



HEALTH & SAFETY POLICY

1. Policy Aims

- 1.1 The School aims 'To provide a safe and healthy working and learning environment for pupils, staff and visitors.'
- 1.2 The Governors aim to:
 - Provide and maintain a safe and healthy environment
 - Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
 - Have robust procedures in place in case of emergencies
 - Ensure that the premises and equipment are maintained safely and are regularly inspected.

2. Legislation

- 2.1 This policy is based on advice from the Department for Education (Health and Safety: responsibilities and duties for [schools](#) 2022) and the following legislation:
 - The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and others not in their employment who may be affected by their actions such as students, parents and those who hire the premises. The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
 - The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
 - The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
 - The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
 - The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register

- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height
- The school follows national guidance published by Public Health England when responding to infection control issues
- Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

3. Roles & Responsibilities

- 3.1 The Board of Governors notes the provisions of the Health and Safety at Work, etc Act 1974 s.2 which 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 his employees and also s.3 which states that it shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected thereby are not thereby exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the School's premises or participating in School sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.
- 3.2 A member of the Board is appointed to take a special interest in health & safety matters. The Current Board member so appointed is **Milind Dhuru**. This Board member monitors health and safety standards through attendance of the termly meetings and scrutiny of the termly reports submitted to the Governance and Risk Governors' Committee, as well as through visits to the school.
- 3.3 The governing board has ultimate responsibility for health and safety matters in the School, but will delegate day-to-day responsibility to the Head, the Head of the Junior School and the Director of Operations.
- 3.4 The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the School premises.
- 3.5 The governing board, as the employer, also has a duty to:
- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
 - Inform employees about risks and the measures in place to manage them
 - Ensure that adequate health and safety training is provided.
- 3.6 The Head has delegated specific responsibility as follows to the Director of Operations.
- 3.7 The Director of Operations is responsible for health and safety day-to-day. This involves:
- Implementing the health and safety policy
 - Ensuring there is enough staff to safely supervise pupils
 - Ensuring that the school building and premises are safe and regularly inspected

- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Monitoring the standards of health and safety maintained by Heads of Department through the termly health and safety meetings

In the absence of the Director of Operations the Head of Facilities & Estates assumes the above day to day health and safety responsibilities under the guidance of the Head.

4 Duties of Heads of Department and those with Supervisory Arrangements

- 4.3 All Heads of Department and those with responsibility for supervising others will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 4.4 In addition to the general duties which all members of staff have (see below), they will be directly responsible to the Head, Head of the Junior School &/or Director of Operations (as appropriate) or the member of staff nominated by the Head, Head of the Junior School &/or Director of Operations (as appropriate) to have overall day-to-day responsibility for the implementation and operation of the School's health and safety policy within their relevant departments and areas of responsibility.
- 4.5 They will take a direct interest in the School's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 4.6 As part of their day-to-day responsibilities they will, so far as is reasonably practicable, ensure
- a) risk assessments have been carried out and safe methods of working exist and are implemented throughout their department
 - b) health and safety regulations, rules, procedures and codes of practice are being applied effectively within their department
 - c) staff, pupils and others under their jurisdiction are instructed in safe working practices
 - d) new employees working within their department are given instruction in safe working practices
 - e) regular safety inspections are made of their area of responsibility as required by the Head, Head of the Junior School &/or Director of Operations (as appropriate) or as necessary
 - f) positive, corrective action is taken where necessary to ensure the health and safety of all pupils, staff and others
 - g) all plant, machinery and equipment in the department in which they work is adequately guarded and is in good and safe working order
 - h) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
 - i) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work

- j) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- k) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- l) all the signs used meet the statutory requirements
- m) all health and safety information is communicated to the relevant persons
- n) they report, as appropriate, any health and safety concerns to the appropriate individual.

5 Duties of All Members of Staff

5.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should

- a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- b) Co-operate with the school on health and safety matters
- c) Work in accordance with training and instructions
- d) Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- e) Model safe and hygienic practice for pupils
- f) Understand emergency evacuation procedures and feel confident in implementing them
- g) see that all plant, machinery and equipment is adequately guarded and is in good and safe working order
- h) not make unauthorised or improper use of plant, machinery and equipment
- i) use the correct tools and equipment for the job and any protective equipment or safety devices which may be supplied
- j) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- k) report any defects in the premises, plant, equipment and facilities which they observe
- l) take an active interest in promoting health and safety and suggest ways of reducing risks.

6 Pupils & Parents

6.1 Pupils and parents are responsible for following the school's health and safety advice, including wearing correct safety equipment as advised by school staff, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

7 Hirers

7.1 When School premises are hired to a third, it will be a condition for that party using the School's premises that they comply with all safety directives of the Governors and that they will not without the prior consent of the Governors through the Head, Head of the Junior School and/or the Director of Operations:

- a) Introduce equipment for use on the School premises
- b) alter fixed installations
- c) remove fire and safety notices or equipment
- d) take any action that may create hazards for persons using the premises or the staff or pupils of

the School.

- 7.2 When the School's premises or facilities are being used out of normal School hours for a School-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the following requirements of this section.

8. Contractors

- 8.1 When the premises are used for purposes not under the direction of the Head, Head of the Junior School &/or Director of Operations (as appropriate) then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3 of this document.
- 8.2 The Head, Head of the Junior School &/or Director of Operations (as appropriate) will seek to ensure that, so far as is reasonably practicable, hirers, contractors and others who use the School's premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 8.3 Contractors will agree health and safety practices with the Director of Operations or Head of Facilities & Estates before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.
- 8.4 All contractors who work on the School premises are required to be competent in their work and to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with the Health and Safety at Work, etc Act 1974.
- 8.5 In instances where the contractor creates hazardous conditions and these are known to the Head, Head of the Junior School &/or Director of Operations (as appropriate) and refuses to eliminate **them or to** take action to make them safe the Head, Head of the Junior School &/or Director of Operations (as appropriate) will take such actions as are necessary to prevent persons in his or her care from risk of injury.
- 8.6 The attention of all users of the School premises (including hirers and contractors) is drawn to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- 8.7 For the avoidance of doubt, a copy of this School policy is made available to each contractor who, in turn, will furnish the School with a copy of their own Health & Safety Policy.

9 Communication and Consultation

- 9.1 The Governors, through the Head, Head of the Junior School &/or Director of Operations (as appropriate), will make arrangements for the establishment of a health & safety committee. Representation on this committee will cover all appropriate areas of work or special hazards. The Health & Safety Committee Terms of Reference are attached at Appendix 1.

10 Fire

- 10.1 Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments for the site are reviewed regularly.
- 10.2 Emergency evacuations are practiced at least once a term and fire alarm testing will take place once a week.
- 10.3 New staff undertake fire safety training and staff and pupils are made aware of any new fire risks.
- 10.4 Please refer to the Emergency Procedures (Including Fire) Policy for more information.

11 COSHH

- 11.1 Schools are required to control hazardous substances, which can take many forms, including:
- Chemicals
 - Products containing chemicals
 - Fumes
 - Dusts
 - Vapours
 - Mists
 - Gases and asphyxiating gases
 - Germs that cause diseases, such as leptospirosis or legionnaires disease
- 11.2 Control of substances hazardous to health (COSHH) risk assessments are completed by the Health & Safety Team and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
- 11.3 Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- 11.4 Any hazardous products are disposed of in accordance with specific disposal procedures
- 11.5 Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.
- 11.6 Gas safety
- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
 - Gas pipework, appliances and flues are regularly maintained
 - All rooms with gas appliances are checked to ensure that they have adequate ventilation
- 11.7 Legionella

- A water risk assessment is completed monthly by Watercare. The Facilities Contracts Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:
 - temperature checks
 - heating of water
 - regular disinfection of showers

11.8 Asbestos

- Maintenance staff are briefed and trained on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

12 Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

12.1 Electrical equipment

- The Head of Facilities & Estates will arrange for a periodic inspection and test of the School's electrical installation at intervals as recommended by the inspector issuing the Electrical Installation Condition Report and will ensure that any defects are promptly remedied.
- The Head of Facilities & Estates will ensure that all portable appliance equipment is formally inspected and tested at intervals as recommended by the inspector, and that any defective of equipment is taken out of service and replaced or repaired.
- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Head of Facilities & Estates immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

12.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely and that pupils are wearing the appropriate PPE for the activity
- The Head of Facilities & Estates will arrange for PE and playground equipment to be serviced and inspected on an annual basis.
- Staff identifying any concerns about the condition of such equipment should report this to the Head of Facilities & Estates

12.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided up to the value of £80 if required specifically for DSE use). Eye Test Guidance & Procedure is available from HR.

13 Lone Working

13.1 Lone working may include:

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

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

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

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

14 Working at Height

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

In addition:

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

15 Manual Handling

- 15.1 It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- 15.2 The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.
- 15.3 Staff and pupils are expected to use the following basic manual handling procedure:
- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
 - Take the more direct route that is clear from obstruction and is as flat as possible
 - Ensure the area where you plan to offload the load is clear
 - When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

16 Crisis Management Plan

- 16.1 The Head, Head of the Junior School &/or Director of Operations will ensure that a Crisis Management plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to
- a) save life
 - b) prevent injury
 - c) minimise loss

This sequence will determine the priorities of the emergency plan.

- 16.2 The plan will address such foreseeable incidents as fire, explosion, suspicious package, telephone warning and unauthorised intrusion, be agreed by the Governors and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governors.

17 Off Site Visits (See Health & Safety on Trips Policy)

- 17.1 When taking pupils off the school premises, we will ensure that:
- Risk assessments will be completed where off-site visits and activities require them

- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips that involved physical activities or overnight stays, there will always be at least one first aider on school trips and visits

18 Lettings

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

19 Violence at Work

- 19.1 We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.
- 19.2 All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Head immediately. This applies to violence from pupils, visitors or other staff.

20 Smoking, vaping, alcohol and drugs

- 20.1 Smoking or vaping is not permitted anywhere on the school premises.
- 20.2 The School does not condone the use of drugs and misuse of alcohol by its staff, nor the illegal supply of these substances. Any breach of this policy would constitute gross misconduct under the Disciplinary Policy

21 Infection Prevention and Control

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

- 21.1 Handwashing
- Wash hands with liquid soap and warm water, and dry with paper towels
 - Always wash hands after using the toilet, before eating or handling food, and after handling animals
 - Cover all cuts and abrasions with waterproof dressings
- 21.2 Coughing and sneezing
- Cover mouth and nose with a tissue
 - Wash hands after using or disposing of tissues
 - Spitting is discouraged
- 21.3 Personal protective equipment
- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

21.4 Cleaning of the environment

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

21.5 Cleaning of blood and body fluid spillages

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

21.6 Laundry

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

21.7 Clinical waste

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

21.8 Animals

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

21.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if

exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

21.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

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

22 New and Expectant Mothers

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

23 Occupational Stress

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

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

24 Accident Reporting

24.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

24.2 Reporting to the Health and Safety Executive

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

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

Reportable injuries, diseases or dangerous occurrences include:

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

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

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

24.3 Notifying parents

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

24.4 Reporting child protection agencies

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

25 Training

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

25.2 Maintenance staff and technicians are provided with additional training where relevant for the following: -

- Working at Height
- Asbestos Awareness
- Fire Safety

26 Links with Other Policies

- First Aid
- Medical Conditions
- Risk Management
- Accessibility Plan
- Emergency Procedures (including Fire)
- Health & Safety on Outside Trips

27 Risk Assessments

27.1 The Head, Head of the Junior School &/or Director of Operations (as appropriate) will ensure that reviews of risk assessments of the premises, methods of work and all School-sponsored activities are conducted regularly or as appropriate. These reviews will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. Heads of Departments will carry out reviews of their departments and report at each Health & Safety Committee meeting.

27.2 Phoenix Fire Risk Management have been appointed competent advisers and Oxford Safety & Risk Management is the Radiation Protection Adviser.

28 Review

28.1 A review by management will be undertaken every two years, with any recommendations for change brought forward at the same time as the Governance & Risk Committee's Health & Safety report to the Board.