be managed.

The Trust will ensure the use of dynamic risk assessments to document any necessary actions and will fully involve staff and their representatives in these. Wherever possible the Trust will ensure a consistency of approach across its academies in the management of emergencies.

In addition to following government guidelines the Trust will work proactively with other agencies such as the Health and Safety Executive (HSE), NHS, local councils, police, fire and ambulance services.



ORGANISATION

1. INTRODUCTION

1.1 In order to achieve compliance with the Statement of Intent, Creative Education Trust and the Academy leadership teams have additional responsibilities assigned to them as detailed in this part of the policy.

2. CREATIVE EDUCATION TRUST

2.1 As a multi-academy Trust, Creative Education Trust has the responsibility to ensure that:

- a. A clear written policy statement is created which promotes the correct attitude towards safety in staff, students, visitors and contractors.
- b. Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e. Sufficient funds are set aside with which to operate safe systems of work.
- f. Health and safety performance is measured both actively and reactively.
- g. The health and safety policy and performance are reviewed annually.
- h. The Director of Estates and Facilities will review the Health and Safety Policy with the Regional Facilities team and school leaders and propose amendments in accordance with changes of legislation or to improve practice.

3. THE PRINCIPAL/HEADTEACHER

3.1 In their capacity as the **key person responsible for the effective management of health and safety**, the Principal/Headteacher will ensure the effective implementation of this policy by ensuring:

- a. This Policy is communicated to all relevant persons.
- b. Appropriate information on significant risks is given to visitors and contractors.
- c. Appropriate consultation arrangements are in place for all staff (including agency, cover, temps or contracted staff) and their representatives and this is done through termly H&S Forum meetings.
- d. All staff are provided with information, instruction and training on health and safety issues (including agency, cover, supply staff, temps or contracted staff).
- e. All educational visits are planned using **Evolve**, are subject to rigorous risk assessment and must be subsequently approved by the Principal/Headteacher prior to the Trust being notified.



- f. Risk assessments of the premises and working practices are undertaken by staff (including agency, cover, temps or contracted staff).
- g. Safe systems of work are in place as identified from risk assessments.
- h. Emergency procedures are in place and fire evacuation practices and fire evacuation drills are conducted (and results recorded) at least termly and that lockdown drills completed at least annually. *We require a fire drill and evacuation practice as early as possible in September (at the start of term) and all stakeholders must be made aware of procedures and systems for lockdown procedure.*
- i. Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j. Records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents, training etc.
- k. Arrangements are in place to inspect the premises and monitor performance.
- l. All accidents are reported (using SmartLog) and investigated where appropriate, and any remedial actions required are taken or requested. RIDDOR reporting is to be completed by the Principal/Headteacher, If this is delegated, then the Principal or Headteacher must approve. Please see Section 13 for current guidance on RIDDOR reporting.
- m. The activities of contractors are adequately monitored and controlled.
- n. A report to the Academy Council on the health and safety performance of the Academy is completed at each meeting.

4. TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

4.1 This includes all staff holding responsibility for the management of areas of work and/or staff. (For example but not limited to – Art and technology staff, teachers, technicians, admin or reception staff, pastoral staff, IT staff)

They **must**:

- a. Apply the Health and Safety Policies to their own department or area of work and be directly responsible to the Principal/Headteacher for the application of the health and safety procedures and arrangements.
- b. Develop health and safety procedures in accordance with The Trust's policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c. Carry out regular health and safety risk assessments of the activities for which they are responsible on an annual basis as a minimum. These must be published in a central school location and be accessible by all staff.
- d. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e. Resolve health, safety and welfare problems that members of staff refer to them or refer to the Principal/Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.



- f. Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.
- g. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- h. Ensure all accidents are reported and investigated appropriately as well as being reported to the Principal/Headteacher.

5. SPECIAL OBLIGATIONS OF CLASS TEACHERS

5.1 A Class Teacher is here defined as any member of staff with responsibility for a group of students in the school environment (or for out-of-school learning/activities) and may include, but is not limited to instructors, cover supervisors, agency staff etc. Class teachers are expected to:

- a. exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- b. not leave students unattended and ensure that their actions do not lead to an insufficient adult to child ratio occurring in classrooms or other supervised areas at any time
- c. give clear oral and written health and safety instructions and warnings to students as often as necessary
- d. ensure the use of personal protective equipment and guards where necessary
- e. make recommendations to their Line Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- f. integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- g. ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the Academy without authorisation and with appropriate checks and tests completed
- h. in line with COSHH requirements ensure that no chemicals (including cleaning items) are brought into the Academy without authorisation and with appropriate checks completed
- i. regularly check their classrooms for potential hazards and report any observed to the Line Manager
- j. report all accidents, defects and dangerous occurrences (including near misses) to their Line Manager.

6. OBLIGATIONS OF SITE, ESTATES OR FACILITIES TEAMS

6.1 Site/Estates/Premises/Facilities Managers are expected to:

Be the person(s) with special responsibility for health and safety will ensure that:

- a. the Academy Council and the Principal/Headteacher are advised of relevant changes in health and safety legislation, codes of practice and Department for



Education standards.

- b. risk assessment requirements are co-ordinated, and the implementation of any action required is monitored.
- c. risk assessments are reviewed and updated at least annually.
- d. regular Health and Safety Committee meetings are held where health and safety issues can be raised and discussed
- e. they provide advice on health and safety training requirements
- f. ensure that details of accidents, other than RIDDOR, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities and recorded where appropriate on the SmartLog system
- g. they assist SLT or Heads of Departments in investigating and recording accident investigations
- h. work with others to make contact with external organisations such as the emergency services as required
- i. the schedule of statutory examinations of plant, equipment and vehicles is maintained, and school team are made aware of any impending examinations
- j. premises, plant, equipment and academy vehicles are maintained in a safe condition and results are recorded using SmartLog
- k. regular liaison (as appropriate) with Local Authority representatives or other agencies where Health and Safety services are acquired through SLAs or may ensure compliance
- l. adequate arrangements are in place to ensure the security of the academy, the staff, visitors and students
- m. adequate arrangements for fire and first aid are established
- n. welfare facilities provided are maintained in a satisfactory state
- o. contractors engaged are reputable, meet safeguarding assurances and can demonstrate a good health and safety record whilst being aware of relevant safeguarding and local health and safety rules and procedures
- p. health and safety notices are displayed
- q. participate in and contribute towards both internal and external 3rd party audits

7. OBLIGATIONS OF ALL EMPLOYEES

7.1 Apart from any specific responsibilities which may have been delegated to them, all employees should have read the Health and Safety policy, have undertaken their mandatory training and then must set a personal example to:

- a. act during their employment with due care for the health, safety and wellbeing of themselves, other employees and other persons
- b. observe all instructions on health and safety issued by the Principal/Headteacher or any other person delegated to be responsible for a relevant aspect of health and safety
- c. act in accordance with any specific H&S training received
- d. report all accidents and near misses quickly in accordance with procedures appended to this policy



- e. co-operate with other persons to enable them to carry out their health and safety responsibilities
- f. use and not wilfully misuse, neglect or interfere with PPE, safety devices or guards and other items provided for their health and safety.
- g. inform their line manager of all potential hazards to health and safety quickly
- h. inform their line manager of any shortcomings they identify in the local health and safety arrangements
- i. exercise good standards of housekeeping and cleanliness at all times
- j. know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment or materials will ensure that the health and safety implications of such work or purchases are considered and any actions resulting (i.e. COSHH, testing, certification etc. is completed without any delay).

8. ROLE OF EXTERNAL COMPETENT PERSON

8.1 Where sufficient internal capacity does not exist, the Trust may engage an external competent person to undertake **an annual safety inspection of any Academy**. The purpose of this is ensure sufficient expert audit or inspection can be undertaken as is detailed in the management arrangements and in support of the management system.

8.2 The competent person will have sufficient training and experience or knowledge and other qualities that allow them to complete a full inspection of the academy site and make recommendations. A competent person(s) can also be used to validate and assure arrangements for specific areas (i.e. fire safety).

9. OBLIGATIONS OF CONTRACTORS

9.1 When the premises are used for purposes not under the direction of the Principal/Headteacher then, ***subject to the explicit agreement of Creative Education Trust and with appropriate reference to Construction Design and Management Regulations 2015***, the nominated person in charge of the activities will have responsibility for safe practices in the areas under their control. This applies equally to letting or hiring activities as well as contractors.

9.2 **All** contractors must:

- a. take reasonable care of their own safety
- b. set out their provisions for health, safety and welfare in tender or contract documentation
- c. take reasonable care of the safety of students, academy staff and others affected by their actions
- d. observe the safety rules or any risk assessments and safeguarding procedures of the academy



- e. comply with and accept our health and safety and management of contractors' policies, if they do not have one
- f. dress appropriately, sensibly and safely when on academy premises and for the task being undertaken
- g. conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- h. use all safety equipment and/or protective clothing as required by the academy and industry standards and regulations as indicated in the risk assessment for the task
- i. avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others (**always working to Risk Assessments and Method Statements RAMS**)
- j. maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- k. report all accidents and serious incidents to the academy whether an injury is sustained or not
- l. ensure that their employees only use equipment for which they have been trained
- m. observe all agreed procedures for processes, materials and substances used
- n. observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes
- o. provide adequate first-aid arrangements unless otherwise agreed with the academy.

9.3 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to act to make them safe, the Principal/Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors. Any such incident will be promptly reported to the Director of Estates and Facilities.

10. STUDENTS

10.1 Students, in accordance with their age and aptitude, are expected to act in accordance with the expectations set out in the Behaviour Policy:

- a. exercise personal responsibility for the health and safety of themselves and others
- b. observe standards of dress and behaviour consistent with safety and hygiene
- c. observe all the health and safety rules of the academy and the instructions of staff given in an emergency
- d. use and not wilfully misuse, neglect or interfere with PPE and other items provided for their health and safety.

11. VISITORS

- a. All visitors (including contractors) are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to



- the appropriate area of the academy.
- b. Hirers of the academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. Hirers will be made aware of their obligations in relation to health and safety when making the booking and risk assessments will be expected for all activities.
 - c. Whilst on site, all visitors and contractors must wear a visitor's badge. Regular service providers (cleaning contractor's, caretaker contractor's and catering contractor's employees) must wear an identifiable uniform or an identity badge always and be expected to sign-in/out. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception where they must be briefed on H&S requirements.
 - d. If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.
 - e. If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. Staff must not put themselves at risk.

12. FIRST AID POLICY

The policy of Creative Education Trust is that all schools should have their own First Aid Policy. See Appendix 1.



13. PROCEDURES AND ARRANGEMENTS FOR HEALTH AND SAFETY

INTRODUCTION

The following procedures and arrangements have been established at Creative Education Trust Harpfield Primary Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal and statutory requirements:

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the academy. More detailed policies and written procedures for some of these areas, as indicated, are also available and these will be provided, as applicable, to staff and visitors.

ACCIDENT, INCIDENT AND ILL-HEALTH RECORDING, REPORTING AND INVESTIGATION

This section sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the academy's premises.

It is vital that we communicate quickly when a serious accident or incident occurs. Short guidance which describes what we should do in the event of an accident/injury should be noted below. RIDDOR guidance which depicts the circumstances for reporting major injuries or incidents can be found as an attachment to this policy. All staff would benefit from understanding and reading the following.

- Risk assessments for our areas and buildings must be topical
- Risk assessments ahead of events, lettings, activities are required
- Event planning should include relevant information, signage or briefing documents for visitors, staff and students to ensure they are safe throughout
- It is important to demonstrate how planning has been undertaken, how risk has been assessed and how all staff are aware of their responsibilities
- Fire evacuation procedure is very important and any out of hours activities / lettings must be considered particularly where normal evacuation procedures are altered

Our First Aiders are a crucial resource for the Trust. First Aiders are often heroes in schools – we must continue to thank them and train them. It is important to encourage other staff to be First Aiders too. Training needs to be undertaken regularly to meet certification requirements. We also recognise that responders may require support after a traumatic event, and we will discuss this.



Definitions

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

An **incident/ near miss** is an unplanned event that does not cause injury or damage but could do so. We wish incidents and near-misses to be recorded on SmartLog to provide management information and trend analysis for school and Trust use.

A **work-related illness** is illness that is contracted by an employee through the course of work because of activities carried out at the academy.

Accident Recording

All accidents resulting in personal injury **must be recorded in the accident book or recorded using SmartLog within 24 hours from occurrence** and should be assessed by the Principal/Headteacher who will be responsible for ensuring any accident investigation is undertaken prior to informing the Health and Safety Executive.

Completed Accident Report Forms will be stored to comply with the retention policy requirements of GDPR.

Completed accident reports will be reviewed regularly by the Principal/Headteacher and Regional Facilities Manager to ascertain the nature of incidents that have occurred in the academy and identify any trends. This will be reported to the Estates and Property Committee. This review will be in addition to any investigation of the circumstances surrounding each incident.

Near misses must also be recorded using SmartLog and reported to the Principal/Headteacher as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority via the Health and Safety Executive website under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). For avoidance of doubt, please refer to Trust guidance for accident and incident reporting.

Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- death
- major injury (includes any fracture (other than to fingers, thumbs or toes), amputation, loss of sight, crush injury resulting in internal damage, serious burns, scalping, loss of consciousness from a head injury or asphyxia, an injury from working in an enclosed space)
- hospitalisation of a non-employee because of a work activity



Incapacitation for work of a person for more than 7 consecutive days because of an injury caused by an accident at work must be notified within 15 working days.

To calculate whether the absence classifies as 'over 7-day':

- Exclude the day of the incident if they went home or did not return to work on the day
- Include weekends, bank holidays and weekdays (whether the person would normally work on them or not).

For example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.

Non-Consensual Violence

Major or over 7-day injuries to people at work arising from non-consensual violence are notifiable.

Reporting of accidents involving students or visitors

If a pupil or visitor has an accident this must be reported if:

- the person involved is killed or taken to hospital; and
- the accident arises out of or in connection with a work activity.

Examples of 'in connection with a work activity' are:

- work organisation – supervision of a field trip
- plant or substances – lifts, machinery, experiments
- condition of premises, playgrounds, play or PE equipment
- sports activities as part of the curriculum where there is death or hospitalisation
- playground accidents due the condition of the premises or inadequate supervision.

Contact details for the Health and Safety Executive are:

Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

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

The completed report form sent back by the HSE should be kept with other accident records and documents on the accident investigation.

Forms are kept advising the insurers of a potential claim and to present to the enforcing authority in the event of an investigation. Some records (such as Asbestos incidents) are to be kept for 40 years from the date of the incident.



Accident Investigation

All accidents that are either notified to the enforcing authority or where a serious injury has occurred will be investigated.

Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows;

- a. simple investigation (minor accident) 1 hour
- b. standard investigation (reportable accident) 6 hours

During or on completion of the investigations, a risk assessment must be carried out or existing risk assessment amended to avoid reoccurrence of the accident.

The investigation aim should be to:

- a. ensure that all necessary information in respect of the accident or incident is collated
- b. understand the sequence of events that led to the accident or incident
- c. identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- d. identify the underlying causes that may have contributed to the accident or incident
- e. ensure that effective remedial actions are taken to prevent any recurrence
- f. enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- g. enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Accident / Ill Health Evaluation

The Regional Facilities Managers will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

Active Monitoring Systems

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems should take at Creative Education Trust are:

- a. the periodic examination of documents to check standards are complied with, i.e., reviewing risk assessments, training records, induction records
- b. the systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out termly by the Principal/Headteacher, Chair of the Academy Council and Regional Facilities Manager with site staff



- c. environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above
- d. safety tours, as above
- e. audits (Health and Safety audits, Fire Risk Assessment etc.) annually as above
- f. regular reports to management meetings (CET Board and Academy Council)
- g. Other measures (accident monitoring, Environmental Health visits, OFSTED).

ACCIDENT REPORTING GUIDANCE

On the reporting of a serious/major accident:

Injured Person Support - First Aid

- Ensure the injured person receives first aid. It is important to note that we expect the First Aider goes to the injured person – do not send the injured person to first aid areas and if there is a risk to life by remaining in the area then the injured person must be removed to safety. Wherever possible, we should always ensure that the dignity of the injured person is observed and where appropriate, to provide for a private space.
- If the injured person is conscious, please ask for details of how the accident occurred.
- Get another member of staff to report the incident to the nominated H&S person or SLT member as soon as is possible.
- Take advice from the emergency services if required.
- Once the injured person has received treatment and has left site you must ensure that the incident is logged on SmartLog and/or the First Aid logbook straight away.
- Recording the incident in SmartLog or the first aid logbook must include enough detail to help compile the accident or incident report form(s). These must include as much details as possible.
- The safety of First Aiders is paramount. First Aiders should assess any scene before entry to determine if they are safe to enter. In the case that entry would be unsafe, emergency services must be contacted immediately for assistance.

Accident area: The site team or facilities staff must assist

- Make sure the area is safe.
- To ensure that for a serious/major accident that the area can be sealed off whilst the injured person is being tended to.
- In the event of a fatality the area must be cordoned off until advised otherwise by the Health and Safety Executive (HSE).

Once the injured person has been removed from the scene the acting leader (SLT member or H&S lead) must:



- Ensure that the Trust is made aware as soon as is reasonably practicable. Ideally by contacting Jon Ward, Director of Estates and Facilities on 07512 306471 and/or Louis Donald, Director of Safeguarding 07706 337253
- Take photos of the accident site.
- Arrange to ensure that any bodily fluids are cleaned.
- Record the names of all staff/students involved in the incident and review HSE's RIDDOR guidance to determine whether reporting is required.
- Request a copy of any available CCTV footage of the area.
- Ensure that witness statements requests are sent to all staff and identified students to complete.
- Make contact the following day to check up on the injured person or their family.
- Note that if the incident is involving a member of staff or student a risk assessment may be needed before their return to school.
- Liaise with Headteacher or Principal to ensure coordination and, if necessary, to appoint someone to undertake the investigation.

All the information collated must be kept secure and be available to be passed onto the investigating officer.

ASBESTOS

The Academy will protect employees, students and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No-one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed. This will be achieved by minimising exposure through the management of asbestos-containing materials in academy premises by:

- **Assessment** - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The potential amount and condition of the asbestos-containing material will be assessed, and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
- **A Written Plan** - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available, and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
- **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled as far as is practicable to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.



- **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- **Training and Information** - Employees who may come into contact with asbestos containing materials (ACMs) through the course of their work will receive adequate training and information, this will be updated/repeated at the required intervals, such that they can recognise potential ACMs and know what precautions to take.
- **Asbestos-related Emergencies**
Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, students and others.
- **Arrangements for Controlling Work on Asbestos**
Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres. Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.
- **Selection and Control of Contractors to Work on Asbestos-containing Materials**
When contractors are engaged to work on academy premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with asbestos, the academy will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform the Principal/Headteacher or Regional Facilities Manager or site staff
- in the case of an accident or emergency, respond quickly to ensure effective



treatment.

BOMB THREAT PROCEDURE

Action to be taken on receipt of a bomb threat or suspicious package(s)

Try to write down exactly what the person said immediately as this might include a code word and is very important to the Police. The person receiving the call should immediately contact the Principal/Headteacher or in his/her absence the Vice Principal/Deputy Headteacher. The Principal/Headteacher should be informed of the answer to the questions and should alert the Police/Local Authority. The Principal/Headteacher will decide whether to evacuate the building.

Evacuation:

Inform all Heads of faculty/section/phase/area of the situation (radios and mobile phones should **NOT** be used) and tell them to evacuate the Academy as per fire drill, **except to instruct them to:**

- a. Leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed).
- b. Ask staff and students to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort).
- c. Ask staff and students to make their way to assembly areas (avoiding the area of the bomb/suspicious package) as directed by the Principal/Headteacher.

Stage 1 Assembly at the normal fire drill areas

Stage 2 Move to the off-site assembly point (minimum 800 metres away from site), once the area has been cleared.

Security during an evacuation

The security of the building during an incident is the responsibility of the site staff and should be carried out from a safe distance, out of the line of sight of any bomb/suspicious package(s). The site staff are to be positioned at all gates leading into the Academy (which are to be locked once the premises have been evacuated) and will remain there until advised by Incident Control.

EMERGENCY PROCEDURE

The Trust has a separate procedure for managing an emergency, this is known as the **Critical Incident and Major Incident Policy**, which should be followed in the event of:

- a. people related issues – Major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury or health
- b. premises issues – Fire, explosions, floods, subsidence
- c. technological – Computer related issues



DISPLAY SCREEN EQUIPMENT (DSE)

All reasonable steps will be taken by the Academy to secure the health and safety of employees and students who work with display screen equipment. Every staff member has access to online training for DSE and is encouraged to complete a risk assessment. Where staff require help for DSE, they should contact their line-manager who can undertake this with them or arrange for specialist support.

To achieve this objective the academy will:

- identify those employees who are users as defined by the regulations, see below
- encourage staff to carry out an assessment of their workstation
- implement necessary measures to remedy any risks found because of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost (as defined in the Expenses Policy), any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with medical conditions that could be adversely affected by working with display screen equipment.

ELECTRICAL EQUIPMENT

All reasonable steps will be taken to secure the health and safety of employees, students and others who use, operate or maintain electrical equipment.

To ensure this objective the Estates or Facilities or Site Manager will:

- a. ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- b. maintains the fixed wiring installation in a safe condition by carrying out routine and statutory safety tests
- c. ensure appropriately qualified inspection and testing of portable equipment as often as required to ensure safety



- d. ensure appropriately qualified inspection and testing of second-hand electrical equipment lent to, or borrowed by, the academy
- e. require hirers of academy premises to ensure electrical appliances brought onto academy premises have a current (less than 12 months) test certificate
- f. promote and implement a safe system of work for maintenance, inspection and testing
- g. forbid live working unless necessary, in which case a permit must be issued
- h. ensure employees and contractors who carry out electrical work are competent to do so
- i. maintain detailed records

All employees must:

- visually check electrical equipment for damage before use
- report any defects found immediately to the Site or Facilities Manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person.
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto academy premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- minimise the use of extension leads, never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from electricity are to:

- a. have the main electrical installation tested every five years except for those parts of academy with licensed areas or lightning protection which should be tested annually.
- b. retain copies of electrical test certificates and ensure action plans are maintained where defects have been noted.
- c. arrange for the inspection and testing of portable electrical appliances in accordance with the guidance on electrical testing, noting that not all equipment is required to be tested annually
- d. keep a record /asset list of all portable items of electrical equipment showing:



- the detail of the item
- the date of acquisition
- details of any inspection, testing or repair work

The Estates, Facilities or Site Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required but may insist on defective or un-approved/tested equipment to be removed.

EDUCATIONAL VISITS AND JOURNEYS

Please refer to the Educational Visits Policy.

The Principal/Headteacher and the Educational Visit Co-ordinator are responsible for ensuring that all academy off-site trips are managed in accordance with the academy's procedures for Educational Visits and Journeys. **No trips should be undertaken or commenced without approvals from Principal or Headteacher and Trust executive.**

All Educational Visits must be managed and recorded using **Evolve (without exception)**. All teachers and other staff involved must be familiar with these procedures. Any learning activity where students are off-site must be subject to an appropriate risk assessment.

FIRE PRECAUTIONS

The Estates, Facilities or Site Managers are responsible for ensuring that the premises are compliant with the 2005 fire safety regulations and the fire risk assessment. He/she must also ensure that appropriate fire evacuation procedures are in place.

The Estates, Facilities or Site Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire-fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking works including 'hot' work.

This includes ensuring that all fire exits are clearly marked and kept free from obstruction, and that fire extinguishers (water, carbon dioxide, powder and wet chemical) are distributed throughout the building in appropriate locations. Site staff will carry out weekly testing of the fire alarm system and monthly testing of emergency lighting and record all findings. All equipment is maintained annually, and any defective equipment is removed and replaced as necessary.



The Estates, Facilities or Site Manager will undertake and review fire risk assessments annually and ensure that schools arrange evacuation drills on a termly basis. Fire Risk Assessments are reported topically onto SmartLog.

Maintenance of fire alarms, fire equipment and emergency lighting are contracted out and overseen by the Estates, Facilities or Site Manager.

It is the responsibility of the Principal/Headteacher to ensure that all staff are familiar with the **academy fire safety risk assessment and evacuation procedures**.

FIRE EVACUATION PROCEDURE

Fire Drills must be held **every term** in accordance with the procedure below. All staff, students, visitors and contractors must participate in the fire drill and follow the correct procedures. Every school within the Trust **must** have a clear written evacuation procedure with detailed instruction maps and diagrams posted in relevant areas. Evacuation procedures will incorporate arrangements for use of lifts, designated refuge areas and evacuation chairs or similar equipment. Any required PEEPs must be in place and a detailed risk assessment be completed.

In the event of an evacuation no member of staff, student, visitor or contractor should re-enter the building without the permission of the senior member of staff on duty. All staff, on entering any area of the academy, should check that everything is in order. If it is not, the Principal/Headteacher should be informed immediately. If there is a potential hazard, the room should be vacated, and the Principal/Headteacher and the Estates/Facilities Manager informed immediately.

On the alarm sounding

- a. The site team on duty check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified. The alarm should not be silenced at this point.
- b. The academy is to evacuate on the alarm sounding. The priority is to evacuate the academy to ensure the safety of students, staff and visitors. SLT will appoint staff to take responsibility for sweeping the building in accordance with the procedures.
- c. The Estates or Facilities (or Site) Manager (with Principal/Headteacher) will decide whether to call the Fire Service or not based on the investigation of the alarm point. Alternatively, they will pass on the all-clear to the senior manager on duty (the alarm will be silenced at this point).
- d. If safe to do so, **students are to line up by year group or form group** at their assembly point. This is critical to ensure assembly is completed in accordance with registers. Students should **ONLY** be asked to line up in safe areas and to match available registers.
- e. Subject staff should vacate the building with their class and supervise students always, ensuring they progress speedily to the appropriate assembly point.
- f. Once at the assembly point, all staff from a faculty should be with their faculty



groups and assist as required. Subject staff should note that they should have checked attendance at the start of each lesson.

- g. Responsibility for individual visitors and their evacuation falls to the member of staff being visited.
- h. The Cover Officer or Office Manager should bring out the support and teaching staff registers and the cover list, to allow attendance to be checked, where necessary. Support staff should report to their designated senior leadership team manager.
- i. Reception staff should evacuate any visitors from the reception area, conference rooms and interview rooms and bring visitors' signing in/out book or InVentry System logs to the assembly point for checking evacuation of visitors.
- j. Learning support staff should remain with the class they are working or associated with and assist with the evacuation.
- k. Any individual with PEEPs should be escorted and checked as per their risk assessment.

Without exception, everyone is to remain at the assembly point, until the 'all clear' instruction is given.

The Principal or Headteacher will decide when classes can return to the Academy buildings. In the event of a fire, the Fire Service will take overall responsibility.

If the alarm sounds during break or lunch, the same principles apply and planning for this eventuality should be completed early in the first academic term to ensure new staff and students are aware of the procedures.

Any staff or students that join after the commencement of the term should receive a short H&S induction and should be made aware of procedures for Fire Evacuation and lockdown. This can be completed by on site staff or Regional Facilities Managers. All staff will be asked to undertake mandatory training when they join.

FIRST AID AND SUPPORTING STUDENTS WITH MEDICAL NEEDS

The academy has completed a first aid risk assessment to ensure ample provision of trained personnel and first-aid supplies. The Principal or Headteacher should confirm who will be responsible for managing first aid activity, training and certification. Schools should also identify who is responsible for ensuring adequate first aid supplies are in place.

Refer to the following CET policies:

- a. First-aid policy
- b. Supporting students with medical conditions policy



GLAZING SAFETY

The design of the academy means that there is a lot of glazing inside the building, many classrooms have glazed walls onto the corridors, and these must remain clear always and must not have anything affixed to them. Glazing panels on walkways will be clearly marked to prevent accidental collisions.

All glazing is required to be strengthened safety glass and where fire doors have glazing then correct fire-rated glass is expected to provide protection on fire routes.

HAZARDOUS SUBSTANCES

The Estates, Facilities or Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. He/she is responsible for keeping and maintaining the appropriate COSHH regulations sheets. Hazardous substances are defined by the COSHH regulations as:

- a. substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms in accordance with hazard sheets
- b. biological agents directly connected with work including micro-organisms
- c. dust of any kind when present as a substantial concentration in the air

Hazardous substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product. All staff (including contracted staff) are reminded that no hazardous substances should be used without the permission of the Principal/Headteacher. The Estates, Facilities or Site Manager will complete an assessment for any authorised products and an instruction for safe use.

Substances used in the practical curriculum are under the control of Department Heads and their technicians and will be stored and used in accordance with CLEAPSS. Where an appropriate material is not available the appropriate Subject Leader is responsible for ensuring that any replacement material is risk-assessed, and a record is made. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:

- spirit based marker pens
- corrective fluid
- aerosol paints

All the above should be used in a well-ventilated area. Dust in the Technology lessons are controlled by extraction and ventilation systems (LEV) and experiments in science



are carried out in a fume cupboard where appropriate.
No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

Maintenance, Examination and Testing

Where controls such as fume cupboards, dust extraction for wood working equipment etc. are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre-use in addition to a thorough scheduled examination and tests of engineering controls.

Department Heads and their Technicians will ensure testing and compliance is undertaken on specialist LEV equipment and fume cupboards.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 7 years.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

Information, Instruction and Training

Information, instruction and training must be given to employees and students who may be exposed, in line with COSHH regulations, about the risks to health and precautions.

HAZARD REPORTING

An important feature of this policy is the operation of an effective hazard reporting system. Any employee, student, visitor or contractor is encouraged to report any sub-standard condition or practice.

The reporting of hazards, in the main, should be done verbally to the site team on duty and line manager as soon as possible, but where the situation warrants, a more formal response may be required and thus an email or other confirmatory note may be required.

In addition to this procedure, reports of hazards may be received via the departmental meetings/minutes or via risk assessment procedures.

INCLUSION

The Principal/Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.

All teaching and support staff must be given any information about a student's needs



and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The Principal/Headteacher should ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Principal/Headteacher.

LEGIONNAIRES' DISEASE

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The Facilities manager will:

- carry out a Legionellosis Risk Assessment for each academy and record outcomes and actions through SmartLog
- prepare a written scheme/plan for preventing or controlling the risk of Legionella
- implement and manage the scheme/plan and ensuring weekly, monthly and annual checks and servicing is completed on time
- keep records for a minimum of 5 years.

The day-to-day responsibility for monitoring and ensuring that the systems are being correctly operated, will be allocated to a person within each academy.

At risk systems include the hot and cold-water storage and distribution system.

To achieve control of legionella bacteria the academy will implement the following:

Avoidance of Conditions Favouring Growth of Organisms

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C (storage) and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled, and tanks will be lidded.

Monitoring and recording

Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained.

**Disinfection**

Periodic disinfection of shower heads to remove any scale and bacteria.

Emergency procedures

Establish emergency procedures if during routine sampling/inspection of hot and cold-water systems Legionella bacteria are discovered in any systems likely to provide a medium for the spread of infection (e.g., water Aerosol spraying equipment) these will be shut down and the situation reported immediately to the Business Manager/Principal/Headteacher.

Training

Provide training to the persons responsible for the day-to-day management of the water systems.

LONE WORKING

Lone workers can be defined as anyone who works by themselves without close or direct supervision. All staff should follow the procedures in place in the academy to protect themselves when they anticipate that they may be working “alone”.

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply. This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”. The definition of a lone worker is: “Those who work by themselves without close or direct supervision”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

Persons at Risk

People at risk may include anyone who comes into the building alone during closure times or those that work from remote locations.

Hazards

These may include, for example:



- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment.
- The use of machinery, electrical or other equipment or chemicals.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders.
- Working at heights, using ladders and lifting.
- Competency, ability and medical condition of the individual.

This is not an exhaustive list, individuals are expected to discuss any potential lone working with their immediate line manager so the risk can be assessed and any necessary control measures applied.

Control Measures

All staff will:

- Not undertake work for which they are not trained/qualified.
- Take reasonable care of their own health and safety, for example, use kick stools when working at height.
- Not do anything to put themselves in danger.
- Know and follow relevant safe working procedures and guidelines including for operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Always follow reasonable targets.
- Stop for regular breaks and, if possible, change activity.
- Tell their manager about any relevant medical conditions and where necessary, conduct a suitable risk assessment.
- Report any hazards or accidents encountered.

The Trust will:

- Provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.
- Consider alternative work methods where possible to reduce exposure to the hazard.

Where possible outside of normal working hours, staff should arrange to be in the building with others. Key holders are also advised to inform someone when they are attending an alarm call out. Staff should inform the Facilities Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone at home that they are working out of normal hours. Should any employee have concerns about their safety during lone working they should contact their line manager.



Emergency Services Information

Dial 999 and be ready to give the following information:

- Your name.
- Telephone number: 01782 234984 or personal mobile.
- Address:
- Your exact location on the premises and how to access the site.
- A brief description of the situation.

This area of the policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

MAINTENANCE AND REPAIR OF EQUIPMENT

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Estates, Facilities or Site Manager

All faulty equipment must be taken out of use and reported to the Estates staff. Staff must not attempt to repair equipment themselves.

Faculty based equipment, for example sports equipment or fitness suites, DT machinery or other subject specific areas are the responsibility of the faculty and scheduled testing arrangements must be in place.

MANUAL HANDLING

Academies will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. All staff are expected to undertake mandatory training for manual handling.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Estates or Site Manager for assistance. All requests for assistance should be completed using HALO.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.



PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager. This includes PPE provided by an individual themselves.

RISK ASSESSMENT

Risk assessment is a systematic examination of what within our academy can cause harm to people and it helps us determine whether we are doing enough, or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a CET risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities to control risks and to plan and prioritise the implementation of the identified control measures.

A Health and Safety Risk Assessment may be used when a worker's health condition makes them or others more vulnerable to workplace risks, such as for expectant or new mothers. Also, where the impact of the workplace adjustments could affect the work and health of others.

We will ensure that:

- assessments are carried out and records are kept in a centralised location
- control measures introduced because of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process. It is the responsibility of the Principal/Headteacher to ensure risk assessments are conducted. In practice the actual assessment process will be delegated to heads of departments and managers. Generic/model risk assessments are only acceptable so long as the assessor:

- satisfies themselves that the 'model' risk assessment is appropriate to their work; and
- adapt the model to their own actual work situations.

When completing risk assessments, it is necessary to refer to the relevant subject guides:

Design & Technology

CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/>



BS 4163:2014 Health and Safety for Design and Technology in Academies and Similar Establishments
Design and Technology Association <https://www.data.org.uk/>

Science

CLEAPSS <http://www.cleapss.org.uk/>
CLEAPSS Academy Science Service Laboratory Handbook
CLEAPSS Hazcards

Food Science

CLEAPSS Food Technology <http://www.cleapss.org.uk/>

Art

National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>

Physical Education

Safe Practice in Physical Education and Academy Sport' afPE <http://www.afpe.org.uk/>

Offsite visits

Health and Safety of Students on Educational Visits. DfE
Outdoor Education Advisers Panel. <http://www.oeap.info/>

SECURITY

Where CCTV systems are installed in the academy, they will be used to monitor incidents and as evidence when investigating reports of health and safety incidents or dangerous behaviour and of alleged criminal offences e.g., theft or assault. Records are under the control of the Principal/Headteacher and in accordance CCTV management arrangements.

In the unlikely event that cash is passed to the academy, then it must be kept in a safe and monies should be banked regularly. Counting of accumulated cash must occur at an appropriate location on Trust premises. If school staff are responsible for carrying monies to and from the bank, Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would-be assailant.

All staff are responsible for their own personal belongings including cars in car park areas and should not leave valuables unattended at any time. The Trust accepts no responsibility for items left unattended or damaged. In the event of a theft in the Trust, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc.

It is the responsibility of the staff to take appropriate measures to maintain the security of any Trust equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Principal/Headteacher. When using portable and desirable equipment such as lap-top computers staff will be



required to follow careful procedures to ensure their security.

SEVERE WEATHER CONDITIONS

In the event of severe weather conditions, it is the responsibility of the Principal/Headteacher in liaison with the Director of Education and the Director of Estates and Facilities to decide on closure on grounds of health and safety. In the event of a decision to close on these grounds, the Trust team will be informed. Separate risk assessments are available to be used.

SMOKING AND VAPING

The Trust and Principals/Headteachers have adopted a no-smoking and no-vaping policy throughout Trust premises. This applies to all premises and to all users including staff, contractors, and students.

STAFF TRAINING AND DEVELOPMENT

The Principal/Headteacher is responsible for annually assessing the health and safety training needs of all staff in the school and for arranging any identified training. This can be done in accordance with Regional Facilities Managers and others with H&S responsibilities.

Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of The Trust's Health and Safety policy and provisions e.g., Mandatory training, Action to be taken in the event of a fire, fire exits and knowledge of first-aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as the Facilities Manager, first-aid staff, minibus use and staff taking students on trips or outside the school. See minibus policy.

The academy will keep a record of all staff who have been trained and the expiry dates of any certification or qualification.

STRESS MANAGEMENT

Creative Education Trust seeks to maintain a positive and supportive working environment for all its staff. It recognises that excessive or prolonged pressure in the workplace can have a negative impact on the organisation and individuals, and that this can be prevented and alleviated through appropriate action on the part of individuals and their managers. The Trust offers an Employee Assistance Programme with access to a range of support mechanisms to assist members of staff when they are feeling pressure of stress; details can be found in the staff handbook.



The Health and Safety Executive (HSE) define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. There is a clear distinction between pressure, which can be a motivating factor, and stress, which can occur when this pressure becomes excessive.

Stress is not an illness, and where stress lasts for only a short time there is usually no lasting effect. However, if the stress is sustained over a longer period, it can have a significant impact on physical and mental health, work performance, and morale. Reducing and preventing work-related stress therefore brings clear benefits to the employer as well as to staff. Creative Education Trust has adopted the approach to the management and prevention of stress recommended by the HSE, which is based on the HSE's 'management standards'.

For more information see the HSE's [website](http://www.hse.gov.uk/stress/index.htm) (<http://www.hse.gov.uk/stress/index.htm>)

The Academy will:

- work to identify workplace stressors and conduct risk assessments to reduce stress or control the risks from stress
- regularly review risk assessments
- consult employee representatives on Health and Safety issues.
- provide access to occupational health services for those individuals affected by workplace stress.

Employees who experience unreasonable stress, which they think may be caused by work, should raise their concerns with their line manager in the first instance.

TRANSPORT

The Estates or Facilities Manager or other nominated person is responsible for arranging the control and management and maintenance and MOT of the minibus/es. S/he is also responsible for ensuring the effective implementation of the **Minibus Policy** and procedures to ensure that the vehicles have permits, are clean and in good condition always.

Only staff that hold the required licence and have undertaken and passed specific MIDAS driver training can use the Minibuses.

All drivers **must** complete the driver checklist before any trip.

All drivers should be aware that any driver offences are applicable to the individual driver, not the Trust. As such they must satisfy themselves on the condition, MOT and insurance status of the vehicle before use.

All drivers are required to sign the school minibus procedure document.



All drivers are responsible for presenting their licence annually.

All drivers are responsible for reporting any damage or unsafe condition to the Site Manager immediately.

General precautions

Any members of staff going off site must ensure that they sign out at the visitors'/staff reception. On their return they must be sure to sign back in again.

All visitors to the Academy must sign in and sign out in the visitors' book, so that a list of visitors in the building is available at any time. Visiting schools, sports teams, lettings parties must be subject to signing in and out. This includes spectators.

Any events, which use the premises out of working hours, especially where visitors to the Trust are involved, will be subject to procedures for the specific event and an appropriate risk assessment. The key individual organising the event, will provide a risk assessment and check procedures with the Facilities Manager.

WORKING AT HEIGHT

The academy will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities. Training is available to all site staff.

The academy will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on academy property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

Standing on desks, chairs or other furniture is **not** permitted. If decorations or displays are to be hung then a step stool or step ladder of appropriate height must be used.

Risk Assessment for Work at Height

The Site Manager is responsible for ensuring the completion of risk assessments for all working at height tasks in the Academy.

For all activities involving work at height a risk assessment must be conducted, and the findings recorded. This assessment should consider both the work to be done and the



most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way, then:
- use work equipment or other measures to prevent falls; and
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- the task and activity involved
- the people (medical conditions etc.)
- equipment to be used including erection and dismantling
- the location (proximity to roads, overhead electrical cables etc)
- the environment, poor conditions and slippery surfaces (weather, temperature etc.)
- the effect on pedestrians, falling objects

Using Ladders (including stepladders)

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task and regular periodic ladder inspections are undertaken and recorded in SmartLog.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example, whilst a ladder may reach, if the task requires strenuous work, carrying bulky / heavy equipment or likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate. Only those persons who have been trained to use ladders safely may use them.

All ladders should be secured against unauthorised use. Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available always;
- three points of contact should be maintained always;
- the work can be completed without stretching;
- the ladder can be secured to prevent slipping.



Do not work at height when you are alone. If you are planning to use a step ladder, ask the Estates or Facilities Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your waist should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Equipment identification / inspection

The Estates or Facilities Manager is responsible for the purchase and maintenance of all ladders in the Academy.

The academy will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person 6 monthly. The inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place. Only persons that have received the appropriate training (PASMA) can erect, alter, inspect and dismantle tower scaffolds.

WORK EXPERIENCE PLACEMENT (STUDENTS)

In any situation where a student or students are engaged in work placement / experience which involve the placement of students on employers' premises in which the student carries out a task or duty, or range of tasks or duties, as would an employee, but with the emphasis on the learning aspects of the experience, a full risk assessment must always be carried out by the member of academy staff responsible in advance. The risk assessment must ensure compliance with the Health and Safety (Young Persons) Regulations 1997.

The following CET policies should be read in conjunction with this document:

Educational Visits Policy, Minibus Policy, Critical Incident and Major Incident Policy, Aggressive Visitors policy, Child Protection policy, E-Safety policy



First Aid policy

Harpfield Primary Academy

1. INTRODUCTION

The policy is provided to offer clear guidance and information on how the Academy will meet first aid requirements, manage and report illness and how accidents are dealt with within each Academy.

The policy adheres to the legal requirements listed in *Guidance on First Aid in Schools 2014*¹ and *Supporting Students at school with Medical conditions 2015*²

The policy covers:

- Risk Management of First Aid
- First Aid concerns
- Reporting of incidents
- Illness
- Hygiene procedures for bodily fluids

The policy should be read alongside the Trusts policies on:

- Health and Safety
- Supporting Pupils with Medical Conditions
- Educational Trips and Visits

2. AIMS & OBJECTIVES

- To identify the first aid needs of the Academy in line with current legislation.
- To ensure that first aid provision is available at all times while people are on Academy premises, and also off the premises whilst on educational visits.
- To ensure the appointment of the appropriate number of suitably trained people as First Aiders to meet the needs of the Academy and to maintain a record of that training and review annually (minimum of 1:50)
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the Academy's First Aid arrangements.
- To keep accident records and to report using SmartLog and as necessary to the HSE as required by legislation.

¹ see <https://www.gov.uk/government/publications/first-aid-in-schools>

² see <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>



- To administer immediate attention to pupils in the event of accident or injury where staff have been made aware and necessary, follow up action taken.
- To inform parents immediately if the accident is sufficiently serious that a pupil may have difficulty getting home or if they have been referred to hospital

3. RISK MANAGEMENT

There should be a risk assessment of first aid needs for each individual Academy within the Trust to ensure that adequate provision is available. A guide is available from the SJA ³

The Trust ensures all its schools make every effort to minimise the risk of accidents and prevent dangers and incidents occurring. However, in the event of any accidents/incidents to students, staff parents and visitors, these will be recorded as soon as practicably possible using SmartLog.

4. FIRST AID

a) Procedure

Whilst it is accepted that each incident/accident is different, a consistent approach to treatment of an injured person will have the greatest chance of applying the most effective treatment. The procedure in Appendix 1 should form the basis of all call outs to accidents and incidents within the Academy.

b) Accommodation.

Legislation requires the provision of suitable accommodation for medical needs of students. The Academy's nominated accommodation is: First floor disabled toilet and medical room.

c) Provision.

First aid supplies are located at various points around the premises. The contents of these boxes should be as per the legal minimum and should be specific to user and area as identified by the risk assessment. These are listed in Appendix 2. Signage details the nearest first aid box and staff should be made aware of these. These should be reviewed annually.

d) First aid contacts.

Anyone requiring first aid should in the first instance contact a Teaching Assistant or Lunchtime Supervisor. If this person is unavailable the injured party should go to main reception or inform another member of staff immediately.

³ see <https://www.sja.org.uk/sja/training-courses/first-aid-in-schools/schools-first-aid-needs.aspx>



e) Named First Aiders.

A list of first aiders is held by the Headteacher or Principal and should be available through main office. Examples of these are listed on Appendix 3.

f) Training.

First Aid Training is undertaken by SLA with St. Johns Ambulance across the Trusts schools. Those seeking to be first aid trained should be agreed by the Headteacher or Principal of the Academy. This training should be updated every 3 years as a minimum. (Note: If any other training provider is used, they must be suitably qualified.

g) AEDs.

These are available in school at the following location(s): Main Office these are designed to be used by any member of staff or pupil whether first aid trained or not.

h) Trips and Visits.

First Aid arrangements for School Trips and Visits are contained in the Educational Visits Policy. Appropriate first aid provision should form part of the arrangements for all out of school activities. First Aid kits should be taken on school trips and any qualified first aider should be responsible for equipment use and taking charge of any emergency situation should it arise.

i) Medications.

HSE Legislation states that the provision of First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who administer medications must be trained to do so and have written permission of parent/carer beforehand. Medication must be locked in the first aid room unless emergency medication (AAI, inhaler etc) in which this should be held on their person at secondary age, or by their class teacher in an easily accessible location for primary age.

j) Recording.

- Written records will be made when the accident occurs and within 24 hours on SmartLog on each occasion when any pupil, member of staff or other visitor/parent/carer receives first aid treatment on Academy premises or as part of a school-related activity.
- Accidents and Incidents should be logged separately from sickness and illness using SmartLog
- Injuries not received on school premises and not related to an off-site school activity do not need to be recorded.
- First aid books will be regularly reviewed, records to be added to SmartLog and any background data communicated to the Trust for data analysis.



- The Trust will endeavour to keep records should be stored for six years after the student reaches their 18th birthday. **What about adults - staff/visitors?**

k) Safeguarding.

If a staff member has a welfare concern regarding an accident or incident being dealt with through 'First Aid' they should follow the Safeguarding process. If a pupil makes a disclosure during the administration of first aid this must be reported as per the safeguarding policy. DSLs will be able to access to view accident and incident records held on SmartLog.

To ensure members of staff are aware of situations regarding potential allegations of professional misconduct, any situations requiring pupils to remove clothing to have a first aid properly looked at must always be done with two members of staff present and this be recorded accordingly.

l) Emergency situations

If pupils require hospital assessment, parents/carers must be informed immediately. If deemed to be a non-emergency parent/carer will be asked to collect the pupil without delay and accompany them to a hospital of their choice. If the pupil must attend hospital without delay the pupil should be accompanied by a nominated member of the Academy's staff who will act *in loco parentis*. This would normally be a nominated Teaching Assistant or other staff member.

If the Academy has a set protocol on ringing for an ambulance this should be listed in Appendix 4.

m) Head injuries

If pupils have an injury to the head they should receive first aid on the day of their injury, preferably as soon as possible. Where this injury is affecting their normal school abilities (e.g., dizziness, nausea, fainting, bleeding) they will be provided with a head injury letter as listed in Appendix 5 and efforts should be made to contact parent. In the event of a serious head injury or concussion immediately call a first aider and call 999 as appropriate.

5. REPORTING OF ACCIDENTS/INCIDENTS

a) Reporting to HSE

Serious accidents, incidents, dangerous occurrences and near misses will be reported as per the CET Health and Safety Policy. The responsibility for investigating these incidences and appropriately recording them onto SmartLog lies with the following personnel: Operations Manager, Headteacher or designated SLT member.



Those incidents which need to be reported to RIDDOR are:

- Accidents resulting in death or major injury
- Staff accidents which prevent normal duties for more than 7 days
- Loss of consciousness due to asphyxia or absorption of harmful substances
- Fractures/Dislocations (with the exception of fingers and toes) caused within normal lessons
- Amputation
- Loss of sight – temporary or permanent
- Chemicals or hot metal burn to eye
- Penetrating eye injury
- Electric shock
- Injury leading to hypothermia
- Pupils requiring a hospital visit to A and E following an injury at school within HSE guidance⁴

b) Reporting to the Trust

Information regarding periodic accident and incident data should be provided by the Academy to the Trust on SmartLog or by request on in the event of an audit. Any accidents, incidents, dangerous occurrences or near misses reportable to the HSE should be identified to the trust as soon as possible (latest within 48 hours) of the incident occurring. This is to ensure that any dangers or risks are being investigated and systems reviewed with the aim of reducing any future such occurrences and sharing information across all Academies in the Trust.

6. ILLNESS

a) Sending pupils home

Each case will be assessed on its merits. Pupils will be sent home if it has been advised by a first aider that they are not fit for lessons or who pose a risk to the health of other pupils or members of staff. A designated adult on Arbor must be contacted prior to sending the pupil home to ensure safeguarding processes are followed.

Pupils may be allowed to go home on their own if the parent is happy with this, however if they are unable to do so safely, they will not be advised to walk home on their own.

Pupils having issues with breathing, asthma, dizziness fainting or anaphylaxis should stay with a member of staff and a first aider called immediately. Health

⁴ see <http://www.hse.gov.uk/pubns/edis1.pdf>



Care Plan information must be followed, and emergency services contacted if appropriate.

b) Taxis/staff transport

Academy staff will not accompany students' home under any circumstances in their own vehicles unless a safeguarding emergency is present, and this has been agreed by the DSL. Taxis can be arranged with agreement of and payment by parent/carer.

c) Emergency Medications

Trained members of staff are permitted to administer inhalers, AAI's and other emergency medication for use with specific pupils with written permission from parent/carer. Emergency medications may otherwise only be administered with express permission from the emergency services.

d) Pre-existing conditions

Pupils with pre-existing conditions should be directed to their own GP for initial advice on these issues. First aiders within the Academy are not trained to give general medical advice. If teaching or practical support is required for such pupils within the Academy this should be provided through guidance in the Supporting Pupils with Medical Conditions Policy.

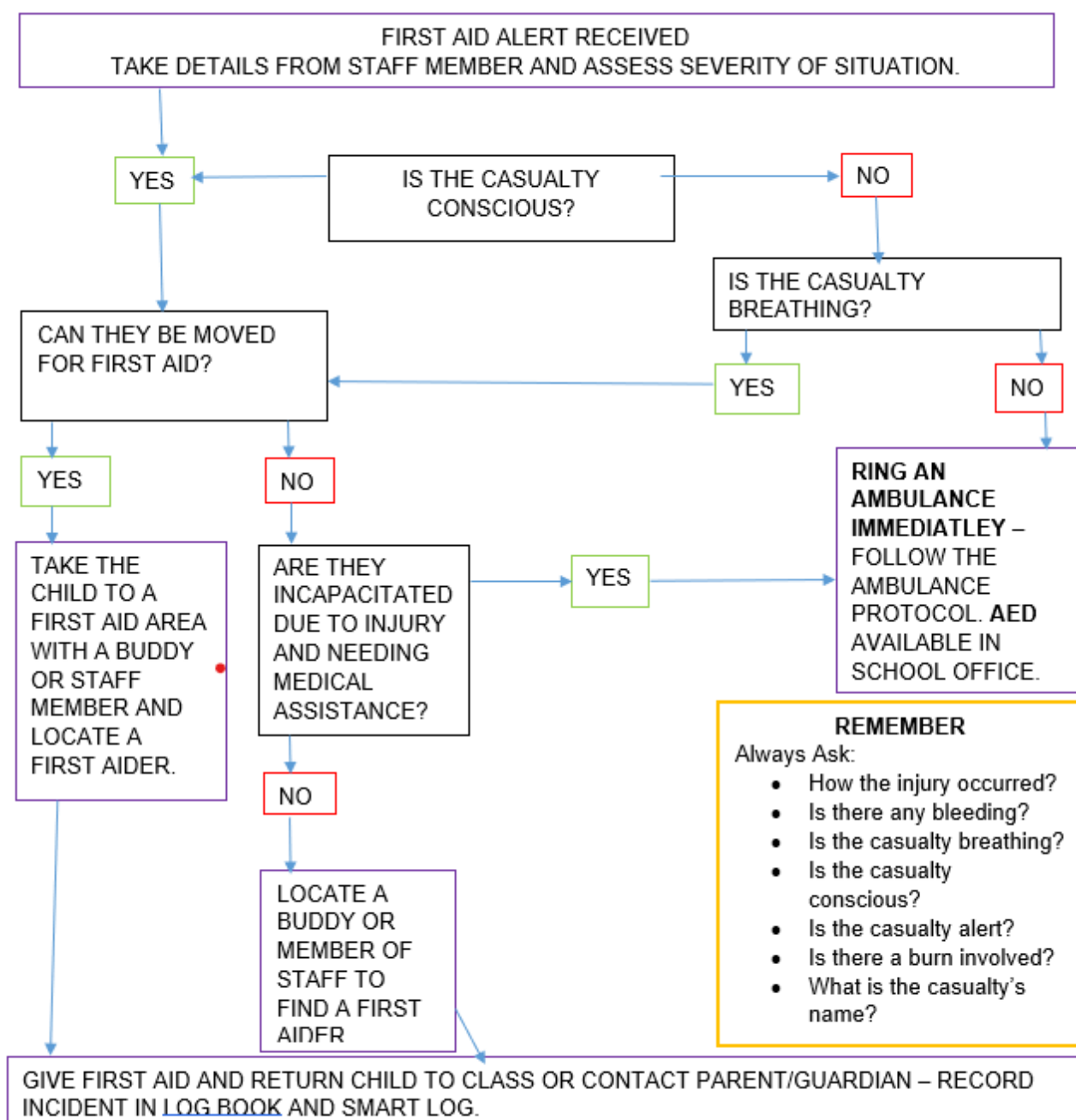
7. HYGIENE PROCEDURES FOR SPILLAGE OF BODILY FLUIDS

See Appendix 6 for Hygiene procedures for spillage of bodily fluids.



Appendix 1

First aid procedure flowchart





Appendix 2

Location of first aid boxes

Location	Type		Quantity	Notes:
First aid	Bumbag – GREEN. Contents – plasters, powder free gloves, disposable apron, triangular bandage, large sterile dressing, safety pins, paper towels.		4	Checked 12/02/2025 For trips. Located in the Medical cupboard in the Community room.
First aid	Boxes – GREEN. Contents – Nitrile gloves, disposable aprons, plasters, eye bandage, triangular bandage, medium/large dressings, safety pins, sterile wipes, paper towels.		4	Checked 12/02/2025 Locations – Community Room, KSI/2/EYFS shared areas.
First Aid	Body fluid kits – BLACK. Contents – yellow fluid/waste bags and body fluid clean up kits.		5	Checked 12/02/2025 Located in the Medical cupboard in the Community room.
AED Kit – school office	Auto AED kit – YELLOW/BLUE pack.		1	Checked weekly.



Appendix 3

List of named first aiders (list here)

Angela Lockett
Clare Scragg
Jackie Brocklehurst
Debbie Giltrap
Emma LeQueux
Sue Perry
Amy Tooth
Sarah Cawley
Sophie Rigby
Carol Steele
Julie Peacock
Laura Holland
Debbie Bradbury

FIRST AID AT WORK

Sarah Cawley
Clare Scragg



Appendix 4

Protocol for ringing for an ambulance

Protocol on Ringing for an Ambulance

Where you suspect that an injury or incident has occurred that will require an ambulance, DO NOT DELAY. RING 999 and follow the procedure below from point 1.

If you are unsure of the nature of the injury or incident:

- locate your closest first aider or
- if unable to locate your closest first aider, please ask another member of staff or a pupil to go to the main office. They will locate a first aider to assist.

If it is established that an ambulance is necessary, follow this procedure:

1. Designate one person to be the first aider. They will remain with the casualty and be in charge of the situation using their first aid training. They will do the hand over to the ambulance service.
2. Designate a person to assist in the relaying of information to the main contact with the ambulance service. This person will be “the runner”.
3. Designate another person to be the main contact with the ambulance service. NO OTHER PERSON WILL HAVE CONTACT WITH 999. This person will be ‘the caller’. This person would normally be someone in the main office. This person should ideally be first aid trained.

The caller should give the following information:

- What service is required – Ambulance/Paramedic, and also Police if there has been a criminal incident
 - Full address of school:
Harpfield Primary Academy, Palmers Green, Hartshill, Stoke on Trent, ST4 6AP.
 - Full details about what has happened in the accident
 - The casualties full name, date of birth and address if required – from Arbor.
4. Designate a different person to ring home and try and contact parents/carers (or friend/partner/parent if the casualty is a member of staff). This can be any office/reception staff who are available. This person will be ‘the contactor’.

The contactor should give the following details to parents/carers:



- An accident or incident has occurred in which we have called an ambulance
 - The condition is not life threatening (unless otherwise stated)
 - We THINK they might be injured and have broken/twisted/cut a finger/elbow/leg etc.
 - Or they have suffered an Asthma attack/Anaphylaxis/episode of fitting and we have called an ambulance as per their Health Care Plan
 - DO NOT GIVE UNNECESSARILY GORY OR UPSETTING DETAILS
 - Ask the parent to attend school **STRAIGHT AWAY** so that this gives them the immediate opportunity to be near their child as soon as possible and go with them in the ambulance if they want to. Often the ambulance waits in school a while so it would not be best practice to send parent straight to the hospital.
5. The ambulance service will usually stay on the line to the caller until the ambulance and/or paramedic vehicle arrives.
6. The ambulance service will grade the call as green, amber or red, depending on the severity of the accident. They will let school know if there will be waiting time if the situation is not urgent (e.g., overdose)
7. UNDER NO CIRCUMSTANCES should the caller, or anyone else ring the ambulance service back and demand an ambulance attend quicker, unless:
- The casualty's situation has worsened
 - The casualty is in danger
 - The casualty has stopped breathing
 - The casualty is unconscious
8. If no parent or carer can be contacted:
- If the casualty does not need to go to hospital after being checked by paramedics, they should stay in the first aid area until someone can be contacted. This should be done with the help of the house teams/SLT.
 - If the casualty needs to go to hospital, then a member of staff should go with them and stay in loco parentis until a parent/carers, or a member of family or friends verified by the parents/carers attends the hospital. This should be (in order of preference):
 - Primary first aider
 - A TA who is not timetabled



- Someone agreed by the house team
9. The Principal should be informed if a student has gone to hospital straight from school and is accompanied by a member of staff.



Appendix 5 Head injury letter template

HARPFIELD PRIMARY ACADEMY

'Achieving Success Together'



MINOR ACCIDENT FORM

YOUR CHILD HAD A MINOR ACCIDENT TODAY WHICH WAS TREATED BY A FIRST AIDER. THERE HAVE BEEN NO ADVERSE AFFECTS DURING THE REST OF THE DAY.

BUMP/BRUISE		CUT/GRAZE	
NOSEBLEED		HEAD INJURY	
VOMITING/NAUSEA		ASTHMA	
HEADACHE/TEMPERATURE		OTHER	

NAME OF CHILD..... CLASS.....
TIME OF INJURY..... DATE
SIGNED SCHOOL TELEPHONE NO 01782 234984

COMMENTS:



Appendix 6

Hygiene procedures for spillage of bodily fluids

General statement

The aim is to decrease the exposure risk to blood-borne and body fluid pathogens. Adherence is the responsibility of all staff who may come into contact with spillages of blood or other body fluids. All staff need to be aware of their personal responsibilities in preventing the spread of infection. Disinfection aims to reduce the number of micro-organisms to a safe level.

Whilst a variety of chemical disinfectants is available, high concentration chlorine-releasing compounds provide an effective method of treating body fluid spills with activity against a range of bacteria and viruses. 4.2

Legal position

The Academy has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and Oral Secretions
- Vomit
- Faeces
- Urine

Personal Protective Equipment (PPE)

PPE is available from the Business Manager. All staff dealing with a biohazard spill are to ensure that they:

- Wear a plastic disposable apron
- Wear disposable gloves.
- protect eyes and mouth with goggles and mask (or full-face visor) if splash or spray is anticipated
- wear protective footwear when dealing with extensive floor spillages
- use the Body Fluid Disposal Kits provided by the school
- always dispose of PPE and contaminated waste into a yellow clinical waste bag

Procedure

All staff dealing with a biohazard spill are to:

- wear appropriate PPE
- take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular blood or body fluids reaching the eyes or the areas inside the mouth and nose should be avoided
- wash hands, including arms to the elbow, with warm water and soap immediately after every clean-up of blood or body fluid. This should be performed even if gloves have been worn.



- wash all areas that have come into contact with blood.
- Report all biohazard spills to the site team and Estates or Facilities Manager