



# Health and Safety Policy

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This policy will ensure that the Academy provides a safe and healthy working and learning environment. The Academy will do this by preventing accidents and work-related ill-health, assessing and controlling risks from daily activities, complying with statutory requirements as a minimum and ensuring that safe working methods and equipment is provided.

It will also ensure that the Academy is providing effective information, instruction and training regarding Health and Safety, and that it is monitoring and reviewing its systems to ensure they are effective.

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Minuted and adopted by Business Committee on 12<sup>th</sup> November 2018.

**Re- Written: October 2018**

**Review date: October 2021**

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## 1. BROOKSIDE ACADEMY - HEALTH AND SAFETY - STATEMENT OF INTENT

The Governing Body of Brookside Academy believes in ensuring the health and safety of all pupils, children, staff and visitors as essential to the success of the Academy.

Brookside Academy is committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work-related ill health
- Assessing and controlling risks from daily activities
- Compliance with statutory requirements as a minimum
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to ensure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with Academy employees and their representatives on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist at the Academy
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety management system has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name: Julie Summerhayes    Signature \_\_\_\_\_

(Chair of Governors)

Date: \_\_\_\_\_

## **2. ORGANISATION**

### **a) INTRODUCTION**

To comply with the Governing Body's Statement of Intent the Academy's normal management structure have had additional responsibilities assigned, as detailed below.

### **b) THE GOVERNING BODY**

The Governing Body has the following responsibilities to ensure that:

- A clear written policy statement is created that promotes the correct attitude in Academy staff and pupils towards safety.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- All persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The Academy's Health and Safety Policy and performance is reviewed annually.
- The Governing Body is familiar with the requirements of the appropriate legislation and codes of practice.
- A Governor with responsibility for Health and Safety is nominated.

### **c) GOVERNORS' BUSINESS COMMITTEE**

The Business Committee will monitor health & safety issues within the Academy. The committee will report to the Governing Body.

### **d) THE HEADTEACHER**

The Headteacher has the following responsibilities:

- To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- Ensure that a clear written local policy for Health and Safety is created.
- Ensure that the policy is communicated adequately to all relevant persons.
- The Headteacher will designate the Academy Business Manager to act the Academy's Health and Safety Manager.

e) **BUSINESS MANAGER**

The Business Manager will be responsible for the day to day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive.

The Academy's Business Manager, acting as Health & Safety Manager, has the following responsibilities:

- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- Ensure appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- Ensure appropriate information on significant risk activities is given to visitors and contractors.
- Make or arrange for risk assessments of the premises and working practices to be undertaken and monitor their effectiveness.
- Ensure safe systems of work are in place as identified from risk assessments.
- Ensure that emergency procedures are in place.
- Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Ensure arrangements are in place to monitor premises and performance.
- Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- To manage the keeping of records of all health and safety activities including management of building fabric and building services.
- Regularly report to the Governors' Business Committee on health and safety matters.
- To co-ordinate and manage the annual risk assessment process for the Academy.
- To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the Academy.
- To advise the Headteacher about situations or activities that are potentially hazardous to the health and safety of pupils, children, staff and visitors.
- To promote staff attendance on appropriate health and safety courses.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the Academy generally.
- To carry out any other functions devolved to her by the Headteacher or Governing Body.

f) **STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY (TEACHING or NON-TEACHING)**

The Deputy Headteacher, Assistant Headteachers, Team Leaders, Supervisors, Outdoor Learning Coordinator, Caretaker have the following responsibilities:

- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the relevant health and safety Code of Practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Health & Safety Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- In liaison with the Health & Safety Manager ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees, pupils and children to avoid hazards and contribute positively to their own health and safety.

g) **CLASS TEACHERS, NURSERY SUPERVISORS and EXTENDED SCHOOLS SUPERVISORS**

Class Teachers, Nursery Supervisors and Extended Schools Supervisors are expected to:

- Exercise effective supervision of their pupils.
- Give clear verbal and written instructions and warnings to pupils and children when necessary.
- Follow safe working procedures.
- Know the relevant health and safety procedures for fire, first aid and other emergencies, and be able to demonstrate and carry out those procedures as part of their normal working practice.
- Follow the particular health and safety measures to be adopted in their own areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied consistently.
- Report all accidents, defects and dangerous occurrences to the Health & Safety Manager.

- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Recognise the need for, and use provided, PPE (Personal Protective Equipment) clothing and guards where necessary.
- Avoid introducing personal items of equipment (electrical or mechanical) into the Academy without prior authorisation.
- Make recommendations to the Business Manager on health and safety equipment and on additions or necessary improvements to working, learning or play areas, tools, equipment or machinery.

#### h) **ACADEMY HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out Academy inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

#### i) **ALL EMPLOYEES**

**All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.**

In particular, **all employees must:**

- **Comply with the Academy's health and safety policy and procedures at all times** – in particular procedures for fire, first aid and other emergencies.
- Ensure that pupils, children, staff, visitors and contractors are applying health and safety regulations, rules, routines and procedures effectively.
- Co-operate with senior management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- **Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.**
- **Report all incidents in line with current incident reporting procedure.**
- Act in accordance with any specific health and safety training received.

- Inform the Business Manager, as Health & Safety Manager, of what they consider to be shortcomings in the Academy's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.

j) **PUPILS & CHILDREN**

All pupils and children are expected, within their expertise and ability, to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the Academy and in particular the instructions of staff given in an emergency.
- Use, and not wilfully misuse, neglect or interfere with, things provided for their health and safety.

### **3. PROCEDURES AND ARRANGEMENTS**

a) **INTRODUCTION**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

The Academy commissions the services of the Somerset County Council Health & Safety team.

The Education Services Health and Safety documents including 'Health and Safety: Roles, Responsibilities and Powers' – commonly known as the Burgundy Pack, provides a comprehensive series of policies and guidance templates that enables educational establishments to document how they manage health and safety effectively.

The Burgundy Pack ensures that both Local Authority Officers and educational establishments are clear about their health and safety roles and responsibilities.

Guidance is also available on the Somerset Learning Platform iPost Health & Safety pages.

<https://slp.somerset.org.uk/ipost/Pages/Health-and-Safety.aspx>

The Academy uses EEC Safety Suite Website to assess, manage and report all Health & Safety matters <https://www.eeclive.co.uk/> (See Appendix 1: EEC Safety Suite Guidance Notes)

b) **SAFETY EDUCATION**

**For ensuring road safety we have:**



- Parking restrictions in the road outside all sites which parents are regularly urged to adhere to
- Regular road safety reminders, activities and lessons for all children

**For ensuring personal hygiene we have:**

- Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- Programmes of health education throughout the 0-11 age ranges to ensure children develop an increasing awareness, understanding and responsibility for their own health and hygiene practices.

**For ensuring playground and outdoor safety we have:**

- Rules about playground behaviour designed to maximise playground and outdoor safety
- Rigorous supervision of playgrounds and outdoor areas
- Regular inspection and maintenance of playgrounds

**For ensuring safety during physical education we have:**

- Rigorous training for staff
- Close supervision and appropriate rules in place
- Warm up routines established
- All equipment regularly checked
- Medical needs taken into account including the carrying of inhalers
- Emergency drills at the swimming pool regularly carried out

c) **E-SAFETY**

We encourage responsible online behaviour. Pupils are regularly taught about the principles:

- Keep personal information private
- Consider the long-term implications of any content posted online
- Do not upload or post inappropriate, offensive or illegal content to their own or other online spaces

- Read and adhere to any website's terms of conditions of use – including those around age restrictions

d) **EMERGENCY PROCEDURES**

**Fire and Evacuation**

Fire and evacuation procedures are detailed in Appendix 3.

Annual reviews of staff who hold specific responsibilities – Evacuation (Evac.) chair training, Fire Marshall training - will take place to ensure appropriate duties are covered in all areas.

**First Aid**

For First Aid provision we have:

- Recognised First Aiders, there are lists of names and qualifications in all areas
- Provision of fully stocked first aid boxes in all areas
- Notification to parents of any head injury or minor injuries on the appropriate slip.
- Summoning of an ambulance where necessary by any responsible adult and arranging for someone to meet and guide the ambulance. If the Academy is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.

**For managing special medical conditions we have:**

- A clear Academy Policy for Supporting Children with Medical Conditions with appendices of additional guidance and procedures
- Information given to all staff about any special medical conditions of children and about what response may be required in an emergency.
- Regular liaison with health professionals
- A requirement that all medicines brought to school, nursery or extended school provision must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and lodged with the First Aider/Supervisor
- For administering of medicines, there are specified procedures (See the Supporting Children with Medical Conditions Policy and Appendices)

e) **INCIDENT AND ACCIDENT REPORTING**

The Headteacher of the Academy is named as the 'responsible person'. As 'responsible person' the Headteacher has ultimate control of the premises. It is therefore their

responsibility to ensure that accidents and incidents are reported and to ensure that an appropriate investigation is undertaken to discover the cause and to identify any remedial action required.

Incident and Accident reporting guidance is attached at Appendix 2.

f) **HEALTH AND SAFETY TRAINING**

Health and Safety induction will be provided for all new employees, visitors and students by the School Business Manager following the induction checklist.

The following training courses are offered to staff as required:

1. Strategic Health & Safety Management
2. Health & Safety Foundation 2 – Risk Assessment
3. Follow up Module Line Manager – L1 People
4. Follow up Module Line Manager – L2 Places and Activities
5. Follow up Module Line Manager – L3 Stress
6. P3 - Managing Contractors
7. Personal Safety at Work
8. Dealing with Pressure at Work
9. Premises Management & Caretaking Training
10. Follow up Module P2 – Premises Management (Schools)
11. Basic Electrical Safety
12. COSHH (Control of Substances Hazardous to Health)
13. Fire Extinguisher Training
14. Manual Handling (Objects)
15. Occupational Risks
16. DSE Assessment (Computer Workstation Assessment)
17. Evacuation Chair Training
18. EVC Training
19. Emergency First Aid
20. First Aid at Work
21. Paediatric First Aid
22. Moving & Handling Training
23. Hoist Training
24. Food Safety
25. Team Teach

All Training records are held in the Academy Office.

## g) **TRANSPORT**

### **Minibuses**

Minibus driver training and D1 (post 1997 qualified drivers)

Users of minibuses must be aware of and observe the following requirements:

- the driver must have a current license and no more than three points on the license, be aged 25 years or over and hold a full license in Group 'A' or PSV
- drivers of the minibus are required to complete a record form and supply a photocopy of their driving license
- where the transport of pupils is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation
- in the event of an accident, under the current insurance policy, the hirer will be responsible for the first £500 of any claim
- internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the Academy will decide upon the repairer to be used)
- only one person per seat is to be carried
- seat belts are to be worn by all passengers and the driver at all times
- the driver at the time when an offence was committed is responsible for the payment of fines incurred
- a log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to reception.

Additional guidance can be found in the SCC Health and Safety Policy Manual Driving for work (HS 014).

## h) **PREMISES MANAGEMENT**

### **Visitors to the Academy Sites**

- All visitors will sign in at a reception using the electronic Entry Sign system. Visitors will be escorted to the appropriate area of the site. Staff use the Net2 system.

- No contractor may undertake work on the Academy sites without permission from the School Business Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.
- Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to pupils, children, staff, and visitors to the Academy.
- Hirers of the Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- Whilst on site, all visitors and contractors must wear an Entry Sign identification badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary staff working on a supply basis will be required to indicate their presence on the site by reporting and signing in at reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.
- If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

### **Security**

- All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, pupils, families and authorised visitors and contractors.

### **Vehicles on site / parking**

- Limited parking space is available for staff. Cars must be parked in the designated car park bays. Blue Badge (disabled parking badge) holders will have access to designated parking bays.

- Electric Gates at the front of the school remain closed most of the time. Access for staff is via combination entry and via the call point to the office for blue badge holders.

### **Building Maintenance**

- General building maintenance is carried out by approved contractors.

### **Asbestos**

- The Asbestos Register and Asbestos Management Plan is held in the premises file. The School Business Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified are made aware and sign the register, and that any changes to the register are notified.

### **Control of Contractors**

The Academy checks contractors' public liability insurance documentation and requests two references when approving a new contractor.

All contractors must report to the main office where they will be asked to log in using the Entry Sign system and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The School Business Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

### **Lettings**

- Lettings are managed by the Lettings Administrator and the Caretaker.

### **Equipment**

- Appropriate protective clothing/gloves (PPE) are provided and used by staff when required. Visitors must be provided with protective clothing as appropriate.
- Specific equipment must be checked regularly, schedules for this can be found in the premises files.
- When new equipment is purchased, it is the responsibility of the Team Leader or Supervisor, with the assistance of the Business Manager as Health & Safety Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and

contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations are kept in the premises files.

### **Housekeeping**

- The cleaning and catering for the Academy is contracted out and the Business Manager will monitor the contracts. The Housekeeper is responsible for ensuring that the Academy is tidy and clean during the day including the washing up of staff crockery.
- The Business Manager will monitor the efficiency of the waste collection service

### **i) INSPECTION AND TESTING OF PLANT AND EQUIPMENT**

#### **Statutory Inspections**

All plant and equipment requiring statutory inspection and testing will be inspected by approved contractors and details recorded in the premises file.

#### **Portable Appliance Testing**

Inspection and testing of portable electrical appliances will be carried out every four years by LA Approved contractors.

### **j) HEALTH AND SAFETY MONITORING**

#### **Inspection of Premises**

Regular Inspections will be coordinated by the Business Manager in consultation with the Headteacher and carried out by Somerset County Council Health & Safety Unit.

Areas of inspection include - Academy Site, Special Educational Needs, Grounds, Play Equipment.

The Health & Safety Governor will carry out termly inspections with the Academy Business Manager.

## **k) CONSULTATION AND COMMUNICATION OF INFORMATION**

### **Consultation**

The Governors' Business Committee will discuss health and safety issues affecting staff, pupils or visitors at its half termly meeting. The Governor's Wellbeing Committee may also consider Health and Safety issues during its half termly discussion of welfare issues. Action points from meetings are brought forward to the Executive Leadership Team for review.

### **Communication of Information**

The Business Manager, acting as Health & Safety Manager, will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed in the Staff Room, Academy Office and Nursery Foyers.

Health and safety advice is available from the Business Manager.

## **l) REVIEW**

These arrangements will be reviewed on a triennial basis and revised as new topics arise which may affect the process of managing health and safety for pupils, children staff, contractors and other visitors.

**External Monitoring** will include:

- Safety Audit
- Inspection Report (CHSU)
- Accident/Incident Report
- Safety Representation Reports (Recognised Trade Union/Professional Association)
- Property Services Report – Capital Support
- Fire Risk Assessment
- Legionella Risk Assessment

**Internal Monitoring** will include

- Governors Annual Report
- Visits by the Governor with responsibility for H&S
- Annual Safety Self review
- Self-Audits



#### **4. PROCEDURES MANAGED BY OTHER POLICIES AND GUIDANCE**

##### **a) EDUCATION VISITS AND RESIDENTIAL TRIPS**

Educational trips and visits must be organised in accordance with the Off Site Visits Policy and using the EEC supporting process and guidance.

##### **b) OCCUPATIONAL HEALTH SERVICES AND WORK RELATED STRESS**

The Health and Safety Executive (HSE) guidance on managing work related stress, 'The Management Standards (2004)' require employers to make reasonable adjustments in order to minimise the impact of work related stress. We use 'Care First' for employees and refer to OH Assist, where appropriate, in order to meet these requirements.

In addition employees have a responsibility for taking reasonable care for their own health and safety, and that of others who may be affected by what they do, or omit to do. Employees must ensure that comply with safe systems of work.

##### **c) CRITICAL INCIDENT / EMERGENCY PLAN**

Please refer to Business Continuity Plan.

##### **d) MANAGING MEDICINES**

Prescribed medication will be administered to pupils following guidance contained in Supporting Children with Medical Conditions Policy and its supporting appendices.

A list of trained staff that are responsible for control of administration of medicines to pupils and children is on display in the Academy Office and the First Aid room.

## **5. APPENDICES**

Appendix 1: EEC Safety Suite Guidance Notes

Appendix 2: Incident Reporting and Investigation

Appendix 3: Fire and Evacuation Procedures

## Appendix 1: EEC SAFETY SUITE - GUIDANCE NOTES

### [EEC Main Login Web Page](#)

The following links will direct you to step-by-step guidance documents to the following EEC modules:

1. [Introducing you to EEC](#)
2. [How to add a user to EEC](#)

#### **Accident Reporting**

3. [How to Report an Accident](#)
4. Additional useful supporting document: [Accident Reporting Data Collection Form](#)

#### **Risk Management**

5. [Risk Management – How to find a Risk Assessment \(includes secure areas\)](#)
6. [Risk Management – How to complete a Risk Assessment](#)
7. [Risk Management - How to complete a Risk Assessment Action Plan](#)
8. [Risk Management – Guidance for Federated establishments](#)
9. [Risk Management – How to complete a Management Report](#)

#### **External Visits Management**

10. [External Visits – How to Plan a New Visit](#) (includes attaching risk assessments and creating a repeat visit).
11. Additional supporting useful document: [Visit Information Collection Sheet](#)

#### **Audit**

12. [Audit – Accessing your Audit Report, Action Plan and Performing a Self-Audit](#)

#### **Behaviour Monitoring**

13. 10. [Behaviour Monitoring – recording an incident](#)

If you are unable to locate the guidance that you need to require further assistance, please contact:

Steve Dorrall – Senior Business Support Officer

Telephone: 01823 355953/07585 307010 Email: [sdorrall@somerset.gov.uk](mailto:sdorrall@somerset.gov.uk)

or

Corporate Health & Safety Unit

Telephone: 01823 355089 Email: [CHSU@somerset.gov.uk](mailto:CHSU@somerset.gov.uk)

## **Appendix 2: INCIDENT REPORTING AND INVESTIGATION**

### **1. Medical Injury Log**

Is kept in the First Aid Room and used to record injuries such as playground accidents resulting in cuts and grazes and bumps to pupils.

### **2. Accident Reporting on EEC**

EEC Accident Reporting is used to report all work related accidents to staff, pupils, children, visitors, contractors and community users.

The accident reporting module will determine whether the incident is reportable to RIDDOR and will send a report directly to the HSE.

To assist establishments with the collection of data required for accident reporting, an accident report data collection form has been created. It is intended that this form may be adopted and amended by establishments to suit their requirements.

The data collection form contains all of the fields that are shown on EEC, attached at

### **3. Additional EEC Reporting Guidance**

#### **What sorts of accidents/incidents are reportable on EEC?**

It is very difficult to provide a definitive list of exactly what should and should not be reported, as in some cases the decision to report an incident is down to the subjective judgement of the individual.

#### **Interventions & Restraints**

You DO NOT need to report all interventions and restraints on EEC. A report should be made ONLY when a significant injury or near miss occurs as a result of an intervention or restraint. However, you are required to record details of Interventions and restraints for other purposes such as OFSTED and Team Teach.

#### **Pre-Existing Medical conditions**

If a pupil is taken to hospital in connection with a pre-existing medical condition, which was not exacerbated by an accident or incident, then this does not need to be reported on EEC. However, you might make a record of the incident for other purposes.

#### **Acts of violence and aggression**

CHSU wants to know about incidents where individuals are physically assaulted or verbally abused in circumstances relating to their work, and where these incidents upset them or make them feel unsafe.

Some employees work in environments where aggression is common, due to behavioural issues of some service users or pupils. In these environments, it is important that a balance is struck between the need to report incidents of violence and purpose of the service being provided.

3. **RIDDOR** – The responsible person must be aware of the reporting requirements under the RIDDOR regulations and ensure that reportable incidents are reported by the quickest means possible. EEC will determine whether your application is RIDDOR reportable and send an automated report on your behalf.

### **Appendix 3: FIRE AND EVACUATION PROCEDURES**

- Fire notices are displayed in each classroom, activity space and in the entrance foyer.
- Escape routes are checked by the caretakers every day when doors are locked/unlocked.
- Fire Extinguishers are maintained and checked by an approved contractor, currently Coomber Fire Services, every year.
- Alarms are tested by Coomber Fire every term and Fire Call Point testing is carried out by the Lettings Caretaker every week.

**Emergency evacuation procedure will be tested once every term.**

**PREMISES EVACUATION ARRANGEMENTS** in case of an alarm being activated are as follows:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm by the nearest alarm call point. Do not use extinguishers unless trained to do so.
- **The EMERGENCY WARNING is the ALARM SIGNAL sounding continuously.**
- **The Head, Deputy Head or School Business Manager will go to the zone where the alarm has been set off to investigate if there is a fire or false alarm. Head, Deputy Head will dial 999 if it is a fire.**
- **On hearing the alarm, pupils should leave quietly in single file when instructed by the teacher in charge of the class. Pupils should leave by the nearest available safe marked escape route. The last person to leave the classroom must close the door. Pupils should walk to their class line up point and remain with their teacher at this assembly point.**
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.
- In the event of an emergency during morning or lunch break, pupils must leave the building by the nearest marked escape route and go to their class line up point.
- Staff in the Nursery will help coordinate children to their assembly point. Again the last person to leave the rooms must close the doors behind them.
- Extended School children will be instructed by the supervisor in charge to evacuate in a safe and timely manner via the nearest safe marked escape route.

- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the senior admin staff at the assembly point at the rear of the Academy.
- The Assistant Head Teacher will discuss with any disabled pupils and their parents the evacuation procedure in case of an emergency and draw up a Personal Emergency Evacuation Plan (PEEP).
- Community users of the academy who discover a fire or other emergency for which the buildings should be evacuated should activate the alarm by the nearest alarm call point. The hirer is responsible for overseeing a safe evacuation process. The Lettings Caretaker will be available to support and coordinate with the Emergency Services. The Lettings Caretaker will contact the School Business Manager as soon as reasonably practical.
- The assembly area is on the playground at the rear of the Academy site.

Immediately pupils arrive at the assembly area, they must stand in their class groups in silence and in boy & girls lines with their teacher in the middle. The teacher will check their register.

Laminated copies of registers will be taken out to the assembly point by the teachers. Copies will also be taken out by the Deputy Head. The result of this check must be reported to the person in charge as soon as it is completed. The Head will go round each assembly point to check with the supervision leads. In the Head's absence, the deputy head or another senior leader will take charge.

The office staff will print a register from Entry Sign to identify all visitors.

The Head Teacher, or in his absence his PA, will check corridors and toilets on the upstairs floor. The Business Manager will check the ground floor in the new building and the Assistant Head will check the old building. In the absence of the Business Manager or the Assistant Head the Finance Office will check the areas.

The Academy Administrator will liaise with the Fire Brigade on their arrival and in her absence, the Admin Assistant.

When the senior member of staff is satisfied that it is a false alarm, he/she will direct staff, pupils and visitors to return to the building.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Avalon School and arrangements made to contact parents.