



Health & Safety Policy – Whole School (including Prep and EYFS)

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Other related policies and documents:	WBS Major Incident Plan

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I. General Policy Statement

This is the general health and safety policy statement of Woodbridge School, hereafter referred to as the School.

It is the general policy of the organisation to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and of those other people who could be affected by the operation of our business.

Further to this, we are committed to the following objectives:

- To assess and provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To manage health and safety at work and provide the necessary resource to ensure this policy is effective
- To have access to competent advice
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for our employees taking account of those persons who do not have English as their first language
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions, and
- To improve health and safety performance and management through regular review and revision of this policy when necessary, and at least annually

It is the **duty of management** to ensure that everything is done so far as reasonably practicable to prevent personal injury in all our activities. We will strive to maintain a safe and healthy place of work for our employees, visitors, contractors, and anyone who will be present on our premises or who could be affected by our business undertakings.

It is the duty of all employees to co-operate with the School, act responsibly, and to do everything they can to prevent injury to themselves, colleagues and others through their acts and omissions. Whilst implementation of this policy is a management responsibility, it will rely heavily on the co-operation of all employees.

We have retained the services of Armour Risk Consulting Ltd. to support us in meeting our health and safety responsibilities.

The Board of Governors have the overall and final responsibility for Health and Safety, whose commitment to its achievement is indicated by the signing of this policy statement.

Signed	Signed
Ms Shona Norman – Head	Mr C Schlee – Chairman Board of Governors
Date:	Date:

2. Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

2.1. Board of Governors (“The Board”)

The Board has overall collective responsibility for health and safety within the School. It has responsibility to ensure that health and safety issues are considered and addressed, and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities for staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Head to account in respect of the requirements set out in this policy.

2.2. Head of Woodbridge School (“The Head”)

The Head will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and

safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head will also report to the Board on health and safety performance including an annual audit and will assist the Board in implementing changes in the Policy which the Board have approved. The Head will be responsible for the implementation of a Major Incident Plan.

2.3. Director of Operations

The Director of Operations will have, delegated by the Head, the day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors

They will also act as the School Safety Coordinator, supported by the Head of Estates, whose duties will include:

- Advising the Head / Head of Estates / Heads of Department on maintenance requirements.
- Co-ordinating advice from specialist safety advisors and producing associated action plans.
- Co-ordinating and implementing training.
- Monitoring health and safety within the School and raising concerns with the Head.
- Chairing the School Health and Safety Committee.
- Investigating accidents and incidents and recording the same.

2.4. Heads of Department (Teaching)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control.

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control, with the agreement of the Director of Operations.

2.5. Head of Estates

The Head of Estates will assist the Director of Operations with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Compliance with the Construction (Design and Management) Regulations, Risk Assessments and Method Statements (RAMS), Construction Phase Plan (CPP) etc
- Site traffic movements.
- Maintenance of School vehicles (in co-operation with Transport Manager)
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for estates maintenance activities.

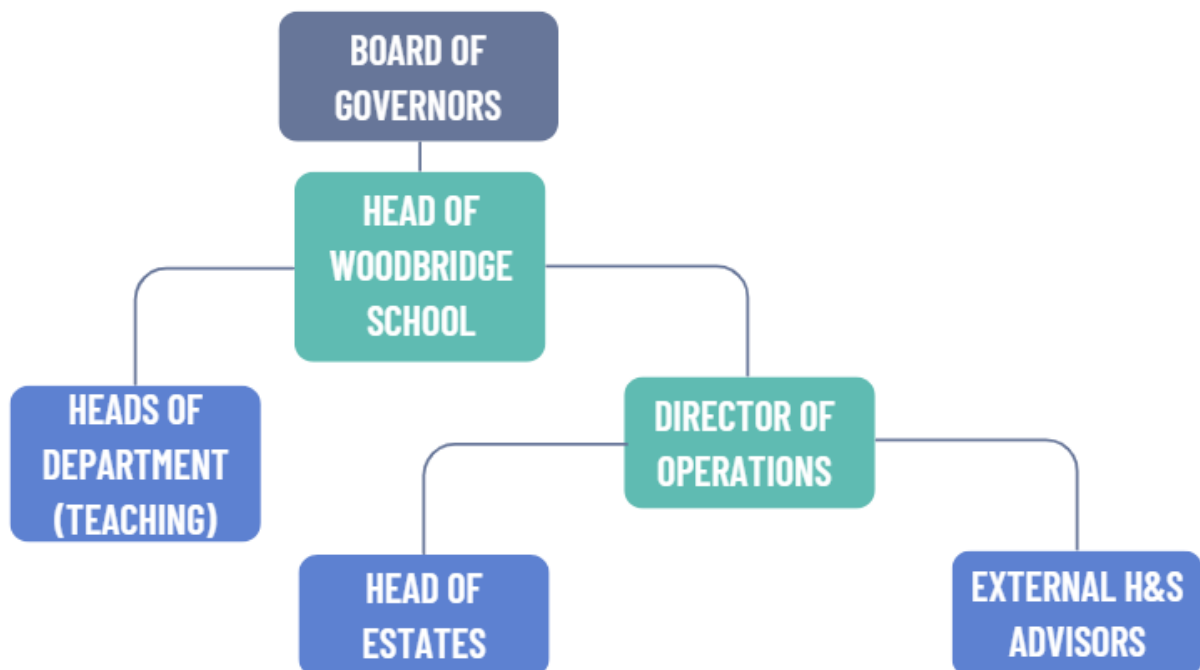
2.6. External Health & Safety Advisors

The Head of Estates will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager coordinates the following in liaison with the Head of Estates:
 - Three hygiene and safety audits each year of food storage, meal preparation and food served. Two of these will be completed internally with one audit per year being completed by an independent external professional.
 - Professional extraction cleaning twice yearly.
 - Deep cleaning of all equipment, food preparation and storage areas every half term and at the end of term.
 - Appropriate pest control measures in place
 - Annual update of all food policies, risk assessments, HACCP and COSHH.
- The school has a suitable and sufficient fire risk assessment which is reviewed and updated annually, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in line with water hygiene risk assessments
- The school maintains an asbestos register and the Head of Estates is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan, also ensuring that contractors are fully briefed on areas of asbestos before starting work.

- The school's radiation protection supervisor (RPS), Brian Worton, is responsible for liaison with the radiation protection advisor of East Suffolk Council for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations, all of which are RCD protected and meet the requirements of BS7671 IEE wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
- All servicing of pressure systems is outsourced to suitably qualified contractors.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

2.7. Health and Safety Organogram



3. School Health & Safety Committee

The Committee will meet once a term and will be chaired by the Director of Operations. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Deputy Head Pastoral
- Head of Estates
- PA to the Director of Operations
- Heads of Department
- Deputy Head Prep School

The role of the Committee is to:

- Discuss matters concerning health and safety, including any changes to the regulations.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses and discuss preventative measures.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

4. The School Nurse

The School Nurse will be responsible for:

- Reviewing accidents on the school reporting system and ensuring all accidents are correctly reported by the first responder in the first instance.
- Follow the adverse event flow chart on the Operations Hub when necessary, including supporting with incident investigation as required.
- Escorting pupils to hospital (and informing their parents).
- Liaising with the Cleaning Supervisor when a deep-clean of the medical centre is necessary.
- Checking that all first aid boxes and eye wash stations are in date and replenished.
- Ensuring all approved medicines are in date and securely stored.

5. Staff

The cooperation of all staff is essential to the success of the Policy. It is the responsibility of staff to immediately report any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Any such reports should be made to the Director of Operations via the Operations Hub or email.

Staff are also required to:-

- Follow the Policy.

- Take reasonable care for the health and safety of themselves and others who may be affected.
- Follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- Carry out all reasonable instructions given by managers / senior staff.
- Make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence.
- Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

6. Management of Contractors

The School acknowledges its duty to ensure, so far as reasonably practicable, the health and safety of contractors working at our places of work and carrying out work on our behalf. Contractors are also required to comply with health and safety legislation and where the work activities interact, co-operation between employees and contractors is necessary.

We use contractors and where necessary, sub-contractors subject to the process of suitability and competence assessment.

- Only assessed and approved contractors will be engaged
- Contractors' safety rules will be issued to all contractors
- Permits to work are implemented where the nature of the activity being undertaken by a contractor is deemed high in risk eg; roof work, confined space, lone working
- Contractors must submit their Health and safety policy and public liability insurance certificate
- Contractors must submit their accident history and declare any enforcement action in the last 3 years
- Risk assessments and detailed method statements are gained from the contractor prior to the commencement of work
- Monitoring of contractors' activities are organised prior to the commencement of work and will be instigated upon commencement
- Reviews of contractors' work are undertaken regularly

6.1. Permits To Work

These are formal, written, safe system of work to control potentially hazardous activities and are issued to Contractors or employees undertaking specific types of work on our sites such as :

- Working at height such as carrying out roofing repairs
- Hot work which could cause fire or explosion
- Entry into confined spaces

Permits to work will also be issued where contractor's work interfaces with normal production activities;

- The permit details the work to be done
- The precautions to be taken
- Permits are issued, checked and signed off as being completed by someone competent to do so, e.g.; a Manager, and who is not involved in undertaking the work

7. New and Expectant Mothers

The School recognises their duty under legislation to ensure the health, safety and welfare of new and expectant mothers in the workplace. A new mother is defined as being an employee whose employer has been advised in writing that she is pregnant, has given birth in the last six months or is breast feeding. We will put in place all necessary controls to safeguard the mother and unborn child so far as is reasonably practicable.

- We include the new and expectant mothers in the risk assessment and review process
- We ensure that the risk assessments are reviewed throughout the pregnancy (every trimester) and upon return to work
- Where necessary, we will seek advice from an Occupational Health Service provider
- Employees are required to co-operate with us in order for us to ensure the safety of the mother and unborn child so far as reasonably practicable
- We will consider redeployment (or suspension) of pregnant workers as a possibility.

8. First Aid

The School recognises the importance of having adequate first-aid arrangements which ensure that employees who sustain injuries or fall ill at work receive immediate attention. First aid is the care given before emergency medical help arrives. It can often mean the difference between life and death and it can also help prevent minor injuries becoming more serious. We will assess our first aid needs and provision and ensure adequate equipment and trained employees are maintained. We ensure that there is as a minimum:

- A suitably stocked first aid kit
 - Adequate numbers of employees trained in first aid to take charge of first aid arrangements
 - Adequate information for employees on our first-aid arrangements
-

First aid trained employees take charge when someone is injured or falls ill, including calling an ambulance if required. A list of first aid trained employees is available on the Operations Hub

8.1. First Aid Kits

Our first Aid Kits will contain, as a minimum, the following items:

- A leaflet giving general advice on first aid
- individually wrapped sterile adhesive dressings (assorted sizes)
- sterile eye pads
- individually wrapped triangular bandages (preferably sterile)
- sling secured with safety pin
- medium-sized individually wrapped un-medicated wound dressings
- 2 large individually wrapped sterile un-medicated wound dressings
- Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves

Our first aid container will not contain any tablets or medicines. Any items used for first-aid purposes will be replaced when required.

- We undertake a risk assessment of our first aid needs
- We co-ordinate and train adequate numbers of employees
- We liaise and co-ordinate with managers of premises where our employees may work
- We provide adequate equipment and room to facilitate the requirements of the risk assessment outcomes
- We implement systems to ensure the first aid kit is adequately stocked
- We give appropriate first aid to any employee requiring such treatment
- We ensure the provision of refresher training for employees trained in first aid
- We record all accidents

9. Control Of Substances Hazardous to Health (COSHH)

The School is committed to implementing a control process over the handling of any substance deemed as hazardous under the COSHH Regulations.

By implementing COSHH guidelines thoroughly and fully we aim to protect our employees, service users, contractors and visitors to our premises. Our systems of control will include regular reviews.

A substance is deemed to be hazardous when it is able to enter the body and reach an organ where it can cause harm by its toxic, corrosive, inflammatory or carcinogenic properties.

- We maintain an inventory of hazardous substances and materials and obtain the relevant Material Safety Data Sheets from the supplier
- We ensure assessment of substances and the risk to employees, contractors, and visitors from exposure to hazardous substances in our premises is undertaken by competent personnel
- We introduce appropriate precautions and safe systems of work to prevent or control risk that has been identified
- We ensure that the precautions are used, equipment is properly maintained and procedures are followed
- Where necessary, we monitor the exposure of employees and undertake health surveillance
- We inform, instruct and train employees about the risks and precautions to be taken
- We issue where required appropriate Personal Protective Equipment (PPE)
- In addition to its effects on human health, the impact on the environment is also considered by us when purchasing or disposing of hazardous substances.

9.1. Infection Control

The School acknowledges its duty under the Control of Substances Hazardous to Health Regulations to ensure the health and safety at work of our employees and others affected by our business undertakings in controlling the risks posed by exposure to harmful micro-organisms by infection, allergy or toxicity.

We implement a number of strategies to prevent the spread of infection which includes;

- Risk assessment of the hazards and implementation of recognised control measures provided by all regulatory bodies including the Department of Health, the Advisory Committee on Dangerous Pathogens and the Health and Safety Executive
- Provision of induction and continued regular training in the control of infection and emergency planning
- Protection of employees through immunisation where necessary
- We provide information, instruction and training in good hygiene practices
- We provide instruction and supervision to ensure wounds or moist skin conditions are covered with waterproof dressings
- We implement and regularly review safe systems of work for hand washing, disinfection and decontamination, handling excreta, blood, and body fluids
- We supply and monitor appropriate personal protective equipment including disposable latex gloves and disposable aprons
- We devise and implement safe systems of work for the disposal and where necessary the carriage of hazardous and clinical waste
- We ensure senior employees are responsible for the supervision and monitoring of safe systems of work
- Visitors, including Contractors, are advised and supported in infection control procedures as necessary
- We implement systems for ill health reporting and recording
- We access advice and support from an occupational health service provider as necessary

- We consult with employees or their representatives on matters of health and safety.

10. Display screen equipment (DSE)

The School is committed to the wellbeing of our employees whilst at work. All display screen equipment (DSE) users will complete a Self-Assessment Checklist during Induction and on a periodic basis. Wherever issues are identified requiring corrective action to be taken we will seek to resolve these and obtain further advice as necessary. We recognise our obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

- We will assess workstation hazards and reduce the risk of harm by using Self-Assessment checklists within 1 month of employees starting work with the School and thereafter periodically or following change
- Any employees who work from home will also be required to complete and return DSE self-assessments
- We ensure workstations meet minimum requirements, which includes provision of an adjustable chair, satisfactory lighting, sufficient space and comfortable temperature levels
- We plan work so that there are breaks or changes of activity. The guidance we provide to employees is to take short, frequent breaks. Each individual user has discretion over when to take their own breaks
- We provide time and pay (where required) for regular eye tests for "users", who regularly use DSE equipment
- Where it is determined that the employee needs spectacles to enable them to carry out work at their screens (but not for other purposes), the cost of these will be met by the School. The School reserves the right to use preferred opticians for the supply of spectacles in these circumstances. The cost will be for basic frames and the lenses recommended by the optician. If an employee wishes to have more expensive spectacles, they must pay the difference in cost.

11. Working at Height

The School is committed to implementing measures to reduce the risks associated with working at height, this is defined as any place where a person could be injured if falling from it. We will manage situations where working at height is necessary, within our own premises and those of our clients. We will conduct specific risk assessments in order to identify the risk control measures required to minimise the risks so far as reasonably practicable for routine and non-routine work at height. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the Work at Height Regulations.

Within our premises we will only use ladders and step ladders for work at height where the task is considered low risk and of short duration making this acceptable and where the nature of the work enables three points of contact to be maintained throughout. In all work activities:

- We risk assess all work at height activities

- We plan, organise and supervise work at height
- We ensure appropriate work equipment is selected and used correctly
- We inspect and maintain all work equipment intended for use in work at height
- All ladders and stepladders used by our employees meet British Standard Industrial Class
- We provide our employees with Safe Systems of Work and ensure these are understood
- We manage risks from falling objects
- We ensure planning includes arrangements for emergencies and rescue
- We provide employees with adequate training to ensure they are competent to work at height
- We manage the risks from fragile surfaces
- We take account of weather conditions
- Special access arrangements are made where work involves difficult access

12. Pressure Systems

Pressure systems are defined as:

- a system comprising one or more pressure vessels of rigid construction, any associated pipework and protective devices
- the pipework with its protective devices to which a transportable pressure receptacle is, or is intended to be, connected
- a pipeline and its protective devices

A relevant fluid is:

- steam at any pressure
- compressed or liquefied gas, including air, at a pressure greater than 0.5 bar above atmospheric pressure; pressurised hot water above 110 °C
- a gas dissolved under pressure in a solvent (acetylene)

Everybody operating, installing, maintaining, repairing, inspecting and testing pressure equipment should have the necessary skills and knowledge to carry out their job safely – we will ensure suitable training is provided. This includes all new employees, who should have initial training and be supervised closely. Additional training or retraining may be required if:

- the job changes;
- the equipment or operation changes; or
- skills have not been used for a while

Under the Pressure Systems Safety Regulations 2000, a written scheme of examination is required for most pressure systems. This will be facilitated by an appointed competent person and set to the manufacturers inspection schedule.

13. Manual Handling

The School is committed to preventing injury caused by manual handling activities in the workplace and therefore it is the aim of the School to avoid or minimise manual handling operations so far as is reasonably practicable.

Where it is not reasonably practicable to avoid manual handling operations which present a significant risk of harm we will make a suitable and sufficient assessment of the manual handling operations in question, with an overall aim of reducing the risks to the lowest level reasonably practicable.

- Manual handling tasks are risk assessed and the significant findings of risk assessments made are brought to the attention of all relevant employees
- We will avoid hazardous manual handling tasks whenever possible
- We will assess the risks of hazardous tasks that cannot be avoided
- We will reduce risks to the lowest level reasonably practicable
- We will provide lifting aids, as appropriate whenever necessary
- We will provide adequate training to employees, which includes information on the risks to their safety and the necessary control measures to take.

14. Personal protective equipment (PPE)

The School recognises that the use of Personal Protective Equipment (PPE) as a risk control measure is a last resort. Our employees are supplied with the PPE identified as a required risk control measure within risk assessments free of charge. We ensure that it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

- We use the most effective means of controlling risks without the need for PPE whenever possible and will only provide PPE as a last resort
- We identify through risk assessment when and where PPE may be required. Where this may affect Visitors and Contractors we ensure arrangements are in place to provide necessary information and equipment as required and prior to entry into a designated zone, area or a situation which presents hazards which cannot be effectively controlled through other means
- We provide employees who are required to use or wear PPE with information and training on the circumstances in which it is used, the hazards for which it will give protection against, instruction in correct use and any limitations of the equipment. We will also instruct employees in the arrangements for maintenance, cleaning and repair/ replacement of PPE, along with procedures for reporting defects
- We ensure that when more than one item of PPE is required that they are compatible and as effective used together as they are separately
- We carry out assessments to identify suitable PPE and ensure that appropriate PPE is available for all employees who need to use it

- We provide adequate and suitable storage for employees PPE
- We review assessments and reassess the need for PPE and its suitability whenever there is a significant change or at the time specified in the assessment
- Management monitor and supervise the correct application of PPE where necessary to ensure it is worn correctly
- We ensure special arrangements are made where necessary for individuals with particular needs that could affect the use of PPE (i.e. prescription safety glasses)

15. Plant and Work Equipment

The School acknowledges its duty to safeguard our employees and others who may be affected by our activities involving the use or maintenance of plant and work equipment. We are committed to providing and maintaining plant and equipment which is, so far as is reasonably practicable, safe and without risks to employees, and to complying with relevant legislation requiring this.

- We ensure training is provided to employees who are to use plant and equipment
- Employees are instructed in defect reporting
- Repair or replacement is undertaken promptly by competent persons
- Security systems are implemented to prevent unauthorised tampering
- All powered plant and equipment is capable of being isolated and maintenance and cleaning is carried out with the equipment switched off
- Risk assessments of the significant hazards associated with each item is undertaken and the outcomes communicated to those affected. Safe systems of work are implemented and monitored. In addition;
 - Where the outcomes of the risk assessment specifies, equipment is physically locked off or disconnected whilst cleaning, setting, maintenance and/ or repair work is undertaken.
- Plant and equipment is subject to periodic inspection, testing and calibration /or examination in accordance with current statutory requirements and manufacturers' instructions
- Emergency stops, fixed and interlocking guarding safety checks are carried out and recorded
- Notices, signage and information is displayed as appropriate to identify hazards and controls necessary
- Safety checks are carried out and recorded
- Monitoring of workplace safety is carried out by Management
- Trained and authorised persons only operate or control plant and equipment
- Safety instructions are provided to Contractors, and where appropriate, Permits To Work are issued and monitored
- Visitors are provided with safety instruction and PPE indicated as necessary by risk assessment

16. Accident and work-related ill health reporting

The School acknowledges that all injury accidents, however minor, are required to be recorded. Employees commencing work with the School are instructed in accident and incident reporting procedures. All accidents and incidents are reviewed by management to determine the causes and any actions necessary to prevent a recurrence.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other incidents, with occupational health advice being obtained as necessary. All accident records and investigation materials eg; witness statements, photographs, measurements and other relevant details are filed confidentially and retained.

As an employer we have legal duties that require us to report and record some work-related accidents. Responsibility for reporting such incidents which fall within the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) lies with Senior Management.

When necessary, we will report incidents and accidents using the following methods;

- Online using the reporting forms available from www.hse.gov.uk
- Fatal or major incidents and injuries will be reported by telephone to the Incident Contact Centre on 0845 300 99 23 (open Monday to Friday 9 am to 5 pm)

Reportable accidents and incidents are as follows;

- Deaths
- Major injuries
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- Some work-related diseases
- Dangerous occurrences e.g., where something happens that does not result in an injury, but could have done
- Over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of incapacitation – (Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work)

We are aware that we must retain a record of over three-day injuries in addition to reporting over seven-day injuries (an Accident Book record will be sufficient)

We report incidents as soon as possible and ensure we meet the set timescales below;

- In cases of death, major injury, or dangerous occurrences, we must notify the enforcing authority without delay

- In cases of over seven-day injuries we must notify HSE within fifteen days of the incident occurring
- In cases of disease, we must report as soon as a doctor notifies us that our employee suffers from a reportable work-related disease.

17. Asbestos Management

The School acknowledges its responsibility to identify and manage the risk from asbestos containing materials in non-domestic premises where the duty holder responsibility lies with us either fully or in part.

As a result of an asbestos survey;

We have identified several locations where asbestos containing materials (ACM's) are present within the building/s structure/s. Some of these materials are left in situ and have been made safe. These locations are clearly labelled

- A risk assessment has been undertaken of remaining ACMs and is retained at the relevant site
- A management plan to prevent the accidental release of fibres is being implemented and is retained at the relevant site
- The risk assessment and management plan are reviewed at least annually and updated when there are changes in the matters to which they relate
- We consult with our employees or their representatives on matters relating to the management of asbestos in the workplace
- Any person or contractor whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity without a permit to work

18. Electricity

The School is committed to protecting the health, safety and welfare of our employees. We recognise that electricity in our premises has the ability to harm our employees, visitors and contractors.

We ensure so far as is reasonably practicable that our electrical installations and appliances, are installed and maintained in accordance with the manufacturers' and all legislative requirements.

We engage only qualified and competent electrical contractors registered with the National Inspection Council for Electrical Inspection Contracting (NICEIC) to undertake electrical installation work on our premises. We have assessed these through our Contractor Assessment process and have been satisfied with the verification of their details and competence.

Whenever we are advised that an electrical installation and or/appliance is unsafe by the competent person we will agree to the appropriate disconnection/ decommission and plan remedial action.

Our electrical installations are subject to safety inspections in accordance with the British Standard BS7671. Records of inspections are retained.

- Our employees are instructed to be vigilant and how to recognise visual signs of electrical faults
- Our employees are instructed in reporting procedures in the event of an electrical hazard

18.1. Portable Electrical Appliances

In accordance with the requirement to maintain systems to prevent danger as far as reasonably practicable, risk assessment of electrical hazards and the use of electrical work equipment is undertaken and recorded.

- The risk assessment considers the electrical dangers to employees and others who may be affected
- The environments in which the equipment is being used are identified and considered
- Where identified as necessary, intrinsically safe electrical equipment is adopted
- Suitable and sufficient controls are implemented to ensure and demonstrate the safety of all work equipment, these include visual safety checks by employees prior to use
- The risk of faulty electrical equipment causing fire is considered and managed
- An asset register of electrical equipment including extension cables is maintained. Where permitted, the privately owned electrical equipment used on our premises is also subject to the inspection regime with records of visual and where appropriate, combined tests and inspections held

18.2. Outdoor use of electricity

- All plugs, sockets and connectors used outdoors are of a standard approved for such environment

19. Gas Installations

The School is committed to protecting the health, safety and welfare of our employees. We recognise that gas in our premises has the ability to harm our employees, visitors and contractors. We ensure so far as is reasonably practicable that our gas appliances, flues and supply pipework are installed and maintained in accordance with the manufacturers' and all legislative requirements.

- We engage only Gas Safe Registered engineers to undertake gas related work on our premises. We have assessed these through our Contractor Assessment process and have been satisfied with the verification of their details and competence.
- Whenever we are advised that a gas appliance is unsafe and requiring disconnection by the competent engineer we will agree to the disconnection.
- Our appliances are subjected to safety checks at least annually. Records of inspections are retained.
- Our employees are instructed in emergency procedures in the event of a suspected gas leak
- Our employees are instructed to be vigilant and how to recognise visual signs of faults

Carbon Monoxide

Our employees are provided with information on carbon monoxide and the symptoms of poisoning.

- Our employees are instructed never to use a gas appliance if they suspect it is faulty
- Chimneys are cleaned regularly, flues are maintained by competent persons
- Carbon Monoxide Alarms compliant with British Standards are installed by competent persons where necessary.

20. Consultation

The School will consult with our employees in good time, on all matters that could affect their health and safety at work. We aim to get employees involved in health and safety matters and we recognise that consulting our employees is a two-way process.

We will consult our employees or their elected representatives on matters concerning:

- The introduction of any measure which may substantially affect the health and safety of employees
- Our arrangements for appointing or nominating persons as our ‘competent advisor’
- Any health and safety information we are required to provide to our employees under any legislation (i.e. any risks to our employees, measures to reduce or eliminate the risks, etc)
- The planning and organisation of any health and safety training
- The health and safety consequences for those employees of the introduction of new technology into the workplace

We consult our employees either directly or through any elected Safety Representatives on a one to one basis or through organised meetings. We allocate adequate time to discuss safety matters with employees and gain their views and concerns. We will not treat any employee involved in the consultation process unfavourably at any time.

We will provide all such information that is necessary for employees to participate fully in the consultation process.

21. Noise

As an employer, and where necessary we will use a noise assessment to identify measures to eliminate or reduce risks from exposure to noise so that we can protect the hearing of our employees.

Where the risks are low, the actions we take may be simple, but where the risks are high, we will manage them using a prioritised noise-control action plan.

Where required, we will ensure that:

- hearing protection is provided and used
- any other controls are properly used
- we provide information, training and health surveillance

We will review what we are doing if anything changes that may affect the noise exposures where we work.

22. Violence in the Workplace

The School is committed to implementing measures to reduce the risk of violence, this is broadly defined as any incident in which an employee is verbally abused, threatened or assaulted in circumstances relating to their employment. We acknowledge this risk may be present in certain circumstances.

- We will identify so far as is reasonably practicable, situations and persons who may be at risk using our knowledge, information and experience
- We will risk assess the potential for harm and implement appropriate protective measures
- Information, supervision and instruction are provided for employees during induction
- Additional training, which includes techniques for de-escalation is provided where necessary, where this provision is required the training will encompass:
 - Understanding aggression and violence
 - Assessment and prevention
 - Interaction with aggressive people
 - Details of working practices and control measures
 - Incident reporting procedures and follow up action
- We encourage all employees to report every potential or actual act of aggression/abuse to the management who will investigate the incident promptly
- We will provide sufficient support to those involved in any incident by discussing freely the whole incident, and where appropriate we will utilise confidential counselling services
- Where appropriate we will pursue prosecution of any offender

23. Vibration

Hand-arm vibration comes from the use of hand-held power tools and is the cause of significant ill health (painful and disabling disorders of the blood vessels, nerves and joints).

We will assess and identify measures to eliminate or reduce risks from exposure to hand-arm vibration so that we can protect our employees from risks to their health.

Where the risks are low, the actions we take may be simple, but where the risks are high, we will manage them using a prioritised control action plan to control exposure to hand-arm vibration.

Where required, ensure that:

- control measures to reduce vibration are properly applied
- we will provide information, training and health surveillance

We will review what we are doing if anything changes that may affect exposures to vibration where we work.

24. Lone Working

The School work activities may involve instances of lone working defined by the Health and Safety Executive (HSE) as 'those who work by themselves without close or direct supervision'. We acknowledge there are additional hazards associated with working alone and seek to minimise the risks posed to our employees.

- We have undertaken risk assessments of the lone working activities and put in place risk control measures and safe systems of work
- We have communication systems in place for lone workers which provide contact with line management.
- We have provided personal safety advice and safety instruction regarding specific situations in which they may work
- Emergency procedures are recorded and regularly reviewed
- Our employees have been instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management
- Work timetables and plans are recorded to ensure information on where and when our employees will be, is available to line management
- Out of hours, staff can contact their line manager for support, or the Estates Team on call phone in case of emergency.
- We have developed procedures to be followed if employees do not, or cannot follow the safe systems of work

24.1. Home Working

The School acknowledges its duty to ensure the health and safety at work of our employees and this includes assessment and control of the risks associated with working at home. Through the risk assessment and consultation procedures we organise and plan these working arrangements.

We will ensure suitable and sufficient risk assessments of hazards associated with home working are undertaken to ensure the activity and work equipment does not present a hazard to others within their home so far as reasonably practicable.

- Where we provide equipment for work purposes at home, we ensure the equipment is correct for the job being done and sufficient information and training is given on its use
- Arrangements will be made for the equipment to be checked regularly and it will be required to be kept in a safe condition
- The necessary personal protective equipment (PPE) will be provided as a result of risk assessment of the work task, process and equipment
- We will include homeworkers in our organisation's consultative process by agreed methods
- We will ensure regular communication with home workers takes place
- Our employees are instructed to cooperate with us, as their employer, in order that we can meet health and safety compliance. This will include completing relevant checklists with regard to safety upon request, having input to the risk assessment process of identified hazards and may include the employer visiting the place of work, in this instance the employee's home, to satisfy themselves that hazards and work activities are effectively managed.

25. Compliance and Monitoring arrangements

This policy will be subject to a thorough review process including consideration at the Health and Safety Committee, Compliance and Risk Committee and ratification by the Governing Body on an annual basis. This will ensure that practice across the whole school is in line with this policy, the Complaints procedure and with current guidance and legislation.