



HEALTH & SAFETY POLICY

This policy has been adopted by the Board of Directors of the STAR Multi Academy Trust and is applicable across all schools that make up the STAR Multi Academy Trust. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Board and the Headteacher of each school that is part of the STAR Multi Academy Trust.

Where there are specific details or any discretions in the policy that apply to an individual school or Local Governing Board this has been made clear within the wording of the policy.

This policy will be monitored regularly by the MAT Headteachers' Group and reviewed formally by the STAR MAT Board of Directors in line with the agreed timetable for policy review or sooner as events or legislation changes require.

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DATE FOR REVIEW: September 2021

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* In this document:

- the term ‘parent’ includes guardian and primary carer
- the term ‘student’ includes pupil

1 Introduction

The STAR Multi Academy Trust recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation. The Trust recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

One person alone cannot ensure health and safety in the Trust: we need to work together. We need a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life. It should reinforce health and safety in higher risk subjects such as Science, Technology and PE; it encourages safety at home and on the road.

The Health and Safety at Work Act 1974 affects everyone: not just people working in schools.

Everyone at work has obligations and duties under health and safety law. The main duties are placed on the employers, but managers and employees also have duties.

Responsibility for ensuring effective health and safety management rests with the employer. This is delegated to the Trust which delegates it to the CEO, Estates Director and Headteachers.

Employers must safeguard, as far as is reasonably practicable, the health and safety and welfare of their employees and non-employees who may be affected. This means all teaching and support staff, pupils/students, parents, visitors and contractors. We must have a health and safety policy and you must be told about it. There are various regulations we must comply with, including manual handling, display screen equipment and control of hazardous substances.

Employees must take reasonable care for their own health and safety and for that of anyone else who may be affected by what they do, or do not do, at work. They must cooperate with their employer to enable the health and safety law to be complied with. This means that employees should always follow the health and safety advice and instructions of their employers. They should also tell their employers about any unsafe conditions or practices.

The exact responsibilities will depend on the extent of their management control, e.g. SLT carry greater responsibilities than classroom teachers and technicians.

Trade-union appointed safety representatives have various rights, e.g. to carry out workplace inspections, e.g. time off with pay to carry out their functions, to investigate accidents. A safety meeting must be established if two or more appointed safety representatives request it.

When considering what safety measures are necessary it is legitimate to take costs into account. Common sense is often all that is necessary, but the balance must be firmly on the side of health and safety.

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 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

We are committed to:

- Reducing accidents and work-related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe and healthy working and learning environment for staff and students
- Ensuring safe working methods and providing safe work equipment
- Providing effective information, instruction, and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our systems and prevention measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the MAT

- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Learning from our own health and safety experiences and share learning opportunities with other schools

2 Responsibilities

Summary of health and safety responsibilities: Trust Board and Members

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff, students, visitors, and contractors
- b) Persons have sufficient experience, knowledge, and training to perform the tasks required of them
- c) Clear procedures are created which assess the risk from hazards and produce safe systems of work
- d) Sufficient resources are made available in respect of financial, time, equipment, and people
- e) Health and safety performance is measured both actively and reactively
- f) The MAT's health and safety policy and performance is reviewed as a minimum annually or when there is a change of key personnel.
- g) act as client under Construction Design and Management Regulations 2015

Summary of health and safety responsibilities: Governors (LGB's) and Headteachers

- a) keep themselves apprised of changes in health & safety legislation.
- b) monitor (including consideration of inspection reports)
- c) Detailed responsibilities and accountabilities of staff within their schools are in place -the following roles are school specific roles and are the minimum required at all schools:
 - Site Asbestos Liaison Officer (SALO)
 - Site Legionella Representative (SLR)
 - Fire Warden/s
 - First Aider/s
 - Educational Visits Coordinator

Other staff will have tasks allocated to them relevant to their roles and responsibilities

Summary of health and safety responsibilities: Headteachers

- a) prioritise actions where resources are required
- b) ensure actions within health & safety action plans are taken
- c) include health and safety on LGB meeting agendas
- d) discuss and implement the Schools' health and safety action report
- e) consider and ratify the health and safety policy and guidelines for the Trust premises
- f) Ensure suitable people are appointed to implement this Policy on a day to day basis and that all employees with specific responsibilities for Health & Safety are competent to carry out the role and will be given sufficient time and resources.
- g) Ensure an appropriate level of health and safety training relevant to staff positions.
- h) Lead by example in all matters relating to health & safety.
- i) monitor and manage, in conjunction with The STAR MAT, all minor building/contract work not subject to Construction Design and Management Regulations 2015.
- j) All new employees undergo induction training by a competent person and receive a written copy of School and health and safety rules and guidance.
- k) ensure that all employees are aware of and fulfil their safety responsibilities, arranging for training needs to be addressed and ensuring that all staff are formally inducted into the health and safety policy, reinforced by annual reminders of the need to adhere to the policy.

Summary of health and safety responsibilities: NYCC/Estates Director – The STAR MAT

- a) manage on a day-to-day basis all health and safety matters in the Trust in accordance with the Trust Health and Safety Policy.
- b) ensure that a Health and Safety Plan is agreed and implemented.
- c) monitor, review and report progress of each schools Health and Safety Plan to the Board/LGB's.
- d) ensure that risk assessments are carried out and reviewed as required by legislation.
- e) ensure that methods and systems of work are safe and that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- f) ensure the provision of adequate plant, equipment, tools and protective equipment to enable work and School activities to be done safely.
- g) ensure that plant, equipment, tools, buildings etc are maintained in a safe condition and arrange inspections to monitor this. This will apply equally in all parts of the School premises – offices, classrooms, workshops, etc.
- h) arrange for the check, verification and investigation, as appropriate, of all accident reports and ensure remedial action is taken including the revision of Risk Assessments.
- i) ensure that formal health and safety inspections are carried out each term and remedial action taken.
- j) establish a system to process safety and health defects and monitor and review progress, report any concerns to the Board/LGB's.

- k) ensure that fire risk assessments are carried out and that the Fire safety checks are maintained.
- l) ensure that a Safety Supervisor is designated on each site with responsibility for ensuring that health, safety and welfare matters are attended to.
- m) This role should be IOSH/NEBOSH trained.
- n) The following statutory notices must be displayed:
 - A signed copy of the Health and Safety Policy Statement of Intent
 - Employers liability insurance certificate
 - Health and Safety Law poster
 - First aid (notifying the names and locations of the first- aiders)
 - Fire procedure (with the assembly point)

Summary of health and safety responsibilities: Site Managers/Supervisors/Caretakers/Cleaning Teams

- a) to deputise/cover for Estates Director where appropriate
- b) carry out local level checks/compliance as directed
- c) responsible for day to day health & safety issues across sites
- d) ensure that RA's and manuals are followed by all staff
- e) respond to local level H&S issues/concerns

Summary of health and safety responsibilities: SLT/Heads of Departments (including staff with management responsibility for group/groups of staff or an area of the School)

- a) manage on a day-to-day basis health and safety in accordance with the health and safety policy of the School
- b) draw up and regularly review procedures for their group of staff/area
- c) ensure all necessary action is taken
- d) identify staff training
- e) pass on health and safety information received to appropriate people
- f) act on reports from any member of staff

Summary of health and safety responsibilities: all other School based employees:

- a) co-operate with their employer
- b) conduct their work in accordance with the health and safety policy
- c) check classrooms/work areas are safe daily
- d) check equipment is safe before use
- e) ensure safe procedures are followed at all times
- f) ensure protective equipment is used, where appropriate
- g) participate in inspections and the health and safety meeting, if appropriate
- h) bring problems to the relevant manager's attention.

Effective health and safety management has 2 key elements:

- a) health and safety policy
- b) organising health and safety

Promoting positive health and safety culture involves:

- a) communication
- b) co-operation
- c) control
- d) competence
- e) planning and implementing
- f) carrying out risk assessments.
- g) monitoring performance
- h) checking that the School is safe by carrying out inspections.
- i) auditing and reviewing performance.

To learn more about Health and safety legislation, and what it means in practice, visit www.HSE.gov.uk

3 Accidents, Incident Reporting & First Aid

The Health and Safety (First-Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary standard. Qualified first aid personnel, having a current First Aid Certificate, must be provided. Numbers and qualifications of first aiders will vary across schools and settings. The exact requirements for this will be derived from the school specific First Aid Risk Assessment.

The First Aid attendant may carry out other duties but must always be readily available.

The first aid attendant's name and location must be clearly denoted on or near the first aid boxes.

Details of the first aiders will be displayed prominently for the benefit of all employees and visitors and brought to the attention of all new employees at their Induction stage.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from School premises.

A register of certified first aiders will be maintained; a minimum level of cover will be provided at all times.

The School will undertake a First Aid risk assessment as required by the regulations to ensure suitable and sufficient first aid provision will be provided at all times, to include out of hours activities.

All accidents (**including near miss accidents not resulting in injury**) must be recorded on the forms available from the School First Aid Room or electronically. These are passed to the School main first aider/responsible person and logged appropriately, this may require staff to complete further forms or in the case of more serious incidents. These records will need to be logged electronically on the defined compliance system.

Fuller details are contained in the 'Medical needs policy' or school specific policies which should be known and followed by all staff.

Recorded accidents are discussed and evaluated by the Health & Safety meeting and at LGB meetings. The record is then issued to all relevant departments to discuss in a department meeting during that term. The aim will be to identify any hazards and, where possible, put into place control measures.

4 Riddor

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work.

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils/students and School staff, this is normally the main employer at the School. See Appendix 4.

5 Asbestos

The Responsible Officer for asbestos management is the Head Teacher who delegates responsibility to the Site Manager/Supervisor/Caretaker.

There is no risk to human health from the simple presence of asbestos if left alone and undamaged.

The programme of asbestos work is prioritised as follows:

- a) Priority 1 – necessary because of damage
- b) Priority 2 – associated with other necessary work
- c) Priority 3 – laggings and coatings, eg classrooms
- d) Priority 4 – asbestos cement products, eg gutterings

Ensure there has been an inspection of the site to determine those areas containing asbestos; the areas are labelled appropriately, and the Site Manager/Supervisor/Caretaker has the full report. A copy will be also available in Reception and online.

Ensure that a school asbestos management plan is in place - The AMP will include details of:

- your plans to manage the risks from ACMs in the school on a day-to-day basis
- arrangements to inform all staff and contractors about the location of ACMs
- measures that need to be taken to prevent disturbing them
- your plans to check for less easily accessible ACMs where intrusive work is planned
- the schedule for monitoring the condition of ACMs

Example plan - <https://www.hse.gov.uk/asbestos/assets/docs/managementplan.pdf>

Contractors and anyone who is working on site are informed about the locations of the asbestos materials and sign to say they have read the document and plan. This can be completed electronically.

Visual inspections must take place regarding the condition of ACMs and recorded in the school asbestos management plan.

Drawing pins or adhesive tape should not be used on asbestos panels. Blu-tack or similar must be used.

If any material found is suspected of containing asbestos:

- a) Stop work.
- b) Inform the Site Manager/Supervisor/Caretaker/Headteacher.
- c) It may be necessary to evacuate any areas of the building where damage has occurred or is suspected of occurring and do not allow reoccupation until assurance is received from relevant authorities that all necessary precautions have been taken.
- d) Staff will be informed and, when appropriate, parents and guardians will also be contacted.

6 Contractors/New Buildings or Major Alterations to Existing Buildings

All contractors must be approved and will therefore have a current Health and Safety policy and risk assessment/Method statements for the particular job they have been employed to do.

The Estates Director will ensure compliance with Construction (Design and Management) Regulations 2015 and all other contract Health and Safety requirements. All contractors will be required to complete Due Diligence supplier checks and provide Insurance details (including a minimum of £10million public liability – this amount can be reduced if required in line with the work been carried out).

7 COSHH – control of substances hazardous to health

Under the COSHH Regulations all staff have a duty to prevent or control exposure of employees and other persons to substances hazardous to health.

The regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, bleach fumes etc.

Each relevant department must have a designated member of staff trained to carry out COSHH assessments.

COSHH assessments should be carried out where there are significant risks from hazardous substances and COSHH assessments must be brought to the attention of all relevant employees. This should be recorded.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

Designated staff are required to check the stocks of hazardous substances on a regular basis, at least annually, and list and arrange for disposal of all substances no longer required.

All hazardous substances and containers must be labelled, be adequately sealed and stored in the correct manner.

The Site Manager/Supervisor/Admin is responsible for arranging for the air flow testing of fume cupboards and local exhaust ventilation systems to ensure compliance with the regulations and design criteria.

Further information can be found in the Guidelines Relating to the Control of Substances Hazardous to Health Regulations 1994.

8 Departments

Wherever relevant this policy should be reflected in the handbooks, agendas of meetings and safe practice of each department. This will be particularly so for P.E., Science and D&T.

9 Electrical Safety

All portable electrical appliances will be examined on an annual cycle by suitably trained staff or contractors who are NICEIC registered. The records will be maintained by each School and uploaded electronically to the online compliance system.

The examination of the fixed equipment from the mains distribution board to the socket outlet will be arranged by the Site Manager/Supervisor/Estates Director.

The use of personal electrical appliances on site is prohibited unless they have been tested and approved.

Staff should always make a visual check of electrical equipment before use ensuring, for example, that the cable is in good repair.

Defective equipment must be taken out of use immediately and arrangements for repair should be made through the appropriate staff member. Should equipment need to be disposed then the correct procedure must be followed.

10 Emergency Procedures

Emergency procedures in the event of a fire or bomb threat are detailed in the Trust Evacuation/Invacuation Policy/Security Policy and should be known and followed by all staff.

All visitors to the School must sign in at Reception/Specified Entrance/Area and be accompanied by a member of staff whilst moving around the site. (Unless directed by the Headteacher or have completed all supplier due diligence checks including enhanced DBS).

11 Equipment and Operations Regulations

The Site Manager/Supervisor/Admin will work with Heads of Departments (including staff with management responsibility for a group/groups of staff or an area of the School) to ensure compliance with Health and Safety at work regulations.

Workplace (Health, Safety and Welfare) Regulations 1992/Education (School Premises) Regulations 1996

- A. Provision and Use of Work Equipment Regulations 1998
Heads of Departments (including staff with management responsibility for a group/groups of staff or an area of the School), with reference if needed to the Site

Manager/Supervisor/Admin will ensure the safe positioning of equipment, the guarding of dangerous parts and the training of all appropriate staff and students in safe use of work equipment.

- B. Manual Handling Operations Regulations 1992.
Assessments will be undertaken and retained by the Site Manager/Supervisor/Estates Director. If manual handling training is required, it must be provided.
- C. Display Screen Equipment Regulations 1992.
Users of DSE will be entitled to receive an eye test where their work entails using the DSE for more than 1 hour per day. Appointments must be made through the HR's arrangements currently in place. Assistance towards the cost of the test and any spectacles will only be made where the glasses are required for DSE WORK ONLY. The School Admin should ensure that Risk assessments have been carried out on all employees who use display screen equipment, and that appropriate action is taken on any hazards identified. Records should be held, and advice actioned as necessary.
- D. Personal Protective Equipment Regulations 1992.
The provision of personal protective equipment will be determined following Risk Assessment by relevant Heads of Departments in liaison with the Trust. Staff must keep a record of demonstrating safe practice in line with departmental procedures. Failure of employees to comply may result in suspension without pay for the day or remainder thereof. Subsequent failure to comply may lead to disciplinary actions.
- E. Safety signs - The Site Manager/Supervisors/Caretakers will ensure that safety signs are in place and meet the legal standards.
- F. Management of Health and Safety at Work Reg 1999 – Reference to Young Persons.
All young persons under 18 shall only be employed/placed on work experience following the risk assessment detailed in appendix 3.

12 Health and Safety Inspections

Many items of plant and equipment are subject to statutory inspections and examinations. The Site Manager/Supervisor/Admin will monitor this as part of our Annual Safety Programme.

To ensure the safe, efficient and effective operation of plant and equipment, it is essential that it is regularly examined and inspected. Some is subject to a statutory inspection and other to a non-statutory examination system as follows:

Statutory

Local exhaust ventilation
Fume cupboards
Pressure systems
Lifting equipment

Non-statutory

Gymnasium equipment
Sports equipment
Playground equipment
Other heating appliances

Electrical equipment and services	Lightning conductors
Firefighting equipment	Gas safety – appliances and heating
Emergency lighting	Machinery safeguards
Ionising radiation sources	Gas safety – appliances and heating

The above lists are not exhaustive and may require regular review and modification.

An inspection is carried out by the Estates Director within a term to ensure that the work indicated has been completed.

A termly Health & Safety checklist will be carried out by the Headteacher/Site Manager/Supervisor/Estates Director/Admin.

13 Occupational Health

The Trust strives to avoid occupational illness by providing a safe and effective working environment and by careful consultation with staff when evaluating or changing working practices. However, should it be needed staff can be referred to the Occupational Health Service.

14 On site vehicle movements

All traffic must adhere to a 10-mph speed limit (which will be clearly displayed) and must park sensibly in designated areas.

15 Related Policies

Some issues of Health and Safety require such a detailed response that discrete policies have been developed. However, the following Trust policies should be seen as an integral part of the Health and Safety policy and treated accordingly. The policies below may also be school policies.

- Infectious Diseases policy
- Evacuation/Invacuation Policy
- Medical needs policy
- Minibus policy
- Security policy
- CCTV policy
- Visits policy
- PEEP policy
- Accessibility Policy
- Lettings Policy

16 Reporting Health and Safety problems

All employees, in any business, must take reasonable care for their own health and safety and for that of anyone else who may be affected by what they do, or do not do, at work. They must

cooperate with their employer to enable the health and safety law to be complied with. This means that employees should always follow the health and safety advice and instructions of their employers. They should also tell their employers about any unsafe conditions or practices. All staff working in the School are bound by these regulations.

a) There is a wide variety of potentially unsafe situations in the School, including but not limited to:

- a spilled drink making the floor slippery and presenting a slip hazard.
- using a piece of electrical equipment which has a cracked or damaged plug
- a table with a nail sticking out of it
- a damaged piece of flooring, e.g. parquet tiles which have 'lifted', or torn lino,
- presenting a slip hazard.
- poor behaviour by a group of pupils/students which makes practical work unsafe, and so on.

b) If any member of staff sees some aspect of School which is unsafe, s/he is obliged to act on it under Health and Safety regulations.

c) Common sense and professional judgment are required in determining the seriousness of the risk involved and in determining the correct response. Sometimes a member of staff could make the situation safe her/himself, e.g. by asking the Technician to mop up a spillage. On other occasions, the situation needs to be reported via the appropriate chain of staff so that it can be made safe later. Sometimes, the situation is more serious so that the room or apparatus cannot be used as planned but the situation can be made safe later. In some cases, the situation is so serious that the problem must be reported immediately.

Reporting the problem:

1. If the problem is very serious:
The Site Manager/Supervisor/Caretakers should be contacted immediately, or in absence, SLT.
2. If the problem is less serious:
If a member of staff discovers a potentially unsafe situation, she/he should inform the Site team via Site issues request system on the or via a telephone.
3. If in doubt, the member of staff must contact Estates Director/SLT immediately.

Once any potential health and safety situation has been reported to the Site Team, The Site Manager/Supervisor/Estates Director should assess the situation and take appropriate action.

17 Risk Assessment

Risk assessments to identify hazards, evaluate the extent of the risk, and to eliminate or minimise that risk will be organised by the School Admin/Site Manager. This will necessitate

involvement of Heads of Departments (including staff with management responsibility for group/groups of staff or an area of the School) in most instances.

A copy of the assessment will be held, along with all other related health and safety data, in the appropriate shared area.

These will be reviewed when required and annually.

A copy will be issued to appropriate departments, and on the appropriate shared area, who must make the contents known to all staff and where needed, students. It will form the basis of safe working practices.

18 Smoking

THE STAR MAT has adopted a no smoking policy in all buildings and on the site. Except events authorised outside of School hours. (All such events require Board approval prior). This includes E Cigarettes.

It is a disciplinary offence for any member of staff to smoke on the School site, whether in term-time or holidays, during the School day or after it.

19 Temperature

Should the temperature in School fall below the recommended levels then SLT will assess the situation and take appropriate action. This may involve room changes.

20 Testing

Annual testing, other than for equipment already described in this policy, is organised at least annually by the Admin/Site Manager/Supervisor/Estates Director. This includes: maintenance testing, local exhaust and ventilation, pressure systems, gas appliance, lifting equipment and glazing safety.

21 Training

The Estates Director and SLTS will ensure appropriate training for employees as agreed within the Trust Training Matrix.

All Health and Safety policies will be issued to members of staff and will be referred to in the induction of all new staff. Induction process should be recorded.

22 Transport

All staff should register their details with the Trust/School and notify their insurer if they wish to use their vehicle for business, e.g. to attend meetings, transport children and so on.

Details of appropriate licence, insurance and a MOT test are required.

Staff taking children on visits should follow the Visits policy which includes making a risk assessment before the trip.

Staff wishing to drive the School, Trust or a hired minibus need to have passed the D1 test or hold D1 on their Licence and be registered with the School/Trust. See the minibus (if applicable) and visit policies for full details.

23 Fire Safety

A written Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) will be undertaken and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary. It is the responsibility of the school to ensure that this assessment is reviewed annually as a minimum.

Detailed procedures for evacuations, including exit routes and information on good practice, are held and available on request to any member of staff, however they will have been communicated to all employees upon employment.

Equipment checks will be carried out in

line with legislative requirements, these involve;

A weekly test of the fire alarm. This will be from varying call points throughout the School.

An annual service of the fire alarm.

A regular sounding of the alarm for familiarisation purposes.

A monthly test of the emergency lighting throughout the School.

An annual test of the full rated duration of the emergency lighting.

Along with the equipment checks and servicing, we will ensure that regular, termly fire drills are carried out. During these drills all fire wardens will be expected to lead the evacuation and follow their procedures. Drills for lockdown will also be carried out. (Security Policy).

Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

Fire procedures are displayed in all classrooms including the evacuation assembly point.

For afterhours events and performances a fire evacuation plan will be created which will be communicated to relevant personnel prior to the event/performance. Fire safety information will be given to the audience prior to the event/performance. Please see the fire risk assessment for the hall capacities for such events.

Staff are instructed to ensure the alarm is raised BEFORE attempting to tackle a fire. The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment. All staff throughout the School should be aware of the type and location of portable firefighting equipment and have received basic instruction in its use.

See Evacuation/Invacuation Policy

24 Legionella

A full risk assessment should be completed by an approved contractor. This should be reviewed upon any significant change to water systems. Any recommendations should be carried out. Periodic checks/inspections should be carried out as described in the Risk Assessment.

25 Stress

The STAR MAT values its workforce and is committed to protecting the health, safety and welfare of our employees. We acknowledge the importance of identifying and reducing workplace stress and will endeavour to manage and control stress at work through raising awareness, good management practice and provision of support. Individuals will be encouraged to be open, to seek support and advice, and to aim for a sensible work-life balance.

The Health & Safety Executive define stress as “the adverse reaction people have to excessive pressure or other type of demand placed upon”. They make an important definition between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. The stage at work pressure becomes excessive and result in stress will vary between individuals as each person has different tolerance levels.

26 Pregnant Members of Staff

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to 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

27 Supervision of Pupils/students

- Sensible, safe behaviour will be promoted to pupils/students by all members of staff
- Dangerous or risky behaviour displayed by pupils/students will be addressed and dealt within the School rules
- Pupils/students will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

27 Lone Working

Lone working may include:

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

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

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

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

A lone working Risk Assessment should be carried out.

28 Swimming Pools

Every pool operator is responsible for the health and safety of employees, pool users and other people on the premises. The HSW Act, the Management of Health and Safety at Work Regulations and others place general obligations on pool operators. The following are the key pieces of legislation that all pool operators should be aware of.

Risk Management – It is the duty of pool operators to ensure risks are adequately identified, assessed and controlled to prevent harm to employees and those affected by the work activity.

Pool safe operating procedures - A PSOP consists of the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the pool, changing facilities and associated plant and equipment. The NOP sets out the way a pool operates on a daily basis, including details of the layout, equipment, manner of use, user group characteristics etc. The EAP gives specific instructions on the action to be taken, by all staff, if there is an emergency.

Swimming Pool Management arrangements - If you operate a pool on behalf of the owner or let out your pool to other users and groups you will need to discuss and agree the extent of your responsibilities, when you set out the contract. For example the arrangements for the maintenance of the fabric of the building or for electrical or extraction systems may lie with the owner, while the operator may be responsible for day-to-day operational issues, such as water treatment and bather supervision. There may also be areas of shared responsibility, so co-operation between duty holders and between workers and employers is important to ensure safety. Make sure that all parties are clear about what they need to do and where to go for help with areas outside their area of responsibility.

Emergency action plan - The EAP should provide details on how to respond effectively to accidents and other emergencies. Plans should be in proportion to the level of risk and the potential extent and severity of the incident.

Your plan should detail what to do if there is a more serious emergency requiring evacuation of the premises and a response from the emergency services, for example a release of chlorine gas.

Most pool EAPs should address the same basic requirements, to get people away from immediate danger; handle casualties; deal with the non-injured; summon, direct and help the emergency services; protect property.

Make sure that all workers, no matter what their normal role, understand and are competent in what to do in an emergency, for example the location of exits, emergency equipment, how to raise the alarm and who will give them instructions. Bear in mind that pool users may require protection from the weather (cold/sun) if evacuated outdoors.

You should test your emergency plan as often as is necessary to ensure competence is maintained.

Other elements to consider are Alarms, First Aid, Reporting, Pool access, Safety information and signs, New workers, young workers, admissions and Training.

The maintenance and treatment of water - Regular and correct maintenance of buildings, plant and equipment is important in ensuring the health and safety of employees and pool users. You must provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

Treatment of pool water is essential to ensure that employees and pool users are not exposed to risks of infection from contamination of the pool water by microbiological organisms. Detailed technical guidance on types and efficacy of pool water treatment systems and associated risks is contained in the PWTAG Code of Practice and the Swimming Pool Water Book

[Swimming Pool Water Book | Essential Guide for the Pool Industry \(pwtag.org\)](http://pwtag.org)

Further guidance can be found here

[hsg179.pdf \(hse.gov.uk\)](https://www.hse.gov.uk/hsg179.pdf)

Appendix 1

The following guidelines have been produced to assist the Trust, LGBs and Headteacher in complying with their health and safety duties.

Employers Guide Lasers in Schools

Employers Guide Contractors and CDM

Employers Guide Goal Posts

Employers Guide Gymnastics

Employers Guide Voice Loss

Employers Guide Accident Reporting

Employers Guide Asbestos

Employers Guide Conducting a Risk Assessment

Employers Guide COSHH

Employers Guide Display Screen Equipment (DSE)

Employers Guide Driving

Employers Guide Electrical Safety

Employers Guide Fire Safety

Employers Guide First Aid

Employers Guide Gas Safety

Employers Guide Manual Handling

Employers Guide Pregnancy at Work

Employers Guide Slips, Trips and Falls

Employers Guide Training

Employers Guide Violence and Lone Working

Employers Guide Waste Disposal

Employers Guide Work Equipment

Employers Guide Working at Height

Employers Guide Workplace Transport

Employers Guide Workplace

Employers Guide Young Persons

All guidelines are available via the Trust Electronic Storage drive and will be reviewed and amended as necessary.

Appendix 2

<http://www.hse.gov.uk/risk/classroom-checklist.pdf>

Appendix 3

Management of Health and Safety at Work Regulations 1999 – Reference to Young Persons

The Headteacher shall ensure through delegated powers that all young persons under the age of 18 years who are employed by the Department and / or placed with an employer as part of their work experience etc., are not subjected to any risk of injury or harm. The Department or the prospective placement provider or the employer with whom the young person is to be placed or employed must provide the parent (or person who has parental responsibility within the meaning of Section 3 of the Children Act 1989) with comprehensible and relevant information before they commence work.

Where an employer wishes to employ a young person he must consider the risks to the health and safety of young persons and must carry out or review existing assessments.

In making or reviewing the assessment, the employer who is to employ a young person shall take the following particulars into account:

- a) the inexperience, lack of awareness of risks and immaturity of young persons;
- b) the fitting and layout of the workplace and workstation;
- c) the nature, degree and duration of exposure to physical, biological and chemical agents;
- d) the form, range and use of work equipment and the way it is handled;
- e) the extent of the health and safety training provided or to be provided to young persons;
- f) the risks from agents or other processes carried out at the work place;
- g) the risk to the young person's health and safety must be identified by the assessment;
- h) the preventative and protection measure to be taken;
- i) any risk notified to him by any other employer who may share the same work place;
- j) any work which is beyond the young person's physical or psychological capacity;
- k) any work involving harmful exposure to agents which are toxic or carcinogenic which can cause heritable genetic damage or harm to the unborn child or which in anyway chronically affect human health;
- l) involving harmful exposure to radiation;
- m) extreme heat or cold;
- n) noise or vibration;
- o) the appropriate procedures to be followed in the event of serious or imminent danger and the name of the competent persons who implement the procedures.

The above factors are just some of the measures to be considered by an employer before allowing young persons to work in or at their establishments.



Incident reporting in schools (accidents, diseases and dangerous occurrences)

Guidance for employers

HSE information sheet

Education Information Sheet No1 (Revision 3)

Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting

may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self-employed people.)

Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;

- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries

These include:

- 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), which:
 - cover more than 10% of the body; or
 - cause significant damage to the eyes, respiratory system or other vital organs;
- 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.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Section 2: Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus

If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips

RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- 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.

Supplementary information

Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm.

Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at:
www.hse.gov.uk/pubns/edis1.htm.

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