



Health and Safety Policy

Person responsible	Director of Finance and Operations (DFO)
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Date of next review by Governors	November 2026

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This Policy applies equally to the Foundation Stage (Reception Class), Key Stage 1 and Key Stage 2 as taught at Bute House Preparatory School (the School).

1. Introduction and Statement of Intent

This Policy includes:

- The Statement of Intent: a commitment to the health, safety and welfare of pupils, employees (including fixed term, part-time, temporary and voluntary staff and helpers), visitors and other users of the premises
- Organisation of Health and Safety
- Arrangements for Health and Safety
- Counter-Terrorism Preparedness (Martyn's Law)

It is the School's obligation to:

- Provide a culture of safety, equality and safe procedures
- Provide adequate control of the health and safety risks from working activities
- Provide and maintain a safe place of work
- Ensure all plant and equipment is safe
- Address the School's duty to safeguarding
- Promote Health, Safety and Welfare (including ensuring the Governing Body and Senior Leadership Team are aware of this through the School's Policies and procedures)
- To comply with the Terrorism (Protection of Premises) Act 2025 when in force and act as a 'standard tier' when required

All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974 ('the Act') and Regulations made under this legislation.

Each member of staff must recognise that there is a personal and collective responsibility under the Act and under this Health and Safety Policy.

The School has regard to relevant guidance and advice for schools on Health and Safety, including but not limited to *Health & Safety: responsibilities and duties for schools* (DfE, April 2022), KCSIE, *Good estate management for schools* (DfE, October 2024), *School and College Security* (DfE, July 2024), *Investigating Accidents and Incidents* (HSE, HSG245 2004), *Incident reporting in schools* (accidents, diseases and dangerous occurrences): guidance for employers (HSE, EDIS1 (revision 3), October 2013), *How to report a serious accident in your charity* (The Charity Commission, updated June 2019) *Controlling access to school premises* (DfE, November 2018), and *Health protection in children and young people settings* (UKHSA, updated 5 March 2025).

The organisation and arrangements through which Governors of the School aim to fulfil these requirements are set out in the detail of this Health and Safety Policy.

Signed.....

Dated.....

Chair of Governors

2. Organisation of Health and Safety

The Governing Body has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. It 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 to staff to ensure they are able to work in a safe manner.

Accountability and responsibility for daily and operational routine is delegated to the Head who is supported by the following staff:

Health and Safety Manager - DFO (Ianek McLaughlin)

Health and Safety Coordinator - Facilities Manager (Kevin Neary)

Health and Safety Advisor - PIB Risk Management (external supplier – contact is Neil Jarman)

School Health and Safety Committee – As designated by the School

Director of People and Development DPD – To act and consult on matters relating to employees

All Staff, Contractors and Visitors

- Health and Safety is a standing item on the agenda of Staff Management and Governor meetings.
- Full Annual Inspection is undertaken by the Health and Safety Advisor.
- Health and Safety is formally discussed by designated staff at least termly, and minutes/reports are made available to the Head and Governors through the Finance, Operations and Risk Committee

Written reports, with summary and a recommended prioritisation schedule, will be submitted after all inspections and made available to all members of staff in accordance with (Consultation with Employees) Regulations 1996.

Information on Health and Safety

This is available on the staffroom noticeboard and, upon request, from the DFO ~~and Deputy Head~~.

Advice can be sought from the School's Health and Safety Advisor by contacting the DFO. All members of staff have the right to seek and to have independent advice on matters which may affect their health, safety or welfare.

New staff will be briefed by the DFO on Health and Safety matters during the induction programme.

All staff must be familiar with the contents of the School's Health and Safety Policy and especially with those safe systems which affect their daily working activities.

Pupils and other users of the premises will be given basic instructions and information on Health and Safety.

Contractors will be given a copy of the School's "Code of Practice for Contractors on Site" and will be expected to familiarise themselves with its requirements and implement them.

3. Purpose of the Health and Safety Committee

The aim of this Committee will be the promotion of co-operation between Governors, SLT and all employees at the School to achieve and maintain a safe and healthy workplace for all users of the premises. To this end the Health & Safety Committee will meet during each half-term (see separately held Terms of Reference).

The Committee will address:

- Reports of any accidents which have occurred since the previous meeting and remedial action taken to prevent a recurrence
- Reports of any fire drills that have taken place
- Relevant matters arising from inspection reports
- Progress on remedying any specific hazards which may have been identified
- Information on new legislation that has implications for the School
- Implementation within the School of safety advice issued by the Health and Safety Advisor
- Governors' endorsement annually of the reviewed contents of the School's Health and Safety Policy
- Management's monitoring of the Policy's implementation
- Promotion of a responsible and positive Health and Safety environment in School at all times

4. Role and Duties of the Health and Safety Manager

The Health and Safety Manager reports to the Head and Governors. Their responsibilities include:

- To act on behalf of the Head and Governors to pursue the aims of the School in respect of Health, Safety and Welfare
- To produce for the School a written Health and Safety Policy, to ensure its implementation (and to revise it if necessary) and to ensure that all members of staff are aware of its contents

- To be available to any member of staff to discuss Health and Safety problems not resolved at a lower level and to seek to resolve these
- To take appropriate action to remove or reduce potential hazards
- To report to the Governors those cases where the Health and Safety Manager's own authority does not allow them to reduce any hazard to a satisfactory level; in these circumstances to take short term measures including ceasing the activity, in order to maintain Health and Safety pending rectification
- To take note of Health and Safety bulletins, instructions, etc., when issued and to ensure that these are distributed as required, and to maintain a file of these which is readily accessible to all employees
- To keep an up-to-date list of all safety representatives (i.e. Health & Safety Committee members) in the School, both teaching and support staff, including catering staff
- To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time
- To ensure that all areas for which they are responsible are subject to a Health and Safety inspection at least once every term
- To ensure that materials and equipment purchased for use in areas within their control are safe and without risk to health when properly used
- To ensure that the circumstances of accidents and incidents are properly examined, recorded in an Accident Book and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- To ensure that all occupants and visitors, including those who undertake work at the premises, are made aware of any hazards on site and of when and where such work activities may affect those in occupation
- To carry out duties of a local contact where local contacts have not been appointed

5. Role of the Health and Safety Advisor

- To attend Health and Safety Committee meetings if required
- To make inspections of the School and submit a full written report once a year prioritising the issues identified
- To carry out an audit of written procedures every two years
- To provide in-service training when requested

- To carry out risk assessments on request
- To review and advise on safe systems of work
- To help draft and advise on the Health and Safety Policy
- To review the Health and Safety Policy
- To arbitrate on Health and Safety matters
- To provide the School with up-to-date Health and Safety information
- To attend pre-contract meetings on request
- To inspect and monitor contractors on site if requested

6. Duties and Role of the Health and Safety Coordinator

- To take appropriate action to remove or reduce potential hazards and to avoid ill-health arising from work activities
- To receive reports of hazards from users of the premises and to take steps, so far as reasonably practicable, to remove or reduce them
- To report to the Health and Safety Manager cases where the Health and Safety Coordinator's normal executive authority does not allow them to deal effectively with a hazard or where there is a doubt as to the practicality of a proposed solution. Where necessary, to take appropriate short-term measures to maintain safety, pending rectification.
- To ensure that accidents are reported in accordance with instructions by the Health and Safety Manager to establish the facts of any accident
- To inspect the premises at least once every term with a view to identifying potential and actual hazards, and to assess the effectiveness of the local hazard reporting system and any other arrangements
- To co-operate with the Health and Safety Manager in ensuring that the staff are aware of the content of the local statement and any other information necessary on Health and Safety issues
- To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary
- To ensure that employees new to the workplace are helped to perform their duties in a safe manner; in particular, to ensure that they have all the necessary information on Health and Safety matters and the opportunity to read and discuss these issues as they wish

7. Role of Safety Representatives

Section 2(6) of the Health and Safety at Work provides:

“It shall be the duty of every employer to consult any such representatives i.e. safety representatives of recognised trade unions (*and duly elected representatives from the staff*) with a view to the making and maintenance of arrangements which will enable [the employer] and [their] employees to co-operate effectively in promoting and developing measures to ensure the Health and Safety at work of employees, and in checking the effectiveness of such measures.”

This statutory duty is given effect through the *Safety Representatives and Safety Committees Regulations 1977* (for employees represented by a recognised trade union) and the *Health and Safety (Consultation with Employees) Regulations 1996* (for staff who are not).

Consultation with employees on matters relating to health, safety and welfare takes place through:

- **The Health and Safety Committee** which meets at least once per term and includes staff representation from both teaching and support functions;
- **Departmental or team meetings** where health and safety issues may be raised and escalated; and
- **Direct consultation** with the DFO or Head where specific risks or changes arise.

The School values open communication and encourages all staff to contribute ideas for improving health and safety arrangements, recognising that effective cooperation between management and employees is essential for maintaining a safe and healthy working environment.

School Safety Representatives will act on behalf of employees, and statutory regulations provide that they shall have the following functions:

- To investigate potential hazards and dangerous occurrences at the workplace whether or not they are drawn to their attention by the employees they represent and to examine the causes of accidents at the workplace
- To investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work
- To make representations to the employer about matters arising out of the two points above
- To make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace
- To carry out inspections in accordance with the regulations
- To represent the employees which they are appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority
- To receive information from Inspectors in accordance with the Act

- To attend meetings of safety committees where they attend in their capacity as a safety representative in connection with any of the above functions

(“Workplace” in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

Notification of Safety Representative Appointments

Recognised Trade Unions should notify the School of the details of all safety representative appointments and a record of this will be maintained by the School. The Health and Safety Manager will be notified of appointments that concern the School.

In accordance with the **Health and Safety (Consultation with Employee) Regulations 1996**, School management will advise all staff of their right to be consulted on Health and Safety matters and will enable them to elect staff Health and Safety representatives.

Time Off and Facilities for Safety Representatives

The School will grant paid time off to enable Safety Representatives to carry out the duties set out above (for example two hours per week). It will also grant paid time off to enable Safety Representatives to receive Health and Safety training.

Please refer to the **Safety Representatives and Safety Committees Regulations 1977** and the **Health and Safety (Consultation with Employees) Regulations 1996**.

8. Duties and Responsibilities of Employees

Under **Section 7 of the Health and Safety at Work etc. Act 1974**, every employee must:

- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work
- Co-operate with the School to enable it to comply with any legal requirements relating to health and safety

Breaches of the Health and Safety law are criminal offences. Both the School and individual employees may be prosecuted if they fail in their respective duties. In proceedings where a duty is qualified by “so far as is reasonably practicable”, the burden of proving that compliance was not reasonably practicable rests with the duty-holder. Failure to follow an Approved Code of Practice (ACoP) is not in itself an offence but may be used in criminal proceedings as evidence that a legal requirement has not been met.

Under **Sections 2–9 of the Act** duties apply to employers, employees, suppliers and others. Section 8 places duties on all persons not to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

It is important to note that the degree of care which is reasonable in any circumstances will be greater where persons of more than usual vulnerability are concerned. This includes pupils and employees with disabilities for whom reasonable adjustments must be made in line with the Equality Act 2010. Where people with disabilities use the premises, consideration must be given to any special requirements they may have, including access and sanitary accommodation. Their possible inability to note and respond to emergency evacuation signals must also be considered and appropriate arrangements made to secure their safety.

Where people who use the premises do not readily understand English, any information provided to secure their safety (whether oral, written or in the form of safety signs) must be given in an understandable form in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996. If necessary, recourse should be made to translation services.

Employees must perform their work in accordance with training and instruction provided under the Management of Health and Safety at Work Regulations 1999 and report all health and safety concerns immediately to the appropriate manager or the Health and Safety Manager.

9. Workplace Safety

The School will, so far as is reasonably practicable, provide and maintain safe premises, including safe access and egress, and a working environment that is safe and without risks to health including all reasonable steps to ensure premises are maintained in a way to reduce risk of slips and trips, and to promote effective infection control.

Regular inspections by the Health and Safety Manager, the Health and Safety Coordinator, delegated officials or contractors as appointed, ensure floors, stairs, lighting and sanitary facilities are maintained, hazards are addressed promptly, and effective infection-control measures are implemented.

Vehicle Safety

The School currently operates no vehicles. Should this change, the School will comply with the Road Traffic Act 1988 and HSE's *Driving at Work* guidance, ensuring driver competence, vehicle maintenance and insurance are in place.

10. Emergency Contacts

The Key Holders to the School are listed below. In the event of an emergency, resulting in either the intruder alarm or the fire alarm sounding, they should be contacted in the order listed.

Name	Address	Mobile No.
Kevin Neary	Bute House Preparatory School Luxemburg Gardens Hammersmith London W6 7EA	07989 343249
Ianek McLaughlin	As above	07725 659063
Derrick Elliston	As above	07817 352146

11. Location of Stop Valves

Incoming Mains Water Supply

Located on rear wall, left hand side of gym store cylinder cupboard. This will isolate all mains water to the School.

Kitchen

Valve marked 49 for hot water and 46 for cold water. These are located next to the Gym Storage area. The water tanks that serve the kitchen are located between the access panels above the cylinder cupboard.

Drinking Water Fountains

The 3 No. fountains to the west side of the building can be isolated from the valve identified with the loft space. The 2 No. fountains to the east side are isolated from a valve under the floor, approximately 300mm away from the northwest corner of the Reception class.

Science Laboratory

Cold water valve located behind panel under bench to east wall. The panel is removed by taking out 2 fixing screws with the adjacent cupboards. The hot water valve is located under the sink within the teachers' storeroom.

Classroom (including Design and Technology)

Stop valves located within the sink units.

Ground Floor Shower

Stop valve located behind access panel in cupboard.

Toilets

These valves are located behind duct panels.

Emergency Mains Supplies Cut-Off Points

Only to be used by authorised personnel to avoid a disaster when a Key Holder cannot be found.

Water

Mains Stopcock 1 – inside cupboard in the gym store, turn left and you will see a metal topped tap a quarter of the way up the wall – you may need a torch to see.

Turn clockwise by hand to shut off.

Mains Stopcock 2 – outside front gates, turn right 8 yards in the pavement.

Turn clockwise by hand to shut off.

Gas

Supply runs into the cupboard on the left of the door to the Caretakers' shed entrance.

Turn the handles clockwise to shut off the supply (there are three handles).

Electricity

To isolate a floor:

In the event of an emergency the isolation switches are in grey boxes in the middle riser cupboard in the classroom corridors. A master key is required to open the cupboards. PULL THE MAIN SWITCH DOWN. The main isolation switch will cut out all power on the floor – except emergency lighting.

To shut off electricity for the whole School:

In the basement electrical intake room pull switches to the left. The main isolator will shut off all electricity to the building.

Central Heating

If there is a radiator leak the flow of water can be eased by shutting down the pumps in the boiler room. To do this **TURN ALL SWITCHES ON THE BOILER TO THE “OFF” POSITION**. Ignore the “Flow Fail” lights and alarm which will come on as these can be reset later.

12. Areas of Responsibility

1. Accident Reporting and Recording	DFO
2. First Aid	
Accidents involving blood	Senior First Aider
Infectious Diseases	Senior First Aider
Administering Medicines to Pupils	Senior First Aider
First Aid Training – Defibrillator	Senior First Aider
3. Emergencies	
Emergency Procedures and Drills	DFO
Evacuation Notices and Signs	DFO
4. Fire Fighting Equipment	
Checking	Facilities Team
Maintenance and Servicing	DFO and Facilities Manager
5. Control of Substances Hazardous to Health (COSHH)	DFO and Facilities Manager
6. Electrical Safety	
Mains	DFO and Facilities Manager
Portable Appliances	DFO and Facilities Manager
7. Display Screen Equipment	DFO
8. Defect and Hazard Reporting	DFO and Facilities Manager
9. Health and Safety Information	DFO
10. Risk Assessments	DFO
incl. New and Pregnant Mothers Risk Assessment	DPD
11. Access and Egress for Buildings	DFO
12. Gas Safety	DFO and Facilities Manager
13. Security	Facilities Team
14. Alarm Systems	DFO and Facilities Manager

15. Intruders	Facilities Team
16. School Trips and Outings	Educational Visits Coordinator
17. Road Safety	Deputy Head
18. Storage	Facilities Team
19. Contractors on Site	DFO and Facilities Manager
20. Other Users	DFO
21. Water Quality	DFO and Facilities Manager
22. Consultation with Employees	DPD

13. Schedule of Reviews and Record Keeping

Task	Frequency	Responsible Person	Comments
Review of Health and Safety Policy	Annually	DFO	New Regulations, Codes of Practice, School Policies, etc. will be added in the interim as required.
H&S Inspection Reports and Audit	Annually	DFO	Carried out by external company, PIB Risk Management
Review of Control of Substances Hazardous to Health (COSHH) assessments	Whenever changes occur; three sources in School; Kitchen, Cleaners and Science keep substances locked away and inform DFO of any changes.	DFO and Facilities Manager	Central record to be kept by DFO and Facilities Manager. All contractors to provide COSHH information in their method statements and risk assessments.
Record of water quality testing, temperature taking	As required by the Water Risk Assessment	DFO and Facilities Manager	Training required for Site Management Logbook must be kept

Electrical Safety			
Certification of fixed installations	Up to every 5 years as advised.	DFO and Facilities Manager	Contractor carries this out – schedule of testing in place.
Record of Portable Appliance Testing	Annually	DFO and Facilities Manager	Contractor carries this out – schedule of testing in place
Fire Safety			
Record of nominated persons - Fire Marshals	As required; Premises Team are Fire Marshalls	DFO and Facilities Manager	
Record of Fire Fighting appliances check	Annually	DFO and Facilities Manager	Contractor carries out
Record of Fire Alarm testing	Weekly	Facilities Manager	Call points tested on rotation basis
Record of Fire Alarm maintenance	Six-monthly	DFO and Facilities Manager	Six-monthly by external contractor
Record of emergency lighting testing	Monthly	Facilities Manager	Once a year, external contractor carries out full drain of batteries.
Record of Fire Drills	Half-termly in autumn; termly otherwise	Facilities Manager	Log time taken, note problems, note reasons.
Record of False Alarms	As required	Facilities Manager	
First Aid			
Record of accidents / injuries	As required	DFO	Reported at Governors meetings

Record of First Aiders and training	As required	DPD	Training records reviewed at Health and Safety meeting
Record of First Aid Stock	As required	Senior First Aider	
Review of Provision	As required	Senior First Aider	
Record of Manual Handling training	As required	DPD	
Record of Display Screen Equipment assessments	As required	DPD	
Record of Staff Health and Safety Representatives and training	As required	DPD	
Record of School journeys, outings, off-site activities, etc.	On all occasions	DFO and Educational Visits Coordinator	Full details to be kept Risk Assessments are completed
Risk Assessments			
Record of Risk Assessments	As required	DFO	Central record to be kept by DFO
Risk Register	Reviewed termly by Governors	DFO	
Review of Risk Assessments	As required	DFO	
Security			
Review of security arrangements	Annually	DFO	Included as part of Information Security Policy
Record of incidents	As required	DFO	Police informed as required

Record of maintenance of equipment	Annually	DFO / Facilities Manager	Equipment serviced regularly
Record of all visitors on School premises	Every occasion	DFO, Receptionist, Facilities Team	All visitors are logged on the Visitor Access System and are given a pass with their photo which must be worn while they are on the School premises.

14. Arrangements for Health and Safety

Regulation Accident Reporting and Recording

See summary in **Appendix A**.

Notifiable Accidents

Most incidents that happen in schools or on school trips do not need to be reported to the HSE. If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable however, the School will make a record of this incident which will be informed to the Head, Deputy Head or DFO as required.

In the case of a **notifiable** accident, disease, etc. the Health and Safety Advisor should be notified by telephone immediately (or at the earliest possible moment in the case of accidents necessitating absence from work for more than 3 days) by the **Responsible Person or Deputy** so that they can advise. The Health and Safety Executive (HSE) has to be notified using form F2508 or on the HSE'S website.

This is a legal requirement and must be done immediately for a major injury and within 10 days of the accident/incident if more than three days have been lost an Accident Form must be completed and this can be done on line. For accidents resulting in the incapacitation of a worker for longer than seven days, the enforcing authority must be notified within 15 days of the incident using the appropriate online form. An Accident Form must also be completed. This is kept in the DFO's office.

In October 2013 changes were introduced to RIDDOR to simplify the mandatory reporting of workplace injuries summarised below.

Reporting

Injuries to pupils and visitors who are involved in an accident at School or an activity organised by the School are only reportable under RIDDOR when:

- The death of the person arose out of or in connection with a work activity; or

- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment).

The HSE Information Sheet EDIS 1 (rev3) gives guidance and examples of whether an injury arises out of or in connection with work.

If in doubt, guidance should be sought from the HSE, for example when a pupil from another school is injured (specified injury) during a sports match (not reportable) as opposed to a pupil of the School who is injured similarly during a timetabled games lesson (reportable).

Injuries and ill health to people at work are reportable by the responsible person under RIDDOR when:

- Accidents which result in death or a specified injury (which must be reported without delay). Also a reportable occupational disease when confirmed by a doctor in writing. The HSE Information Sheet EDIS 1 (rev3) gives details of specified injuries and reportable diseases.
- Accidents prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days). These must be reported within 15 days of the accident.
- The responsible person is normally the employer of the injured person. The exception will be those that are self-employed where the controller of the premises should report.

Dangerous Occurrences (specified near miss events) are reportable under RIDDOR. The HSE Information Sheet EDIS 1 (rev3) contains the typical examples applicable to schools.

All external reports to the HSE or RIDDOR must be reported to Governors through a formal report (either, as part of the Health and Safety Report to Governors or, in the case of serious incidents, immediately to the Chair). Details of accidents which must be reported to the School Governors are kept on the Medical Events Form in the School Office.

There may be a need to report to insurers, the Charity Commission, local protection agencies or any other regulatory body depending on the nature and severity of the accident.

No one should talk or report to the press and/ or social media. Any enquiries should be directed to the Head or, if not able to contact the Head, the DFO. The Head may consult with the School's PR Advisors (Quantum PR - contact is Charlie Vavasour 07788 976838) before drafting a statement.

Recording other injuries treated

All non-reportable accidents treated with First Aid, especially those involving blood, should be entered in the Accident Record book kept in the DFO's office.

In the event of an accident or other occurrence (e.g. an epileptic fit, etc.), a First Aider should be contacted to deal with the situation. The First Aider will be responsible for recommending if an ambulance should be called, if the need for one is not obvious.

Record Keeping

Records will be kept for a period of 6 years from the end of the academic year. See the School's Privacy Notice on how the School will use personal data.

First Aid

As of the date of this document the Senior First Aiders are:

Susan Neary and Emma Albrecht.

See First Aid Policy for names of other current First Aiders.

First Aid supplies are held in Green First Aid Boxes in the following locations:

<u>Location</u>	<u>Owner</u>
Art and Design Room	Head of Art and Design
Hall	School Administrator
Kitchen	Chef Manager
Caretakers' Office	Head Caretaker
Medical Room	Senior First Aider
SPGS Netball Courts	Head of Sports and Activities
Playground	Lunchtime Supervisors
Reception Classroom / EYFS	Reception Class Teacher
Science Laboratory	Head of Science
Food Technology Room	Head of Art and Design

All First Aid boxes are marked with a white cross on a green background. Each First Aid box is checked termly by the owner and any deficiencies made good.

At all times there will be an adequate number of appropriately qualified First Aiders on site and on School-arranged trips and visits.

Accidents Involving Blood

Please refer to the School's First Aid Policy

Accidents involving blood, e.g. cuts, nose bleeds, etc. carry the danger of Hepatitis B, Hepatitis C and HIV (AIDS). The procedures described in the School's First Aid Policy should also be followed for the cleaning up of other bodily products.

A record must be made of the incident.

Infectious Diseases

Any suspected infectious disease should be reported to the DFO and Deputy Head. The pupil will isolate in the Medical Room and the parent asked to collect the pupil straight away. The pupil will be collected from the side gate. The Medical Room and other rooms the pupil has been in will be sanitised by the on-site cleaning team.

Administering Medicines to Pupils

Please refer to the Administration of Medications Policy.

Emergencies

Emergency Procedures and Drills

Please refer to the Emergency Evacuation Procedures and the Fire Risk (Prevention) Policy.

On the sounding of the fire alarm, all staff, pupils, contractors and visitors are required to evacuate the building via their nearest exit route.

The fire alarms are tested weekly and fire drill evacuation practices take place at least once per term.

A record of all fire drills is kept in the Facilities Manager's Office.

Evacuation Notices and Signs

Please refer to Emergency Evacuation Procedures.

Evacuation notices will be displayed in all rooms and common areas. These will indicate the quickest route out of the building, the nearest call point (alarm) and the assembly place.

Emergency exit signs indicating the route out of the building are displayed in each room.

Fire Fighting Equipment

It is the responsibility of the Premises Team to check regularly that fire-fighting equipment (extinguishers, hoses, blankets, etc.) have not been tampered with or damaged in any way.

The DFO and Facilities Manager are responsible for ensuring that the equipment is serviced annually and will keep records of the service checks.

From time to time, the DFO will undertake a review of the changing needs of fire-fighting provision and will instruct an audit of the equipment.

Control of Substances Hazardous to Health (COSHH)

See Appendix B

No potentially harmful substances are used in the classroom by teachers or pupils.

Where potentially dangerous substances are used, COSHH assessments must be carried out – see guidelines on COSHH (<https://www.hse.gov.uk/coshh/basics/index.htm>)

Where a contractor is the responsible person, they must:

- Identify the hazard(s)
- Identify the risk(s)
- Assess the risk(s)
- Eliminate the hazard(s) or substitute a safer substance
- Introduce control measures to reduce or minimise the risk(s)
- Implement and document the measures
- Monitor and review them
- Provide any necessary training and supervision

Electrical Safety

See Appendix C

The School complies with the Electricity at Work Regulations 1989, (see Guidance Note from HSE

<https://www.hse.gov.uk/electricity/precautions.htm> and LBHF

https://www.lbhf.gov.uk/sites/default/files/section_attachments/school_electrical_safety.pdf

The DFO and Facilities Manager will be responsible for the arrangement of the required inspections, testing and certification of mains installations in accordance with the Regulations. The Facilities Manager will be responsible for arranging the inspection and testing (carried out annually by competent and appropriately qualified specialists) and the keeping of records of:

- All portable appliances in accordance with the Regulations
- Emergency light testing
- Boilers, air conditioning and kiln
- Fire alarm and intruder alarm systems
- Fire detectors and fire extinguishers
- Safety equipment and playground/gym equipment
- Lift
- Lightning protection system

Smoking

Smoking or the use of e-cigarettes and vapes is not allowed in any part of the School as part of the School's ethos to promote the right role models for pupils and a clean and healthy environment.

Food Allergens and Dietary Requirements

Upon notification by parents of a confirmed allergy or medically diagnosed food intolerance, the School will take all **reasonably practicable steps** to safeguard the pupil during all School activities, both on site and during trips or visits.

Menus are displayed on the School website and in dining areas. All allergens are clearly indicated in accordance with the **Food Information (Amendment) (England) Regulations 2019** ("*Natasha's Law*").

Designated staff (including Teaching Assistants and Lunchtime Supervisors) are briefed daily by catering staff and assist pupils with safe meal selection under the direction of the DFO and Head of Catering. Medical and dietary information is securely maintained on the School's MIS and accessible only to relevant staff, consistent with **UK GDPR** and the School's Data Protection Policy.

Allergenic ingredients must be indicated in ingredient lists with a clear reference to the allergen name as specified in **Schedule 9 of the Food Information Regulations 2014** (as retained and amended by the 2019 Regulations). These identify 14 allergens that must be declared when present in food:

- Cereals containing gluten such as wheat, rye, barley, oats, spelt or khorasan
- Crustaceans such as prawns, crabs, lobster, crayfish
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk (including lactose)
- Nuts such as almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia (or Queensland) nuts
- Celery (including celeriac)
- Mustard
- Sesame seeds
- Sulphur dioxide (>10mg/kg or 10mg/L)

- Lupin
- Molluscs such as clams, mussels, whelks, oysters, snails or squid

Contract Catering Compliance

Lodestone House is the contracted caterer and is responsible for the catering function in the School. They will ensure relevant certificates and training for all kitchen staff are in place, and that staff are kept up to date with legislation and advice. They will ensure that no food will be prepared with any nuts or other banned ingredients, and that all menus clearly display what is in each meal. Lodestone House will ensure all information relating to orders from suppliers is retained and checked. They keep a file with all the relevant information ready for inspection and will review all procedures on a regular basis to ensure compliance with the regulations.

Nut Allergies

THE SCHOOL ENDEAVOURS TO BE A NUT-FREE SCHOOL

Children, staff and visitors must not bring nuts, products containing nuts or products that indicate that they may have been prepared in an environment where they could be exposed to nut contamination. Pupils are not allowed to bring in cakes for birthdays and the School discourages home-made/prepared food for sharing. On occasions where parents are asked to provide a sandwich to accompany packed lunches, every effort is to be made to remind parents of the 'no nut' requirements.

In addition, staff must disclose full details of any allergies and/or intolerances during induction and when/if diagnosed. This can be done confidentially through the DPD and will be reviewed regular. The DPD in consultation with the DFO will decide on any appropriate 'reasonable' adjustments or any controls that should be implemented.

Display Screen Equipment

See guidelines in Appendix D

Users – as described in the criteria – are entitled to an eye/eyesight test. The School will pay an agreed amount towards the cost of corrective appliances if the optician considers they are required for the purpose of display screen work.

Use of Interactive Electronic Whiteboards

Please note the following practical measures concerning the use of electronic whiteboards:

- All teachers must ensure that they stand to the side (outside the projector glare) of an electronic whiteboard whenever possible; when standing in front of the board and facing the class move away from the projector glare whenever possible
- If bulky furniture is placed in such a way that it does not allow them to stand at the side of the board, it should be moved

- No furniture should be in front of an electronic whiteboard
- When a board is not being used, teachers should use the “No Show” or “Black Screen” button on the projector handset to eliminate the bright projector light
- The glare from a projector is significantly reduced if the projector is ceiling mounted; it can be further reduced if pastel colours are used for the background (rather than white) or if dark background colours are used in conjunction with white or fluorescent writing or text
- Pupils using the interactive electronic whiteboards should be supervised at all times

Defect and Hazard Reporting

It is the responsibility of every employee and other people using the School immediately to report any situation which has the potential for harm, so that action can be taken to rectify the problem.

If there is immediate danger, steps should be taken, as required, to reduce the risk while help is sought from the Facilities team or the DFO.

Risk Assessments

Under the Management of Health and Safety Regulations 1999 the School has a duty to make a suitable and sufficient assessment of the risks to health and safety arising from its activities. Any activity where there is a foreseeable risk of harm must be assessed.

Any activity constituting a significant (medium/high level) risk to the health and safety of employees or other users (pupils, contractors, parents, and visitors) should be assessed in writing. If the activity itself cannot be discontinued or substituted by a safer one, control measures should be devised and implemented. These should be monitored and reviewed.

If the risk is only minimal (low level) it should be noted as such and the activity should be monitored. No documented system is required unless and until a relevant change occurs and alters the level of risk to significant.

A risk assessment must be completed for each potentially harmful activity by all staff who are responsible for areas (teaching and non-teaching) where risks can be identified.

The DFO, and for external trips, the Educational Visits Coordinator, are responsible for ensuring that risk assessments are carried out by the appropriate members of staff and reviewed on an annual basis or each time a re-assessment is required.

Staff receive training in the completion of risk assessments relevant to their area, in accordance with **Regulation 13 of the Management of Health and Safety at Work Regulations 1999**, typically delivered through the Educare online platform. As part of induction, all new staff receive **Health and Safety training**, including how to identify hazards and complete risk assessments for their area of responsibility.

The Health and Safety Advisor is consulted on risk identification and assessment and they carry out departmental reviews for high-risk areas such as Drama, Computing, Art and DT, Science and PE.

Fire Risk Assessment (FRA)

The full FRA is found in the Fire Inspection Folder and is reviewed annually (or more frequently if required) by the School's external fire safety consultant.

The School's FRA meets the requirements of the **Regulatory Reform (Fire Safety) Order 2005**, as amended by the **Fire Safety Act 2021** and **Section 156 of the Building Safety Act 2022** (in force from 1 October 2023). Specifically, it:

- Identifies fire hazards
- Identifies people at risk
- Evaluates, removes, reduces and protects against risk
- Records findings, prepares an emergency plan, and ensures information, instruction, and training are provided
- Reviews and updates the assessment regularly

The School Fire Safety Officer reviews the external Fire Safety Consultant's report, prepares a SMART action plan and monitors, actions and reports on progress regularly to the Health and Safety Committee and logs this in the Fire Safety Logbook.

New and Expectant Mothers

See summary in Appendix E. The DPD will ensure that an appropriate risk assessment is carried out and that the DFO is aware of any reasonable adjustments that need to be made. Risk Assessment forms are held on the individual's HR file.

School Trips and Outings

See Educational School Visits Policy.

Management of respiratory conditions

In the event of an airborne infectious disease (e.g. COVID-19, influenza, RSV or other respiratory pathogens, etc.) the School will review and, where necessary, update its risk assessment and implement proportionate control measures in line with guidance issued by the **UK Health Security Agency (UKHSA)**, **Department for Education (DfE)** and the **Health and Safety Executive (HSE)**.

Staff, pupils, contractors and visitors will be notified of the required risk-reduction measures and the School will ensure appropriate arrangements for ventilation, hygiene, signage and communication are in place to minimise transmission.

Road Safety

When pupils are taken off-site, staff must ensure that appropriate supervision ratios are maintained and that pupils are briefed on safe behaviour near roads, including crossing only under staff instruction and at designated crossing points where possible. Road safety considerations must form part of the relevant trip or activity risk assessment overseen by the Educational Visits Coordinator (EVC).

Building Access and Egress

Clear access and egress routes must be maintained at all times throughout the buildings to enable safe movement and evacuation and to prevent slips, trips and falls.

All doors forming part of escape routes, including final exits, must be easily openable without the use of a key or code while the buildings are occupied, in accordance with the **Regulatory Reform (Fire Safety) Order 2005**.

All staff share responsibility for maintaining clear access routes, supported by the Facilities Team and the DFO who conduct regular checks and log any obstructions or door-security issues.

Gas Safety

All gas appliances, pipework and flues on the School premises will be maintained and serviced only by competent contractors registered with the Gas Safe Register. The DFO and Facilities Manager are responsible for ensuring that servicing and safety checks are carried out at the manufacturer's recommended frequency, and in any case at least annually, and that all certificates and maintenance records are retained for inspection.

In the event of a suspected gas leak or other gas-related emergency, staff must immediately follow the relevant section of the Emergency Evacuation Procedures, evacuate the affected area and contact the Facilities Manager or DFO to arrange for isolation of the gas supply by a competent person. No electrical switches or ignition sources should be used and the area must remain clear until declared safe by the Gas Safe engineer.

Security

The Facilities Team are responsible for ensuring that the School is securely shut up at the end of each day and the intruder alarms set. Additional security is provided at weekends by the Premises Team as required.

The three members of the Facilities Team are key holders who will be called out by the police in the event of the alarms being set off.

It is every member of staff's responsibility to ensure that they take the necessary measures to make the materials and equipment safe in their care.

Doors should be locked when rooms are not in use.

- Keys, bags, passes, etc., should not be left unattended
- Lost keys should be notified to the DFO immediately
- Any lost or stolen valuables should be reported immediately to the DFO
- The police should be informed of any thefts and the crime number noted
- Found keys or valuables should be handed into the School Office
- The Head, DFO, Premises Team or a senior member of staff should be notified immediately if anyone is seen acting in a suspicious way

Alarm Systems

The DFO and Premises Manager are responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested.

The fire alarm is tested on a weekly basis by the Premises Manager to ensure that the warning systems function properly. If any member of staff finds that an alarm does not sound or does not sound loud enough, the defect should be reported immediately to the Premises Team.

Records are kept of all testing and servicing.

All reports of Health and Safety Inspections are available in the DFO's office. Staff will be required to address any issues contained in the report for which they are responsible.

Intruders

All incidents involving unauthorised persons on the School premises must be recorded in the Security Incident Log and reported to the DFO and the Head.

If a member of staff encounters an unauthorised visitor or a person who has no legitimate reason for being on the premises, they should — where it is safe to do so — politely and calmly ask the individual to leave the site or accompany them to the Reception Area, where a member of the Premises Team will be called.

If the intruder is uncooperative or there is any indication of threat, aggression or refusal to leave, assistance must be sought immediately from the Premises Team, Head, or DFO, and the police should be called without delay.

No effort should ever be made to touch or forcibly remove an intruder from the premises.

Where the incident raises a safeguarding concern (for example, if the person attempts to make contact with a pupil or exhibits inappropriate or threatening behaviour), the Designated

Safeguarding Lead (DSL) must be informed at once. The DSL will determine whether to notify the Local Authority Designated Officer (LADO), the police or other relevant agencies.

A written record of all such incidents must be maintained. Where appropriate, and in line with the School's Data Protection Policy, information may be shared with local schools, the police or other partners under the lawful basis of safeguarding or legitimate interest.

Storage

See Appendix F

Many accidents are caused by careless and haphazard storage arrangements. There is a risk of injury from lifting, tripping or stretching and from falling equipment.

Selecting & Controlling Contractors

The School will select contractors who are competent with sufficient skills and knowledge to carry out jobs safely and without risks to Health and Safety. The selection procedure will be carried out with reference to the Construction (Design and Management) Regulations 2015 and the School's Safer Recruitment Policy. The School will ensure the contractors and sub-contractors are fully briefed to ensure compliance and adherence to all Health and Safety arrangements. If contractors are working onsite during term time, or when pupils are also onsite, the School will ensure that they are briefed on the School's Safeguarding Policy (including the identity of the DSL) and that they know how to report and escalate any concerns about pupils through the appropriate channels.

When working with contractors and sub-contractors, the School recognises that all parties will have duties under Health and Safety regulations. Where appropriate, the School will complete a risk assessment with agreement from all parties, and they will meet regularly to discuss this. The School will co-operate fully with contractors to ensure the Health and Safety of everyone in the workplace.

Contractors on Site

See Contractors' Management Policy

The Contractors' Management Policy addresses the issues of asbestos, noise, stripping of paint, etc. It must be used and a copy of it given to the contractor prior to the work being undertaken, normally at pre-contract stage.

First Aid

The Senior First Aiders and the main Duty First Aiders are currently Emma Albrecht and Susan Neary. They are based in the Reception area. A list of other qualified First Aiders can be found in the First Aid Policy.

The School will ensure that a risk assessment is completed for all trips. This ensures there will be an adequate number of qualified First Aiders on all trips, visits and sporting events, as per the Educational School Visits Policy.

A defibrillator is kept in the Medical Room. Training is given as part of the First Aid training. The defibrillator self tests monthly and is tested manually each term.

Management of Asbestos

The use of asbestos was prohibited in 1999. As some of the School was built prior to this date, the School has to manage the possibility of a risk that there may be asbestos on site. The School will comply with the Control of Asbestos at Work Regulations (2012), and take reasonable steps to locate any asbestos on the premises. An Asbestos Register is held by the DFO.

If found, the School will record the location of the material and its condition so it is not disturbed. The School will implement a plan to prevent disturbance of the material, seeking specialist advice if required.

Other Users

Other users of the premises will have a copy of this Policy and are required to co-operate with it in so far as it affects their Health, Safety and Welfare and that of the occupants of the School. Users sign a service agreement which includes the requirement to comply with the School's Health and Safety Policy.

Water Quality

See Appendix G

The DFO and Facilities Manager are responsible for the quality control of the water. As required by the approved code of practice, risk assessments are made and copies of these are available in the DFO's office.

Violence to Staff

All members of the School community have a right to expect that the School is a safe place in which to work and learn. Violence is unacceptable and constitutes any form of abuse, physical harm or threatening behaviour and, when proven, will be considered as a serious disciplinary matter. All staff are encouraged to raise any concerns with the Head or with their line manager.

Slips and Trips

The Management of Health & Safety at Work Act 1974 requires employers to ensure the Health and Safety of all employees and anyone who may be affected by their work. The School requires all its major contractors to submit their method statements and risk assessments prior to working on site.

The School will ensure that good working practices are carried out by staff and contractors to minimise any risks from possible slips or trips.

Employees must also take responsibility for not endangering themselves or others and must use equipment as directed.

Manual Handling

The School has a responsibility to ensure staff are appropriately trained for their work and given suitable protective equipment. Staff should avoid hazardous manual handling and other manual handling wherever possible. They should assess the risk of injury from such handling and reduce the likely risks as far as is practicable. Staff should also follow safe systems of work, make proper use of equipment provided for them, co-operate with the School on such matters and ensure their activities do not put others at risk.

Lone Working

When working on site alone, staff are required to notify their line manager and/or the senior duty member of staff during the working week. At weekends and holiday periods, the DFO or senior person should also be notified (this includes staff who are coming into School during the holidays to prepare for the new term). They should also keep their mobile phone with them at all times and ensure doors and ground floor doors are closed. Windows should be closed if they do not have a restrictor on them. Staff should not travel in the lift and they should not work at height nor manhandle heavy objects.

Working at Height

No one should work at height without having received the proper training and qualified staff will retrain every three years. People working at height will comply with the terms of the Working at Heights Regulations 2005. The DFO and/or Facilities Manager should be consulted when there is a requirement for any working at height.

Occupational Health Services

The School does not have a formal Occupational Health service arrangement, but if a member of staff needs Occupational Health support, they can be referred to a doctor employed at the School's expense.

Consultation Arrangements with Employees

The School will consult its employees, contractors and subcontractors on all Health and Safety matters. Where there are recognised trade unions, consultation will be made through safety representatives appointed by the union. The DPD will coordinate all requirements for Health and Safety consultations.

Investigation

In the event of serious accident(s), incident(s) or work-related causes of sickness and absences, the Head and DFO (as Chair of the Health and Safety Committee) will decide if the School needs to seek legal advice. They will also appoint a team from the Senior Leadership Team (SLT) to investigate the causes and the lessons to be learned. The Head will notify the Health & Safety Governor who may decide to take over or appoint a third party for the investigation.

The School will not sanction an internal investigation which may prejudice the investigation by any outside agencies.

Work-related Stress

Under Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the School has a duty to protect employees from work-related stress. The School must undertake risk assessments where needed and manage activities to reduce the incidence of stress.

The Health and Safety Executive (HSE) identifies six key *Management Standards* for preventing work-related stress: Demands, Control, Support, Relationships, Role, and Change. These principles underpin the School's approach to staff wellbeing.

Staff are invited to raise any concerns about workload, wellbeing, or work-related stress. Responses are treated confidentially and reviewed by line managers and the DPD and/or DFO to identify any emerging themes or areas requiring organisational action. A record is maintained, and staff are also asked specific questions about workplace bullying or harassment, in line with the School's Dignity at Work Policy.

The School maintains accurate and up-to-date job descriptions to ensure clarity of role, accountability and workload expectations — key factors in preventing work-related stress.

15. Monitoring and Review

The DFO will regularly monitor and evaluate the effectiveness of this Policy. It will be subject to review at least annually (or more frequently if changes to legislation, regulation or statutory guidance so require) by the DFO and the Governing Body. The date of the next review is shown on the front page.

16. References updated for 2025

Core duties & general management

- Health and Safety at Work etc. Act 1974 (HASAWA).
- Management of Health and Safety at Work Regulations 1999 (risk assessment, competence). [Legislation.gov.uk+1](https://www.legislation.gov.uk)
- Health and safety: responsibilities and duties for schools (DfE). [GOV.UK](https://www.gov.uk)
- Good Estate Management for Schools (GEMS) – Health & safety/compliance. [GOV.UK](https://www.gov.uk)

Fire safety

- Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021 and Building Safety Act 2022 s.156 (recording, cooperation, sharing). [GOV.UK](#)

Construction, premises & estates

- Construction (Design and Management) Regulations 2015 (CDM 2015).
- Work at Height Regulations 2005 (HSE overview). [HSE](#)
- Energy Performance of Buildings (England and Wales) Regulations 2012 (as amended).
- Fluorinated Greenhouse Gases Regulations 2015.

Hazardous substances & specific risks

- Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- Legionnaires' disease – The control of legionella bacteria in water systems (ACOP L8) and HSG274 Parts 1–3 (technical guidance). [HSE](#)
- Control of Asbestos Regulations 2012; Managing asbestos in your school or college (DfE) & HSE schools page. [Legislation.gov.uk+2GOV.UK+2](#)

Equipment, workplace & personal protection

- Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- Manual Handling Operations Regulations 1992 (with HSE guidance).
- Personal Protective Equipment at Work Regulations 1992, as amended by the 2022 Regulations (PPE for limb-(b) workers) – HSE L25. [HSE+1](#)
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Display Screen Equipment Regulations 1992 (users, home/remote set-ups).
- Electricity at Work Regulations 1989 and IET Wiring Regulations BS 7671:2018+A2:2022 (good practice standard). [IET Electrical Excellence](#)

First aid, reporting & consultation

- Health and Safety (First-Aid) Regulations 1981 and HSE L74 (First aid at work) – 2018/2024 update. [HSE+1](#)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) – HSE schools guidance (EDIS1).

- Safety Representatives and Safety Committees Regulations 1977.
- Health and Safety (Consultation with Employees) Regulations 1996.

Educational visits & adventure activities

- Activity Centres (Young Persons' Safety) Act 1995.
- Adventure Activities Licensing Regulations 2004 and HSE licensing scheme guidance. [HSE+1](#)
- Health and safety on educational visits (DfE, latest)

Public health & infection control

- UKHSA – Health protection in children and young people settings (collection; revised 5 March 2025). [GOV.UK](#)
- Health Protection (Notification) Regulations 2010.

Gas, environment & data protection

- Gas Safety (Installation and Use) Regulations 1998.
- Environmental Protection Act 1990.
- Data Protection Act 2018 and UK GDPR (processing of health/safeguarding data).

Appendix A - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

These replace the 1995 Regulations of the same name and the 1989 Amendment and place a statutory duty on employers to report accidents, diseases and dangerous occurrences that arise out of the workplace and its activities. The changes which are most relevant to Education are:

Regulation 2 (Interpretation)

- 1 This states that acts of violence to an employee which result in a specified injury (defined below) must be reported to RIDDOR.
- 2 The “responsible person” (for reporting) is the person “... having control of the premises... at which, or in connection with which, the accident or dangerous occurrence happens.”

Regulation 3 (Notification and Reporting)

- 1 Accidents to non-employees, i.e. members of the public, pupils, etc., that result in the injured person being taken straight to hospital, must be reported. Over-7-day incapacitation of a worker must be reported within 15 days of the accident (excludes the day of the accident, includes weekends/rest days). Most other reportable injuries and dangerous occurrences must be notified without delay and submitted within 10 days via the online form.
- 2 Any of the specified dangerous occurrences (see below) are reportable.
- 3 Where any of these events occur, they must be reported to the enforcing authority (see below) by the quickest practicable means, i.e. phone, online and then reported within 10 days on the approved form.
- 4 Where a person at work is incapacitated for more than 3 days, excluding the day of the accident but including any non-working days, this should be recorded in the Accident Book held in the DFO’s office and must be kept for at least three years.
- 5 Accidents which prevent the injured person from continuing their normal work for more than 7 days (not counting the day of the accident but including weekends and rest days) must be reported within 15 days of the accident.

Regulation 7 (Records)

The person responsible is required to keep records for 3 years from the date the record was made. The information required to be kept for injuries and dangerous occurrences is:

- 1 The date and time of injury or dangerous occurrence
- 2 The name and nature of the injured person (employee and non-employee)
- 3 The occupation of the injured employee or status of the injured non-employee

- 4 The place where the incident occurred and brief details of what happened
- 5 The date the incident was first reported and the way it was reported, i.e. phone or written notification.

Records may be kept electronically and must be readily retrievable.

Schedule 1 (Specified Injuries to Workers)

- 1 Any fracture, other than to fingers, thumbs or toes
- 2 Any amputation
- 3 Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- 4 Any crush injury to the head or torso, causing damage to the brain or internal organs
- 5 Dislocation of the shoulder, hip, knee or spine
- 6 Any serious burn injury (including scalding) over 10% of body or causing significant damage to eyes/respiratory system/other vital organs
- 7 Any degree of scalding requiring hospital treatment
- 8 Any loss of consciousness caused by head injury or asphyxia
- 9 Any other injury arising from working in an enclosed space enclosed space leading to hypothermia/heat-induced illness or requiring resuscitation or hospitalisation of more than 24 hours

There is also a statutory duty to report all deaths on the premises immediately to the HSE.

Schedule 2 (Occupational Diseases)

Regulation 8 requires employers and self-employed people to report cases of certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The reportable diseases and associated hazards are set out below:

- 1 Carpal Tunnel Syndrome: where the person's work involves regular use of percussive or vibrating tools
- 2 Cramp of the hand or forearm: where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- 3 Occupational dermatitis: where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- 4 Hand Arm Vibration Syndrome: where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration

- 5 Occupational asthma: where the person's work involves significant or regular exposure to a known respiratory sensitizer.
- 6 Tendonitis or tenosynovitis: in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements. There are many of these but note should be made of activities which might result in notifiable physical conditions.

The “enforcing authority” for Education is the Health and Safety Executive. It should be noted that an immediate response is required, in the first instance. This is the duty of the person responsible who will be advised by the Health and Safety Advisor.

Schedule 3 (Carcinogens, Mutagens and Biological Agents)

Regulation 9 requires employers and self-employed workers to report cases of occupational cancer, and any disease or acute illness caused by an occupational exposure to a biological agent, including diagnoses where work exposure significantly increases risk (e.g. asbestos, wood dust) or where a work-related exposure to a biological agent is the likely cause.

Occupational cancers

Cases of cancer must be reported where there is an established causal link between the type of cancer diagnosed, and the hazards to which the person has been exposed through work. These hazards include all known human carcinogens and mutagens, including ionising radiation.

For example, the following diagnosed occupational cancers must be reported:

- Mesothelioma or lung cancer in a person who is occupationally exposed to asbestos fibres
- Cancer of the nasal cavity or sinuses in a person who is occupationally exposed to wood dust

Reports are only required when the person's work significantly increases the risk of developing cancer. In some cases, the medical practitioner may indicate the significance of any work-related factors when communicating their diagnosis.

Cases of cancer are not reportable when they are not linked with work-related exposures to carcinogens or mutagens. As with other diseases, cancers are only reportable if the person's current job involves exposure to the relevant hazard.

Biological agents

All diseases and any acute illness needing medical treatment must be reported when it is attributable to a work-related exposure to a biological agent. The term biological agent is defined in the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and means a micro-organism, cell culture, or human endoparasite which may cause infection, allergy, toxicity or other hazard to human health. Work with hazardous biological agents is subject to specific provisions under COSHH.

Work-related exposures to biological agents may take place as a result of:

- an identifiable event, such as the accidental breakage of a laboratory flask, accidental injury with a contaminated syringe needle or an animal bite
- unidentified events, where workers are exposed to the agent without their knowledge (eg where a worker is exposed to legionella bacteria while conducting routine maintenance on a hot water service system)

A report should be made whenever there is reasonable evidence suggesting that a work-related exposure was the likely cause of the disease. The doctor may indicate the significance of any work-related factors when communicating their diagnosis.

Minor infections common in the community such as colds, bronchitis or stomach upsets cannot generally be attributed to work-related exposures to biological agents and so are generally not reportable. However, where there is reasonable evidence of a work-related cause, such as inadvertent contact with the infectious agent during laboratory work, a report should be made.

Acute illnesses requiring medical attention must be reported when they result from a work-related exposure to a biological agent, including its toxins or any infected material.

Schedule 4 (Dangerous Occurrences)

Dangerous occurrences are set out exhaustively in Schedule 2 of RIDDOR; examples relevant to schools include lifting equipment failures, certain electrical fires/explosions, pressure systems incidents, and unintentional releases of hazardous substances.

These include:

1. General (incidents occurring at any workplace)

These dangerous occurrences apply to all workplaces and include incidents involving, lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions, biological agents, radiation generators and radiography, breathing apparatus, diving operations, collapse of scaffolding, train collisions, wells and pipelines or pipeline works.

2. Incidents occurring at any place other than an offshore workplace

These incidents do not require a report if they occur at an offshore workplace. They include structural collapses, explosions or fires, releases of flammable liquids and gases and hazardous escapes of substances.

3. Incidents occurring at specific types of workplace

Industries with specific requirements are: offshore workplaces, mines, quarries and relevant transport systems.

Notice is drawn particularly to the fact that violence and subsequent non-accidental, major injuries must be notified immediately as an investigation might be required.

Appendix B - Control of Substances Hazardous to Health (COSHH) 2002

These regulations require that an assessment be made of the risks involved in using hazardous substances. Assessment must follow the hierarchy of control (eliminate → substitute → engineering → administrative → PPE) and be recorded where risk is significant. If there is a risk, a non-hazardous substance should be substituted, if one is available. If not, then a safe system of work should be drawn up and documented. This would indicate, apart from technical details of the substance (e.g. description, level of toxicity) what other substances it should be used with, and

- How to store, handle, use it
- What protective clothing to wear
- What to do in case of accident, spillage, etc.

Everyone who uses these substances must be informed about, as well as instructed and trained in, their use.

Regular monitoring and review of the arrangements are required.

Where the Facilities Team has to use hazardous substances, the above-mentioned safe systems of work must be drawn up and made available (e.g. by display) to all who use them.

If a COSHH assessment is not done and there is an accident to anyone while using a potentially harmful substance, the Governors, Head or responsible person, may be held liable.

Flammable substances and compressed gas cylinders must also be correctly stored and used.

Appendix C - Electricity at Work Regulations 1989

These Regulations require a safe system of work which will be adopted by the School and which will include having:

- All fixed installations tested at least every 5 years or at any interval recommended by the M & E Services Consultant (external contractor)
- A certificate of the test of fixed installations
- An inventory of all electrical apparatus/appliances
- A record/log of termly inspections and annual tests
- All portable appliances (i.e. those appliances which are plugged in and out of an electrical socket) vulnerable to damage on account of their being used and moved a great deal tested every year (a risk assessment has to be carried out to identify these appliances, e.g. irons, vacuum cleaners, power tools, etc) and all other appliances tested by a "competent" person using a portable appliance tester
- A sticker displayed on tested appliances indicating pass or failed
- Stage lighting and switchgear inspected and tested after each alteration to the system, and tested every year
- Any personal equipment brought into the School inspected and tested before use

Other points to note:

- Leads will be kept reasonably short to aide practicable routing and avoid a trip hazard
- Extension leads will only be used on a very temporary basis and not as fixtures
- Adapters will preferably be of the flat type
- The aggregate input into an adapter will not exceed 13 amps
- Consideration will be given to eliminate the use of adapters and the inadvisable use of extension leads as fixtures
- An assessment of the need for continuity bonding will be made by an electrical engineer
- An assessment of the need for metal computer cabinets to be earthed will be made by an electrical engineer

Care must be taken to check all plugs to ensure that the correct fuse is used. It is common for 13-amp fuses to be used, mistakenly, instead of 3- or 5-amp fuses, e.g., on lamps, TVs, computers etc. The coloured wires should not be visible from the outside of the plug.

If the appropriate inspections and tests are not carried out and logged and there is an accident caused by a defective appliance or system, Governors, Head, staff or person with a specific responsibility for electrical inspections and testing may be held liable in law.

Appendix D - Display Screen Equipment (DSE) Regulations User Criteria

Under the DSE Regulations, users are staff who use DSE daily for continuous periods of an hour or more. It will generally be appropriate to classify the person concerned as a user if most or all the following criteria apply:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results
- The individual has no discretion as to use or non-use of display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual normally uses display screen equipment for continuous spells of an hour or more at a time
- The individual uses display screen equipment in this way daily
- Fast transfer of information between the user and screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequence of any error may be critical

Appendix E - The Management of Health and Safety at Work

Regulations 1999 – New and Expectant Mothers at Work

Where “a) the persons working in an undertaking include women of child-bearing age; and b) the work is of a kind which could involve risk, by reason of her condition, to the Health and Safety of a new or expectant mother, or to that of her baby, from any process or working conditions, or physical, biological or chemical agents... the assessments by regulation 3 (1) required shall also include an assessment of such a risk” - see Regulation 16 (risk assessment duties), Regulation 17 (night work), and Regulation 18 (actions once notification is received); (i.e. the requirement to carry out risk assessments where hazards or hazardous activities have been identified).

This means that particular account of risks to women of childbearing age must be considered when making risk assessments in the workplace. If the assessments reveal particular risks to an identified new or expectant mother that person should be informed that they might be at risk while pregnant or breast-feeding. They have also to be told how the risk will be further reduced.

Risk Assessment entails identifying hazards and hazardous activities, identifying the risks associated with them and eliminating them if possible. If not, control measures/safety procedures must be introduced to minimise or reduce the risks where they are “significant”. These must be documented, implemented and monitored. If, having done this, there is still a significant risk to health and safety of a new or expectant mother and this goes beyond the level of risk to be expected outside the workplace, the employer must, on a temporary basis

- Adjust her working conditions and/or hours **or**
- Offer her suitable alternative work, if any is available **or**
- Give her paid leave for as long as necessary to protect her safety or health or that of her child.

These possible actions have to be taken only when the employer has been informed in writing that an employee is pregnant. The employer must request in writing for the pregnancy to be confirmed, (i.e. certified by a registered medical practitioner or midwife).

These actions, moreover, are only necessary where, as a result of a risk assessment, there is genuine concern. If there is any doubt, professional advice must be sought.

The employer has to keep the risk assessment for new and expectant mothers under review. For example, the kinds of hazards or hazardous activities most likely to be encountered in education might include:

- Manual handling of loads
- Working in very hot conditions
- Fatigue from standing

- Excessive physical or mental pressure
- Working at heights
- Working in restricted space
- Certain activities in PE
- Working with very young children (e.g. chicken pox, rubella, etc.)
- Lone working, home visits – especially in the dark

Concern will be expressed about working at computers. The evidence is that there is no need for pregnant women to stop working. However, it is recommended that because of the anxiety and stress associated with working with potential sources of radiation, pregnant women should be given the opportunity to discuss their concerns with someone adequately informed about this topic.

Each case is likely to be different and it is important that, when the Head is advised that an employee is pregnant, the Head should consider to what action, if any, may be appropriate. This can be done in consultation with the DPD and the DFO in their capacity as Health and Safety Manager.

The following publication is recommended as reference:

New and Expectant Mothers at Work – A Guide for Employers.

ISBN 0 7176 0826 3 (HMSO)

Appendix F - Storage – Safe System of Work

- 1 Storerooms, stock cupboards, etc. will be arranged in such a way that any risk of accident, injury or fire is reduced to a minimum, if not eliminated.
- 2 Heavy items will be placed at a height consistent with a person's physical capacity to lift them up or down without risking injury (i.e. not too high, or indeed, too low).
- 3 Storage should be planned so that the lightest and smallest (and not the heaviest or most bulky) equipment etc. is in the more out-of-the-way places.
- 4 Use work-at-height equipment (kick-stools/steps) in accordance with the Work at Height Regulations 2005; inspect stepladders periodically.
- 5 Large or heavy packets can be split up to make carrying easier and safer.
- 6 Stored items will be steady and firm, not precariously balanced or easily knocked over.
- 7 Heavy items will not be stacked on top of each other unless they are very secure and not too high.
- 8 There will be ease of access and clear passage to any stored items. Clutter will be cleared and extraneous materials disposed of.
- 9 Stepladders used for accessing storage will be regularly inspected to ensure that they are in good condition. Step ladders must be opened to their fullest extent before use, and no one should stand on the top of a step ladder unless a guarded platform is provided. Never stretch to reach from a step ladder.
- 10 Care will be taken, when lifting, not to strain and run the risk of injury. Anyone who lifts regularly (e.g. the Facilities Team) will ask for an assessment to be made if it is thought that there is potential for injury and will have training on the correct methods for lifting.
- 11 All hazardous substances (see COSHH) and potentially dangerous equipment and instruments must be kept out of reach when not in use.
- 12 Flammable substances will be kept in metal containers and locked when not in use. A record of their whereabouts will be held centrally.
- 13 Gas cylinders will be stored upright, secured, in a **well-ventilated** area away from ignition sources, per supplier or British Compress Gases Association guidance.

Appendix G - Legionnaires Disease – the control of Legionella Bacteria in Water Systems.

A Summary of the Approved Code of Practice and Guidance L8 (Legionnaires' disease) and HSG274 Part 1 - 3

The DFO, delegates responsibility to the Facilities Manager to ensure that a written scheme of control (temperature regimes, flushing, dosing/biocides where applicable) with records retained.

Legionellosis is the term used for infections caused by *Legionella pneumophila* and other bacteria from the family Legionellaceae. Legionnaires' disease is a pneumonia that principally affects those who are susceptible due to age, illness, immunosuppression, smoking, etc. and may be fatal. Legionellae can also cause less serious illnesses which are not fatal or permanently debilitating but which can affect people.

Infection is attributed to inhaling legionellae, either in those water droplets which are small enough to penetrate deeply into the lung, or in droplet nuclei (the particles left after the water has evaporated). Legionellae are widespread in natural sources of water. They may enter man-made systems or water services, where they can multiply under certain conditions, and if there is a means of creating and transmitting water droplets, people in the vicinity may be at risk. Most cases and outbreaks of legionellosis have been attributed to water services in buildings, cooling towers and whirlpool spas. Other sources have been identified in foreign outbreaks including a humidification system, industrial coolants and respiratory therapy equipment.

Legislation

The Control of Substances Hazardous to Health Regulations (COSHH) relate to the risks from hazardous micro-organisms, including legionella and chemicals such as biocides and chlorine. Under these Regulations risk assessments and the adoption of appropriate precautions are required to be made.

The Approved Code of Practice (ACOP) and Guidance "*The Control of Legionella Bacteria in Water Systems*" sets out further statutory requirements for dealing with this risk. It applies whenever water is stored and used in a way which may create a reasonably foreseeable risk of legionellosis and in particular to the following plant and systems whenever the Health and Safety at Work, etc. Act 1974 applies:

- Water systems incorporating a cooling tower
- Water systems incorporating an evaporative condenser
- Hot and cold-water services
- Humidifiers and air washers which create a spray of water droplets and in which the water temperature is likely to exceed 20°C

- Spa baths and pools in which warm water is deliberately agitated and recirculated

While this is not an exhaustive list it identifies those systems most likely to cause infection. Other plant and systems containing water which is likely to exceed 20 centigrade and which can release a spray or aerosol (a cloud of water droplets and/or particles) during operation or when being maintained may also present a risk.

The Approved Code of Practice (ACOP) places responsibility on employers and others to:

- Identify and assess sources of risk
- Prepare a scheme for preventing or controlling the risk
- Implement and manage precautions
- Keep records of the precautions implemented

The ACOP also sets out the responsibilities of the manufacturers, importers, suppliers and installers of products and services. It is enforced by Health and Safety Executive inspectors in factories, hospitals, laboratories, education establishments, docks and construction sites. In shops, offices, warehouses, hotels and catering establishments, it is enforced by local authorities who also have responsibilities for public health. Recent outbreaks of Legionnaires' disease in the UK have demonstrated the implications for public health.

Duties under the ACOP are qualified by the condition that they must be "reasonably practicable". This means that both the degree of risk and the cost and difficulty of applying control measures should be accounted for in determining what measures should be taken.

Appendix H - Health and Safety (Consultation with Employees) Regulations 1996

Specific provisions requiring employers to consult with employees on Health and Safety matters are contained in:

- The Health and Safety at Work Act 1974
- The Safety Representatives and Safety Committees Regulations 1977
- The Management of Health and Safety Regulations 1999
- The Health and Safety (Consultation with Employees) Regulations 1996

Where staff are union-represented, consultation follows the Safety Representatives and Safety Committees Regulations 1977; where not, the Health and Safety (Consultation with Employees) Regulations 1996 apply (directly or via elected representatives).

The Health and Safety at Work Act 1974 – Section 2(4) provided for the Regulations to be made which allowed the appointment of Safety Representatives from **recognised Trade Union** members. **The Safety Representatives and Safety Committees Regulations 1977** implemented this particular provision – detailing the appointment, functions and rights of Trade Union safety representatives.

The Management of Health and Safety Regulations 1999 requires employers to consult in more detail with safety representatives.

The Health and Safety (Consultation with Employees) Regulations 1996 closed the gap created by the 1977 Regulations whereby non-unionised workers had no rights of consultation with their employers on Health and Safety matters. Employers must now consult directly with employees directly or through elected “representatives of employee safety”. This does not affect the roles and functions of union safety representatives.

Regulation 3 – duty of the employer to consult

Employers must consult in good time on Health and Safety matters particularly with regard to

- Any new measures which may affect Health and Safety of employees
- The arrangements for appointing/nominating persons to assist the employer in complying with the relevant legislation and to assist in emergency procedures
- The provision of relevant Health and Safety information
- The planning and organisation of relevant Health and Safety training
- The Health and Safety consequences of the introduction of new technologies into the workplace

Regulation 4 – persons to be consulted

Employers may consult directly with their employees or through “employee representatives” elected by a group of employees to represent them. Where consultation is through employee representatives, the employers must inform all employees of

- The names of the representatives
- The groups they represent
- When consultation with the representatives has discontinued

Records of all consultations should be kept with the Head, the DPD or DFO as appropriate.