



Broadfields Primary School POLICY FOR HEALTH AND SAFETY



POLICY FOR HEALTH AND SAFETY

Introduction

Policy Ratified: February 2019

Policy Review Date: March 2020

Policy or Subject Co-ordinator: Robin Archibald



Broadfields Primary School POLICY FOR HEALTH AND SAFETY

This policy is accessible to:

all staff (permanent, temporary, supply or otherwise)

advisers/inspectors

parents (on request)

Broadfields Primary School Governors.

All staff have access to a copy saved on the school website.

The policy can also be found in the master policy file in the school office.



Broadfields Primary School POLICY FOR HEALTH AND SAFETY

POLICY FOR HEALTH AND SAFETY

Aim

The aim of our school is to create an atmosphere of carefulness both in and out of school. This is for all users of the school, children, school staff, parents and the community.

This carefulness includes:

The ability of each individual to protect him/her self

Concern and consideration for the safety of others

Knowledge of what to do in certain situations

Alertness and control

Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play, which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc.

At Broadfields Primary School children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise, care of themselves, personal hygiene etc.

A positive policy for healthy eating is maintained at school.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:



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In the classroom

When using equipment e.g. scissors, tools, PE apparatus

When moving around school

When carrying out investigations e.g. a pond, pollution, soil studies

When on educational visits



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For any physical activity, children change into shorts/ PE bottoms, T-shirts and plimsols. They can be bare footed for indoor activities, but must wear plimsols or trainers for outside activities. It is part of our school policy that children do not wear jewellery for safety reasons. Stud-type earrings are permitted and necklaces of religious significance. The latter should be fastened to the child's clothing with a safety-pin during PE sessions.

We have a limited number of school rules, which are for safety reasons, such as walking round corridors, playing in sight of an adult on duty, care of property etc.

In accordance with safety regulations, educational visits are carefully planned in advance, with staff visits made beforehand if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult child ratio is always followed.

A recognised first-aider accompanies every trip bringing a first aid kit and any regularly administered medication, e.g. Asthma inhalers.

Broadfields Primary School has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out termly, at differing times of the school day. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the medical room, as is the school's accident register, accident forms and a list of any allergies children have. First aid boxes including gloves are also kept in every classroom. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment. Parents are informed by a note, of minor accidents that have required simple treatment.

The caretakers, under the direction of the Headteacher, are responsible for ensuring that the building provides a safe and healthy environment for the children. The caretaker, gardeners and cleaners maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretakers, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.



BROADFIELDS

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1. Fire Drill

- As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit.
- The register will be brought to each class teacher.
- Take your register, and check that all the children are present, then give it back to the senior member of staff, who will be waiting in the car park.
- Nobody is to go back into school. If a child is missing it must be reported.
- When all the registers have been received, the person who brought the register will return.
- Your class must wait to be dismissed by the senior member of staff.
- Please make sure your children walk in and out of school sensibly, and line up quietly.
- If your normal exit is blocked for any reason then use the nearest available exit.
- Any children outside their classroom e.g. in the toilets, on hearing the fire bell should vacate the building by the nearest exit and join their class at the assembly point.

2. Lunchtime Fire Procedure

All staff members on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building. All other staff on the premises to assist.

Staff members on duty in the hall shall evacuate all children from the building and ensure on the way out that any toilets are vacated.

Staff members in classrooms where children are shall evacuate all children from the building and ensure on the way out that any toilets are vacated



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The Firewardens will ensure, as far as it is reasonably practicable, that the rest of the building is vacated

3. Fire and Bomb Alerts

In the event of a fire or bomb alert the Headteacher or person designated must:

Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)

Phone 999 for the fire brigade and police

Check that the evacuation procedure has been followed

A senior member of staff or caretaker should be at the main entrance to the school to meet the fire brigade/police and direct them to the incident

All children and adults must remain outside

Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises

If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

4. Smoking Policy

It is the policy of the Governing Body that Broadfields Primary School is a no-smoking school

Smoking is not permitted in any area of the school by staff, parents or visitors to the school



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5. Car Parking

Car parking is a concern at Broadfields Primary School as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school.

Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

In particular, the zig-zag markings near the school entrance should be observed at all times.

Only staff members and official visitors may use the school car park. Disabled parents or children are able to use the disabled parking bays. However, after 4.45pm parents collecting children from Stay and Play may use the school carpark.

Visitors parking at the school should leave a note of their car registration number with the school office in case the car has to be moved etc.

There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

Consideration towards our neighbours i.e.: not parking across driveways.

Dropping children off at the bottom of the drive then driving off can be a danger to your child. Children HAVE to be accompanied to the classroom door by an adult.

Trips – try to arrange coach time after 9.00am,



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Personal contact will be made with any adult who continually parks in an obstructive way (by Headteacher or caretaker). Any complaints by parents or neighbours will be followed up.



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6. Policy on Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

Chairs and/or tables

Sports equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

7. PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example benches – one child at each end.

8. Furniture

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. Children will not be asked to move a stack of chairs. The caretaker will be asked to do this.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Small items of equipment including lap-tops, CD players, PE trolleys etc, can be moved freely by the children, **but no child is allowed to put in or remove a plug from an electrical socket.**



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Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

9. Items Children Should Not Move

Desktop computers – monitors can easily fall off trolleys, or wires get caught

Piano – although on wheels, it can tip, and feet or fingers become trapped

Paper cutters

The PA system must only be moved and set up by an adult

10 Security of the Premises

The Headteacher, Chair of Governors and caretakers are the designated key holders and are responsible for the security of the building.

11. Responsibility of the Class teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

12. Responsibility of the Caretakers

It is the responsibility of the caretakers to check daily that:

All locks and catches are in working order



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The emergency lighting is working

The fire alarm has no faults

The security system is working properly

Before leaving the premises, to check:

All the windows are closed

The doors are locked and secure

The security alarm is set

All gates are locked

13. Responsibility of the Headteacher

It is the responsibility of the Headteacher to perform the above functions in the absence of the caretakers.

In addition, the Headteacher is responsible for the security of the premises during the school day.

All visitors are required to report and sign in and out at the School Office.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the classroom door.



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Any parent or visitor is welcome in school but is asked to report to the office first.
These points must be adhered to, but in no way detract from the open door policy of the school.

14. Contractors on Site

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or Caretakers

All contractors must report to the school office. The Caretakers will then be informed of their arrival

Contractors will work under close supervision of the Caretakers so as not to endanger the health and safety of children or adults in school

Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children

No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas

If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area

All work will be monitored by the Caretakers and any concerns reported to the Headteacher, the contractor concerned and the appropriate department at the LEA.

NB See sheet below to be given to contractors.

15 Guidance for Contractors on Site



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We have been recommended by the Health and Safety Inspector to ask you to refrain from:

Smoking in the building or in the grounds as we are a no-smoking school

Talking to the children (our children are asked not to talk to strangers)

Moving vehicles when children are at play

Working on or near the playgrounds when the children are at play

Leaving equipment around

Playing music during school hours

If you have any problems, please see the Headteacher or Caretakers.

16. Policy on the Use of Hazardous Substances in School

All substances, which may be hazardous, are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

Check the substance against the COSHH register

Follow procedures laid down for use



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Be aware of procedures for avoiding exposure and for control

Inform the Headteacher of any difficulties



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17. Policy on the Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines, which need to be administered at regular intervals to children.

These requests fall into two categories:

Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)

Children who are suffering from casual ailments (coughs, colds etc)

Generally medicines are administered by the designated First Aid staff.

For the school to agree to assist in medication:

Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration

The medicines must be brought into school in a properly labelled container which states:

(a) The name of the child, (b) The name of the medicine, (c) The dosage and (d) The time of administration

Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.



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Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

18. Policy on First Aid in school

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time, minor first aid is administered by the class teacher, nursery officer or learning support assistant. If an accident occurs in the playground and first aid is required, then the child will go to the medical room for assistance by a trained first-aider. Every playtime, there is a trained First-Aider readily available, either on the playground or in the medical room. At lunchtimes first aid is administered by the welfare staff.

If there is any concern about the first aid, which should be administered, then the qualified First Aiders must be consulted.

The list of qualified First Aiders is kept in the Welfare Office

19. Contenance Policy

The following guidelines have been taken from 'The Right to Go' guidelines (see <http://www.eric.org.uk/Campaigns/TheRightToGo>).

i. The procedure for personal care

- Staff involved in the process should be aware of the guidelines for personal care. This will ensure they follow the correct procedure.
- If at all possible children should be changed standing up. This makes it easier for the child to be involved in the process and start to make steps to becoming independent.
- If the child needs to be laid down to be changed, then once the child has been changed and has left the changing area, the surface should be cleaned with warm soapy water and left to dry.
- The child's skin should be cleaned with a disposable wipe. (Flannels should not be used to clean bottoms).



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- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child - **they must not be shared.**
- Any creams should be used sparingly as if applied too thickly they can reduce the absorbency of a nappy.
- Disposable gloves and plastic aprons should be supplied by the school and should be worn when changing nappies.
- Hands should be thoroughly washed afterwards

ii. Partnership working

Issues around toileting should ideally be discussed before a child starts school so that appropriate arrangements are made to support the child once they start school. An individual care plan can then be developed and a consent form for toileting needs completed prior to school entry.

School and family should work in partnership and the following points may need to be considered when formulating an agreement outlining responsibilities.

Parents / carers

- Agreeing to change the child at the latest possible time before coming to school
- Providing enough spare nappies, wet wipes, changes of clothes, plastic bags or nappy sacks in which to put soiled clothing, to meet the child's needs
- Informing school if there is a change in medication or routine which may affect their continence e.g. an increase in laxatives
- Understanding and agreeing the procedures to be followed during changing at school
- Agreeing to inform school should the child have any marks or rashes
- Agreeing how often the child should be routinely changed during the school day and who will do the changing
- Agreeing to encourage the child's participation in toileting procedures wherever possible to promote independence
- Continuing toileting routines at home, to optimise the potential of achieving full continence, where possible
- Agreeing to review the arrangements, in discussion with the school, should this be necessary.



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20. Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents, which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a yellow disposable bag, fastened securely and placed in the special medical waste bin in the medical room. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

21. Recording Minor Accidents

All accidents must be recorded in a Record of First Aid Treatment book. All details need to be filled in, including any treatment given. A letter is sent home to the parents informing them of the incident and treatment given. Procedure to follow:

Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes). This book is located in the medical room.

If a child has a bump on the head you must send a letter home and/or contact the parent/guardian. The letters are kept in the medical room.

Fill in the accident form, copies of which are kept in the medical room, if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. Give the form to the welfare officer to sign.

Copies will then be taken for:

the school file

22. First Aid Boxes

Location; Every teaching area has a basic first aid kit:

Plasters, single and strip

Tissues

Yellow plastic bags for medical waste

Disposable gloves



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23. First Aid Supplies

Extra and additional more specialized equipment for first aid is kept in the medical room.

Supplies are also kept of:

A variety of plasters, fabric and waterproof

Bandages

Slings

Crepe bandages

Tubigrip

Micropore tape

Sterile dressings

Gauze pads

Melolin dressing pads

Lint

Ice-pack

Feverscan thermometers

24. Person Responsible for Medical Supplies

Chris Hendry is responsible for ordering medical supplies.

The Welfare officer is responsible for checking the contents of the classroom first aid boxes on a regular basis. All staff are responsible for replenishing the supplies in their classroom first aid boxes from the medical room as and when necessary.



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25. Allergies/Long Term Illness

A record is kept in the Staff room and the Medical room of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern.

26. Incident Reporting in School

The school will follow HSE guidance for employers. This guidance is included as an appendix to this policy.

27. Policy for Moving and Handling

Statement of intent

This policy is designed to outline the school's legal responsibilities with regard to manual handling. It sets out the processes in place to minimise any risks associated with manual handling at Broadfields Primary School.

Full compliance with this policy will ensure not only legal compliance but also that risks of injury related to manual handling are reduced to a minimal level.

Introduction

- The guidelines in this document apply to school staff, pupils, visitors, contractors and volunteers ("relevant persons").
- It applies to all activities both on and off school property, including school camps, excursions, and any other planned activities outside of the school grounds

Aims

This policy aims to:



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- Promote and maintain the health and wellbeing of those involved in our school by providing a safe working environment, specifically with regard to manual handling tasks.
- Implement a systematic approach to manual handling, whereby everyone is aware of their individual roles and responsibilities.
- Provide practical, workable solutions to improve the efficacy and safety of our working practices.
- Provide the equipment and information necessary to ensure the health and safety of those involved with manual handling.
- Ensure staff are informed and trained to take care of their own health, as well as the health of others.
- Ensure compliance with relevant legislation, such as The Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992.

Definitions

- According to the Manual Handling Operations Regulations 1992, manual handling means “any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force,” and extends to the force required to move or restrain any animate or inanimate object. It also includes “any twisting, bending, stretching or other awkward posture you may get in whilst doing a task”.
- Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person’s ability to hold/grasp the particular item in a safe and balanced manner.
- Manual handling tasks in schools generally include supporting pupils; managing behaviour; moving furniture, restraining pupils, stretching to reach shelves/storage, changing wall displays, moving heavy gym/science/art equipment, navigating workstation layouts etc.

Risk management strategy

- According to the relevant regulations, the process for risk management is to avoid, assess and reduce any hazards. These will be explained in further detail below.



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- Avoidance: per legislation, Broadfields Primary School will eliminate, as far as reasonably practicable, the need for relevant persons to carry out any manual handling tasks that involve a risk of injury.
- Assessment: where manual handling tasks are necessary and cannot be avoided, an assessment must take place. For pupils, a risk assessment will be undertaken by the Moving and Handling Co-ordinator in conjunction with physiotherapists and occupational therapists.
 - Identification of hazardous manual handling tasks should take account of:
 - The nature of the load-weight, size, shape, ability to be firmly gripped, balance, animate/inanimate etc.
 - The actions/postural requirements involved in the task-reaching, leaning, lifting etc.
 - The time, distance, duration and frequency of the manual handling.
 - The individual's capacity for manual handling - their age, skill, experience, strength etc.
 - The environment-layout and workplace conditions such as lighting, access, free space, floor surface etc.
 - The work organisation at the time of manual handling-presence of others, time restrictions, availability of others to assist etc.
- Control: once risk assessments have been carried out, controls to manage the relevant risks must be put in place. These may include:
 - Redesign to eliminate or reduce the risk.
 - Changes to the workplace, systems of work and/or the object.
 - Provision of mechanical aids to reduce the risk of injury, along with training for the use of these.
 - Training and education, appropriate to the task.
- Monitoring: once control measures are in place, they should be monitored to ensure they are reducing the risk of injury and being used correctly. The school's Moving and Handling Co-ordinator or delegated person is responsible for this step.
- Recording: every stage of this process should be recorded and dates provided for each step (identification, assessment, control). Risk assessments will be recorded centrally.



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Individual capabilities

- General physical capability: risk of injury is unacceptable if the specific manual handling task cannot be carried out by most reasonably fit and healthy adults. While employees can decide whether or not they believe they can manage the task, it is ultimately the Headteacher's duty to ensure the employee will not be at risk when performing the activity.
- Health issues: it must be taken into account if a relevant person has sustained recent injuries, hernias, back problems, heart conditions or other risk factors. If there are concerns, the advice of the Occupational Health practitioner will be sought and reasonable adjustments will be considered where practicable within the requirement of the role. (The Equality Act may require adjustments to enable a person with a disability to perform certain manual handling tasks safely.)
- New or expectant mothers: require risk assessments to be carried out for about six months following childbirth in order to ensure physical injury does not occur during manual handling procedures. It is strongly advised that pregnant women are not to participate in any manual handling which is a cause for concern either to themselves or the Moving and Handling Co-ordinator/delegated person.

Risk reduction

- Procedures must be followed to ensure risks are as minimal "as is reasonably practicable".
- Manual handling issues will be considered during the design, refurbishment, alteration or rearrangement of school spaces.
- Equipment will be provided to assist with manual handling and reduce any safety risks where this is possible.
- Relevant persons will receive information and training regarding manual handling so that they are able to mitigate any risks to their health and safety.

Information and training



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- The school will ensure that the Moving and Handling Co-ordinator/designated person is appropriately trained.
- All relevant persons should be aware of the school's policies and procedures regarding manual handling.
- Practical advice and training regarding best practice and strategies to minimise risk during manual handling should be provided where practicable and relevant.

Responsibilities

- The School Business Manager/Moving and Handling Co-ordinator/designated person will ensure:
 - Risk assessments have been carried out and updated as necessary (these should be reviewed at least once annually).
 - Where there has been a risk identified, that this has been followed up appropriately and within a reasonable amount of time so as to ensure the risk to any relevant person is minimal.
 - That all remedial action and risks are documented.
 - Relevant persons are following the school's health and safety procedures.
 - That all relevant equipment is maintained regularly in line with current legislation and that unsafe equipment is withdrawn for use
 - All employees have undergone manual handling training.
 - All manual handling accidents/incidents are fully investigated and followed-up on. Risk assessments should be carried out immediately on the task being performed when the incident took place and measures put in place as soon as possible to prevent its reoccurrence.

Staff members must:

_Familiarise themselves with this document, and therefore their rights/responsibilities under the Health and Safety at Work Act 1974 and Manual Handling Operations Regulations 1992.



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- Be aware of their own individual capabilities and refuse to undertake manual handling which would exceed this and place them at risk of injury.
- Attend manual handling training sessions.
- Report all manual handling accidents, incidents and 'near misses' to the Moving and Handling Co-ordinator or School Business Manager or another relevant person.

28. Personal Evacuation Plan Policy

This school positively promotes inclusion and will take all reasonable steps to ensure that children/young people or staff who might be classed as disabled or SEN are not discriminated against or treated less favourably than others.

The school will work in partnership with the disabled person, their representatives (where necessary), and other interested parties to ensure that policy and procedures are created in the best interest of the individual. The school will endeavour to make reasonable adjustments in equipment or learning support in order to maximise educational opportunities it will also identify any additional arrangements which need to be in place for activities which take place away from the premises.

Progress and compliance with this policy will be monitored and reviewed by the governing body/management board or management team.

To ensure the safety of all persons in an emergency situation the school/establishment will create Personal Emergency Evacuation Plans (PEEPs) where a need has been identified.

The school/establishment will update its risk assessments and PEEPs either on an annual basis, where the health & safety needs of the individual change, after an incident or where there are changes within the establishment that may affect the individual. Where changes need to be made they will be discussed with all affected parties.



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The roles and responsibilities of staff and the governing body/ senior leadership team, with regard to supporting those needs, will be identified from those discussions and will also be based on the results of risk assessments. These will all be recorded and reviewed either annually or where there is a change in circumstance.

In order to support an individual with complex health needs appropriate members of the governing body and staff will receive training and training updates.

The schools management team will ensure that this policy is aligned with all other relevant policies and procedures.

29. Other Relevant School Policies

Child Protection
S.E.N.
Behaviour Policy
Anti Bullying
Risk Assessments



Appendix 1

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

Guidance for employers

Introduction

This information sheet clarifies how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips will not need to be reported. Exceptionally an incident does need notifying to the Health and Safety Executive (HSE) under RIDDOR. This information sheet gives practical advice to schools about what they need to report and how to do it.

What needs to be reported?

The Regulations require employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. This information sheet includes examples of the occupational injuries, diseases and dangerous occurrences that typically result from schools' activities and fall within scope of the reporting requirements. The sections below cover:

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

As of 6 April 2012, the over-three-day reporting requirement for people at work changed to over-seven-days.



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This means that you have to report injuries that lead to a worker being incapacitated (absent, or unable to do their normal work which he or she would reasonably be expected to do) for over seven consecutive days. This period of time starts the day after the accident, and includes weekends and rest days. The report must be made within 15 days of the accident. There are no other substantive changes to the reporting requirements for deaths, major injuries, occupational diseases and dangerous occurrences.

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 the HSE website (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 within each school.

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

Who do I report to?

For general advice about how to report, refer to the RIDDOR pages on HSE's website (www.hse.gov.uk/riddor/).

In summary, all incidents can be reported online, by telephone, post and fax. An out of hours telephone service remains only for reporting fatal and major injuries to HSE.

For incidents occurring on school premises involving members of staff, pupils or visitors, HSE is the relevant enforcing authority to which reports should be submitted. HSE is also the relevant enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority will be the relevant enforcing authority.

What records must I keep?

You must keep a record:

- of any reportable death, major injury, disease or dangerous occurrence; and
- all occupational injuries that result in a worker being away from work or incapacitated for more than three consecutive days,* for at least three years after the date on which it happened.

The record must include:

- the date, time and place of the event;
- personal details of those involved;
- a brief description of the nature of the injury, event or disease; and
- if the event was reportable, the date and method of reporting.



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* As of 6 April 2012 you don't have to report over-three-day injuries but you must keep a record of them. If you are an employer who is required to keep an accident book, under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those resulting from physical violence, if an employee or self-employed person is injured while working at the premises:

- accidents which result in death or major injury must be reported immediately (see 'Reportable major injuries' below); and
- accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident.

The responsible person must also report any cases of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases' below).

You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

Reportable major injuries

These include:

- a fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness, or unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - an acute illness requiring medical treatment; or —
 - loss of consciousness;—
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.

Physical violence



BROADFIELDS

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Some acts of non-consensual physical violence to a person at work, which result in death, a major 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 and not as a result of a psychological reaction to the act of violence.

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

Reportable diseases

Employers and self-employed people must report occupational diseases (listed at www.hse.gov.uk/riddor) when they receive a written diagnosis from a doctor that they, or their employee, have one of the conditions and the sufferer has undertaken activities that correspond with the condition listed in RIDDOR.

Reportable occupational diseases include:

- certain poisonings from any activity involving, phosphorus, manganese or mercury;
- some skin diseases including occupational dermatitis from work involving strong acids or alkalis, including domestic bleach;
- lung diseases including occupational asthma, eg from wood dust, soldering using rosin flux;
- infections such as tuberculosis, leptospirosis or tetanus acquired, for example, during a field trip; or
- certain musculoskeletal disorders including hand-arm vibration syndrome from using power tools, or repetitive strain injury.

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, the injury must have resulted from an 'accident' arising out of or in connection with work. 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
- the accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital.

The lists of major injuries and diseases described above 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:



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- 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).

Therefore, if a pupil is taken to hospital as a result of 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 their medical condition (eg asthma attack, 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 that 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 from the scene of the accident to hospital.

What about accidents to pupils during sports activities?

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

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or as a result 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 then the accident and resulting injury would not be reportable. Examples of reportable incidents include:

- the condition of the premises or sports equipment was a factor in the incident, for example where a pupil slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor 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 to a hospital for treatment. Either scenario is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This could include, for example, incidents arising because:

- the condition of the premises or equipment was poor, eg poorly 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 is not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.



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Other scenarios

Injuries to pupils while travelling on a school bus

If the school bus is struck by another vehicle while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR. However, deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway do not have to be reported 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 taking place in Great Britain. Any incident occurring overseas is therefore 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. Similarly, the wider range of reporting categories for employees is applicable. Further advice can be found on the HSE website at www.hse.gov.uk/riddor/do-i-need-to-report.htm.

Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR (www.hse.gov.uk/riddor/). A full list is given in *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.1*

Reportable dangerous occurrences 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 major injury or damage to health;
- an electrical short circuit or overload causing fire or explosion;
- any unintended collapse or partial collapse of any building or structure; and/or
- the failure of any closed vessel (eg boiler) or any associated pipework.

Supplementary information

Consultation



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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. For further information about consultation, see *Consulting employees on health and safety*.²

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.

References

1 *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* L73 (Fourth edition) HSE Books 2012 ISBN 978 0 7176 6459 7

www.hse.gov.uk/pubns/books/l73.htm

2 *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2012 (Priced pack ISBN 978 0 7176 6462 7)

www.hse.gov.uk/pubns/INDG232.htm

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 document contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This document is available at: www.hse.gov.uk/pubns/edis1.pdf.

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