



The  
**MAST**  
 Academy Trust

<b>Policy</b>	Health and safety policy		
<b>Owner</b>	Melanie Humphreys – The Mast Executive Administrator		
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<b>Approver</b>	Martyn Jones	<b>Signature</b>	<i>Martyn Jones</i>

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<b>Objective of Policy</b>
To provide guidance on the policy and processes for all aspects of Health and Safety.

<b>Version Control</b>	
<b>Version Number</b>	Summary of amends from previous version
2.0	Annual review, update to accident form image, front cover updated.

Sign off requirements	
Approvers	Position
Chair of trustees ratification	Martyn Jones
Local LGB adoption approval	Chair of Governors per LGB
Reviewers	Position
Jason Field	CFO The MAST
Trust representative	Andrea Mills

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# HEALTH AND SAFETY POLICY

## Scissett Middle School

### 1.0 Introduction

#### 1.1 Statement of Intent

Health and Safety is an important consideration for The Mast Academy Trust. We will take all reasonable steps to provide a safe and caring environment for pupils, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

### 2.0 The Law

Health and Safety in academies is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, plan 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.

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

## **2.0 Responsibilities**

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

The Governing Body (GB) shares with the Academy Trust overall responsibility for Health and Safety. The GB or LAB and the Headteacher, must comply with any direction given to them by The Mast Academy Trust concerning Health and Safety of persons on the academy's premises or taking part in any academy activities elsewhere.

### **2.1 The Board of Trustees will:**

- Appoint a Trustee with responsibility for Health and Safety.
- Appoint independent auditors to provide monitoring, annual checking, advice and report of compliance with this policy and any relevant legislation.
- Provide strategic direction in the importance of Health and Safety across the organisation
- Review all reported events to make sure practice is reviewed and updated if necessary.
- Delegate responsibility for Health and Safety to the Audit Committee.
- Approve key performance indicators for Health and Safety (for review by the Audit Committee).
- Provide Annual training for Headteachers.

### **2.2 The Trust (through the central executive team) will:**

- Co-ordinate the distribution of the Health and Safety Policy to each academy and its Governing Body
- Facilitate a site management team meeting including representatives from academies in order to co-ordinate action for implementation of procedures and best practice relating to Health and Safety. This will meet regularly, generally half termly, to review actions and plan for the future.
- Provide a Health and Safety system for the academies that can be used to monitor accidents, deliver and record training and store key Health and Safety documents.

### **2.3 The Governing Body will:**

- Appoint a Member of the Governing Body with responsibility for Health and Safety.
- Ensure Health and Safety has a high profile.
- Review measures to provide a safe and healthy environment for all persons who work at, attend or visit the academy.
- Review measures to ensure the Health and Safety of pupils, staff and volunteers on off-site visits and activities.

- Seek improvement to working conditions according to priorities within existing resources.
- Review measures to consult staff and provide training opportunities.
- Monitor and review Health and Safety.
- Report to the Trust on Health and Safety risks or issues that arise.
- Endorse and support the safety policies and procedures of, and to assist The Mast Academy Trust to discharge those responsibilities.
- Ensure that risk assessments are carried out within the academy and to ensure the assessments are reviewed following a significant change or after an incident. Risk assessment forms can be found on Smartlog.
- Encourage informal meetings and ensure time is made available in staff meetings where Health and Safety issues can be raised.
- Review on a periodic basis, all accidents and incidents reported to identify trends.

#### **2.4 The Headteacher will:**

- Develop a Health and Safety culture throughout the academy.
- Following the annual audit, ensure an action plan is written, monitored and progress against items reported to the Governing Body.
- Have a responsibility for day to day management of all Health and Safety matters in the academy in accordance with the Health and Safety policy. This may be carried out through delegated responsibility to key members of staff
- Ensure staff are aware of their responsibilities.
- Update Governing Body members by submitting inspection reports.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on Health and Safety matters to the appropriate people.
- Carrying out accident investigations.
- Draw up Health and Safety procedures within the academy in line with The Mast Academy Trust Policies & Procedures.
- Ensure regular workplace inspections are carried out by Phil Stronell and Ian Jackson (Governor i/c Health & Safety).
- Submit inspection reports to the Governing Body.
- Identify and facilitate staff training needs.
- Ensure all new staff receive Health & Safety training at induction and ongoing as required.
- Ensure all staff receive annual Fire awareness training.
- Maintain a training record.
- Monitor effectiveness of procedures.
- Ensure the academy has relevant and sufficient risk assessments in place.
- Ensure the academy's fire log is kept up to date and available for inspection.
- Contact the Chief Executive Officer or Finance Director immediately if an incident occurs that is of a serious nature or fatal.

#### **2.5 Staff with special responsibility:**

The following staff have special responsibility:

SMS. Headteacher: Natasha Greenough

H&S coordinators: Phil Stronell

These job holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control and as delegated by the Headteacher.
- The coordination of the academy's Health and Safety policy in their own academy, directly responsible to the Headteacher for the application of the Health and Safety procedures and arrangements.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to Health and Safety.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the Headteacher or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed following a significant change or if an incident has occurred.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own Health and Safety.
- Obtaining relevant advice and guidance on Health and Safety matters.

## **2.6 All Staff will:**

- Support the implementation of Health and Safety arrangements.
- Take reasonable care for the Health and Safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operate fully with their manager or responsible person on all matters relating to their Health and Safety at work.
- Report promptly, injury, significant near miss, incident of violence and aggression or cases of work-related ill health, following the academy's procedures.
- Report any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others, following academy procedures. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wear any protective clothing or equipment and use any safety devices that have been provided for their Health and Safety while at work.
- Observe safety rules, complying with codes of practice and Health and Safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attend Health and Safety training as directed and undertake their work activities in accordance with any Health and Safety training provided to them.

- Ensure as far as is reasonably practicable that their classroom or work area is safe and tidy.

## 2.7 Volunteers

Volunteers have a responsibility to act in accordance with the academy's policies and procedures for Health and Safety and to report any incident or defective equipment to a member of staff immediately.

## 2.8 Contractors

All contractors under academy control will be appropriately selected and competent in terms of Health and Safety.

- Contractors must be made aware of and abide by the academy's Health and Safety policy and not endanger pupils, staff or other visitors to the site.
- Phil Stronell Site Manager will be responsible for the co-ordination of the contractors' activities on site.
- The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor, in consultation with the Headteacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

## 2.9 Visitors and other users of the premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures with other occupiers.

- All visitors to the academy must comply with the academy Health and Safety policy and procedures as advised by the school.
- The Headteacher must ensure that a suitable system is implemented whereby all visitors are required to record their visit to the academy (visitor's book) and the time they leave.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the academy.
- Should a fire / emergency occur, or the fire alarm is activated whilst visitors are on the academy's premises, the visitor must evacuate the building in accordance with the academy's procedure.
- Should an incident / accident occur involving a visitor it must be reported using The Mast Academy Trust accident reporting procedure and form sent to the Finance Director. An investigation must be undertaken as soon as possible by the relevant responsible person.
- Persons hosting visitors including meeting arrangers must ensure:

1. Visitors are alerted to the establishment fire procedures.
2. Visitors adhere to the 'no smoking' policy.
3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
4. Visitors record time of arrival and departure in the visitor's book.
5. Where applicable visitors are provided with and wear identification badges.
6. Visitors are accompanied or authorised to enter the premises.
7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted, and the person is accompanied.
8. Visitors do not take anything with them from the premises or bring anything onto the premises that may create a hazard or risk, unless authorised.
9. Visitors report all accidents, incidents and near misses to the host.
10. Visitors wear protective clothing that is supplied, when necessary.

## **2.10 Pupils**

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the Health and Safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the Health and Safety rules of the academy and, in particular, the instructions of staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their Health and Safety.

Pupils are taught how to manage risk through a variety of curriculum areas.

All pupils and parents will be made aware of this section of the policy through Health and Safety Information in school.

## **3.0 Lettings**

Please refer to the school Lettings Policy in the Staff drive – Policies – Lettings Policy.

## **4.0 General Health and Safety Arrangements**

The arrangements for Health and Safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999 (and other legislation as above).

- Smoking is not permitted anywhere on the academy site.
- The academy will provide appropriate training for staff in relation to Health and Safety.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

## **5.0 Monitoring and Review of Health and Safety Arrangements**

- The annual audit and action plan will be used to prioritise need and to inform planning.
- The Site will have a system for reporting and recording immediate need.
- All staff will carry out monitoring on a day to day basis.
- The site manager/caretaker will monitor academy grounds and premises daily.
- Monitoring will be reported to the Trust via the minutes of the GB.

## **6.0 Equipment**

All work equipment will be purchased from a reputable supplier. Before purchase the following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and/or storage of the equipment.
- Maintenance requirements (contracts and repairs).
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a Trust approved contractor (if the academy does not use an approved contractor they must ensure a competent contractor is used).

Any Personal Protective Equipment (PPE) required for the use of the work equipment will be supplied free of charge by the academy. All employees will be expected to wear the PPE when operating the equipment.

### **6.1 Access equipment (kick-stools, ladders, tower scaffolds and MEWPs etc.)**

All access equipment must be purchased from a reputable supplier. Before purchase the following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and/or storage of the equipment.
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and more frequent checks).

## **7.0 Curriculum - Use of Resources**

Appropriate professional guidance from a nationally recognised body (e.g. CLEAPPS) must be followed with to regard to Science, ICT, Technology, Art and PE. A copy of relevant guidance and risk management must be kept locally at the academy, and should be available for inspection on request, and also with the subject leader who is responsible for disseminating the information to the staff and pupils.

The following subjects are considered to have higher risk aspects:

- Science
- Art
- Design and Technology
- PE

Specific care should be taken to seek advice if any member is unsure as to the safe nature of activities in these subjects. Where no formal advice or guidance can be found a risk assessment needs to be undertaken prior to the lesson.

## **8.0 PE**

### **Clothing**

All pupils will change into suitable clothing for the activity in which they will participate, details of clothing are listed in the school's Uniform Policy.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to pupils and allows a greater degree of maneuverability for demonstrating skills, or accessibility to a student should an accident occur.

## **9.0 Jewellery**

The wearing of jewellery is not permitted. If ears are pierced, studs only may be worn but must be removed for PE.

It is advisable to collect all such items prior to the lesson and store safely.

## **10.0 Manual Handling**

The academy completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training.

## **11.0 Academy Building Access**

In order to improve safety for everyone in the academy, measures have been taken to restrict access to the academy site. There is fencing around the perimeter of the grounds and access to school is done via an intercom to the academy office for both vehicles and pedestrians.

The gates at the bottom of the bus bay steps and in the Year 7 yard are opened at 7am and locked after all pupils have arrived. Pupils use the Year 8 yard entrance to come into school. The gates are then unlocked again at 3.30pm and locked once all pupils have left at the end of the day. Any pupils attending extra-curricular clubs are accompanied to the bus bay by a member of staff.

All visitors or late arrivals should enter via the main entrance. They must report to the academy office and sign in using the Inentry system. They will then be issued with a visitor's badge. All visitors must sign out when leaving the academy site/building. Any adults on site who do not work in the academy and who are not wearing a visitor's badge must be reported to the academy office.

## **12.0 Vehicles**

Parents visiting school of collecting/dropping off their child are requested to park in the Visitors' Car Park which is outside of the perimeter fence. They can then access into school via the intercom at the pedestrian gate. They may be given permission to enter the premises in their car if they are collecting pupils who are injured or unwell. Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the delivery area. There are 2 marked Disabled bays.

Wherever possible deliveries should be made once the pupils are safely in the building. Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

## **13.0 Lone Working**

The academy completes risk assessments for any lone working scenario.

## **14.0 Key Holder Safety during Call Outs**

Key holders on call out should be mindful of their own safety. . Before leaving the key holder should ensure that the academy is secure and the alarm re-set. If any member of staff is on site and is concerned about people on or about the site, they should telephone the police on 101 or on 999 if concerned about their own or the academy's wellbeing.

## **15.0 Fire Safety**

The academy will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a Personal Emergency Evacuation Plan PEEP).

The Headteacher will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding. All staff are responsible for ensuring evacuation routes and doors are kept clear at all times. For further details please see the academy's policy for fire. The Fire Certificate is displayed

## **16.0 Evacuation Procedures**

Evacuation procedures detailed at Appendix 5 are practiced termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the academy site plan, which is shown in the Fire Safety log book.

## **17.0 Supervision of Pupils**

### **17.1 Academy Hours**

**9.00am to 3.40pm**

### **17.2 Office Hours**

**8.00am to 4.30pm**

### **17.3 Duties**

A member of staff is in the bus bay to supervise pupils arriving at the academy. The bell is rung at 9am.

At 3.35 to 3.40 pm. the class teachers/SLT supervise the pupils leaving the academy.

At break times of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

At break times 8 members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

Outdoor Duty: the staff on duty cover the play areas at the side of the academy. The bell should be rung promptly at the end of break.

Indoor Duty: If it is a wet break, pupils will stay in their own classroom. They will be supervised by the Duty Team.

All members of staff are responsible for making sure that their classroom is clear of pupils. All staff (teaching and non-teaching) should be in their classrooms to receive the pupils as they come in first thing in the morning, from morning break and after lunch. The rota for duties is emailed to all staff whenever any changes are made. It is also displayed in the academy office.

#### **17.4 Lunchtime Supervision**

The Senior Supervisory Assistant is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants. The Headteacher, Pastoral Leader and Heads of Year also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to pupils and support the supervisory staff whenever the need arises. Any pupils working in classrooms or activity areas must be supervised by a class teacher.

#### **18.0 First Aid**

An up to date list of all First Aiders is displayed in the school office.

First Aid kits are located at strategic points in the academy, the main office, PE changing rooms and the Science, FFT and RMT Rooms. Portable kits are available for lunchtimes, PE lessons and academy trips and visits.

The contents of the kits will be checked on a termly basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit.

For further information, please see the academy's First Aid Policy.

#### **19.0 Health and Accidents to Pupils or Staff**

Academy staff are expected to take reasonable action as responsible adults, to deal with injuries, etc. that pupils sustain until they can, if necessary, receive professional medical treatment.

The academy has trained first aiders – currently Sally Booth, April Denton, Mark Haigh, Sue Lockwood, Katrina Smith, Sarah Wilkinson and Lynsey Willcox.

First Aid and medical treatment is available in the main academy office.

Disposable gloves should always be used when dealing with blood and then be placed in the

medical bin.

First Aid boxes for academy journeys are stored in the main academy office as well as other items required to be on hand during a journey.

If a student receives a bump to the head that causes concern, parents will be contacted and given the option of coming to the academy to check the student themselves or leaving the student to recover and return to class.

A note should be made in the Accident Book, which is kept in the main academy office, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any student who goes home should be recorded as having done so.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the academy office.

## **20.0 Medication Policy**

The academy follows DfE guidance on the dispensing of medicines within academy. Please refer to the 'Supporting Students with Medical Needs' policy.

## **21.0 Off site visits**

Off Site Visits are logged on the Local Authority's Evolve System. Also refer to the Educational Visits policy

## **22.0 Allergies**

Information about pupils who suffer from an allergy will be published in the medical register in the Confidential drive – SEND Information for Staff – Medical Register. All staff will be informed of the individuals involved. Class teachers and the main academy office staff are issued with lists informing of any medical issues concerning pupils. The academy has identified those able to administer adrenaline via an Epi Pen when necessary.

## **23.0 Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow HSE guidance on advice/reporting of diseases available at <http://www.hse.gov.uk/pubns/edis1.htm>. If in doubt, staff or parents are recommended to seek advice from their GP.

## **24.0 Staff Health and Welfare**

### **24.1 Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Headteacher, Head of School, senior staff or the academy's Health and Safety

representative as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A free and confidential counselling service is available to all employees on **0800 023 6294**.

Additionally for the Headteacher there is the Kirklees Headteachers' Support Service:

#### **Richard Dodd**

- 07854 744696
- [Richard.dodd@kirklees.gov.uk](mailto:Richard.dodd@kirklees.gov.uk)

#### **Carol Martin**

- 07531 081299
- [carol.martin@kirklees.gov.uk](mailto:carol.martin@kirklees.gov.uk)

A list of emergency contact names and phone numbers for all staff is held on SIMs.

### **24.2 Safety**

Each academy to insert its own details – consider: -

- Working at heights – staff are trained through the Smartlog and should adhere to the training.
- Carrying hot drinks – drinks should have a lid or be covered by cling film when taking round school. They should not be taken into classrooms during teaching times.
- One way systems- staff and pupils should adhere to the system in school.
- Manual Handling etc - staff are trained through the Smartlog and should adhere to the training.

### **24.3 Violence**

Staff should always take steps to minimise the possibility of violence in the academy. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

### **24.4 VDU Operators**

Staff regularly using VDUs should vary their work routines and follow guidance on regular eye tests. They should complete a DSE assessment during their probationary period and discuss any concerns with the Health & Safety representative or their line manager.

## **25.0 Reporting**

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the Trust on the academy's behalf.

All accidents, illness or near misses must be recorded in the Accident and Illness Book held at the Academy.

Where these are reportable under RIDDOR the Academy should complete the Accident Report Form, the Headteacher/Head of School and the Finance Director.

The Accident book should be regularly reviewed and reported on the Governing body to:

- Identify where accidents seem to be part of a trend that needs to be addressed
- Whether appropriate measures could be taken to reduce either frequency or impact of such accidents

All reportable incidents will be investigated by the Trust.

## **25.1 Critical Incidents**

The academy has in place an Emergency Plan and business continuity planning scheme for dealing with critical incidents.

## **26.0 Control of hazardous substances**

All substances that may be considered hazardous to health have been assessed (except in Science – these are covered by CLEAPS hazcards). A copy of the Health and Safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored. Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE). Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

## **27.0 Asbestos**

The academy has an asbestos register (even if there is no asbestos on site there is still a register to state this) which is located. The PAMP is the Main school office [first low cupboard on right].

All contractors must be shown the register, read and sign it before work commences.

Any damaged or suspected damage to asbestos should be reported to the Headteacher who will contact the relevant surveyor immediately, copying in the Finance Director.

## **8.0 Legionella**

The school has a legionella survey which is located in the Main school office. Phil Stronell Site manager is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed. Further information of legionella can be obtained from the IWS Log book in the Main office.

## **29.0 Risk Assessments**

Risk assessments are completed for any significant risks identified. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated / reviewed whenever there is a significant change to the activity / task / personnel / or following an accident.

## **30.0 Training and records**

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

Appendix 1 Accident Reporting Slip

Appendix 2 HSE – Incident reporting in schools (accidents, diseases and dangerous occurrences) – Education information sheet no 1 (Revision 3)

Appendix 3 Near Miss Form

Appendix 4 - Procedures to be followed in the event of a fire

Appendix 5 - Evacuation Plan

Appendix 6 – Emergency Plan/Educational Visits information

Any other details relevant to the policy

## Appendix 1 - Accident reporting Slip

<h1>ACCIDENT/INCIDENT/ ILLNESS REPORT SLIP</h1>		Pupil's Name		Date
				Time
				Class
Location and details of accident/incident/illness				
Head Injury		Sprains/Twists		Parent/Carer Contacted
Asthma		Nosebleed		Unable to contact Parent
Bump/Bruise		Stomach Pains/Upset Tummy		Well enough to remain in school after First Aid
Cut/Graze		Mouth Injury/Tooth Ache/ Loose or Missing Tooth		<b>IMPORTANT</b> Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Headache/High Temperature		TLC Applied		
Vomiting/Nausea		Collected from school		Authorised Signature
Details of Treatment and Additional Comments				

To re-order Tel. 0800 500 3087 Fax: 01487 823898 E:sales@Ltsupplies.co.uk www.Ltsupplies.co.uk © Limetree

## **Appendix 2 - HSE – Incident reporting in schools (accidents, diseases and dangerous occurrences)**

Further information can be found on incident reporting in schools by following this link:

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

It is important that this advice is considered carefully when reporting accidents so that the correct authorities are informed, and that investigation and action is taken to reduce the risk of future occurrences.



# NEAR MISS / HEALTH AND SAFETY CONCERN REPORT FORM

<b>NAME:</b>	
<b>SCHOOL:</b>	
<b>DATE:</b>	

DESCRIPTION OF NEAR MISS / HEALTH AND SAFETY CONCERN	
<b>LOCATION:</b>	

**ONCE COMPLETED PLEASE DEPOSIT IN THE HEALTH AND SAFETY CONCERN BOX IN  
THE STAFF ROOM OR RETURN TO THE SCHOOL OFFICE**

# STOP      THINK      ACT



**Appendix 4**

**SCISSETT MIDDLE SCHOOL**

**ACTION IN THE EVENT OF FIRE**

**EMERGENCY PROCEDURES**

1. Anyone discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm.

**ON HEARING THE FIRE ALARM: –**

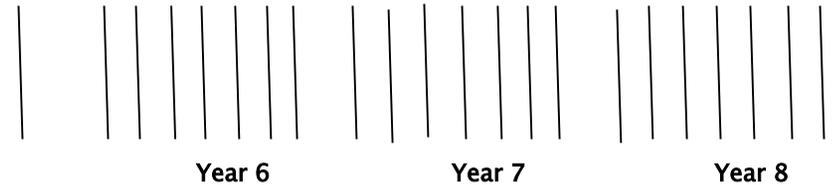
2. All staff, pupils and visitors should leave the building by the nearest fire exit. This should be done in an orderly manner without panic or rushing.
3. Nominated Fire Wardens should check their designated area and then leave the building as soon as it is clear.
4. Leave all personal items in school and leave the building immediately.
5. The person in charge of each room within the school should (without delaying their exit), ensure that wherever possible, all windows and doors are closed.
6. Once outside, the children should be lined up in class groups within a designated area, on the Year 7 Yard, so that a roll call can be taken from the register. This will allow the Headteacher or other person in charge of the school to notify the Senior Fire Officer if anyone is missing. Everyone in the school MUST be accounted for.
7. The Site Manager / Headteacher will direct fire crews to the area of the supposed cause of the alarm and report if anyone is missing.
8. No one is allowed to re-enter the school until told to do so by the Senior Fire Officer.

9.

**FIRE PRACTICE / FIRE EVACUATION, CLASSES TO LINE UP ON THE YEAR 7 YARD**

1. Pupils line up in register order facing the fence by the mobiles.
2. Heads of Year to inform Mrs Booth of any children missing
3. Mrs Lockwood will bring First Aid/Medicines to the assembly point

**4. SILENCE SHOULD BE MAINTAINED**



**ETA's**

**Visitors**

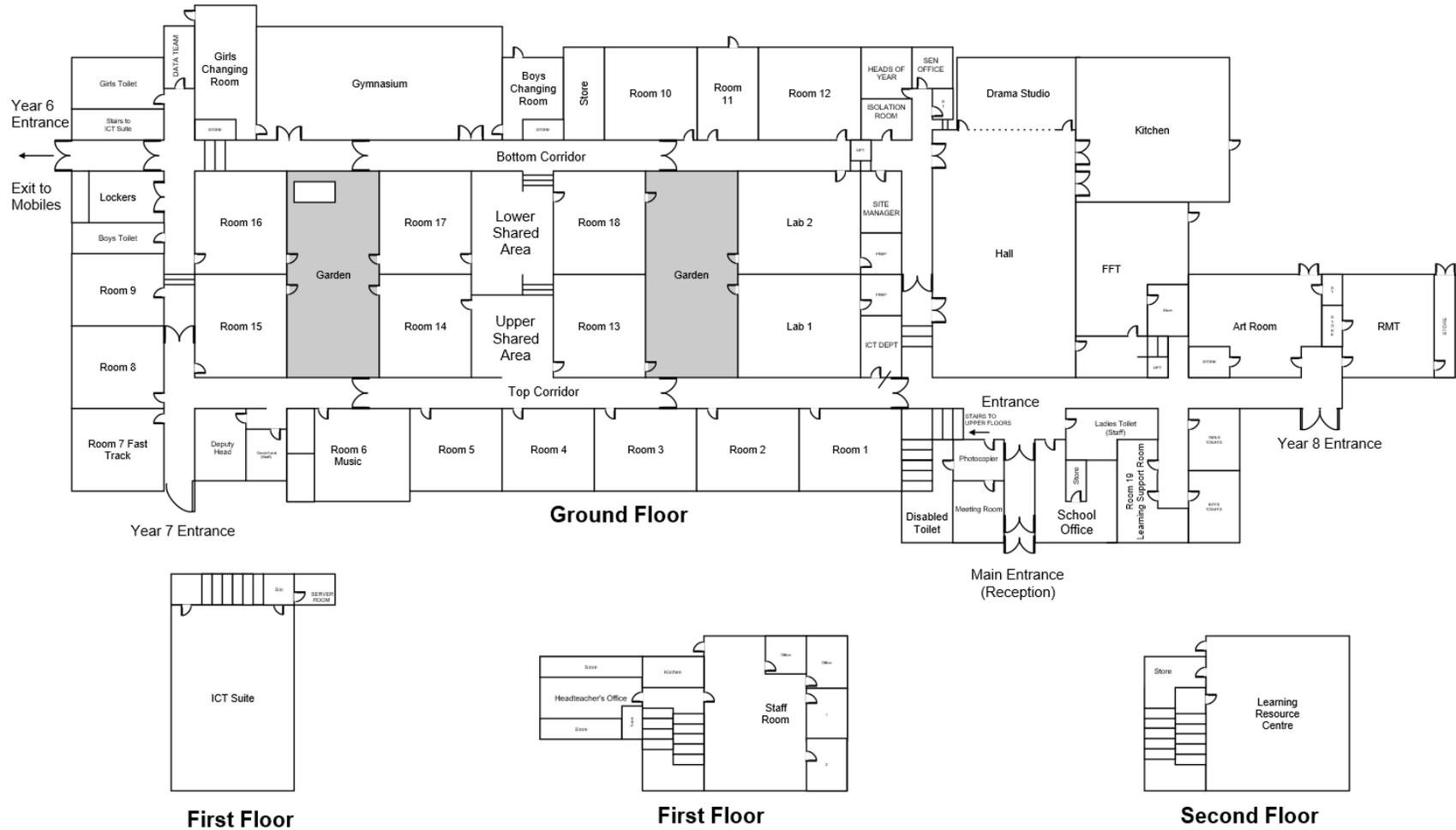
**Administration Staff**

**Catering Staff** (Bottom end of Year 7 yard)

- \*\* The whistle indicates the end of 'practice' and/or for attention
- \*\* Please show your class where the Year group lines up (first day of the year)
- \*\* For practices, classes will be dismissed in an orderly manner to return to classrooms. In the event of a fire, the Senior Fire Officer / Headteacher will direct classes back into school when safe to do so.

Appendix 5

# Plan of Scissett Middle School



Last updated 01/10/18

Not to scale

## Appendix 6

- We have a separate Emergency Plan and Procedures policy.
- We have a separate Educational Visits Policy.