



# Centre Academy East Anglia

## Health & Safety Policy

### Equality Statement

Centre Academy East Anglia is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. We provide a safe, supportive and welcoming environment

To be reviewed annually

Next review date: May 2020

Signed:

A handwritten signature in black ink, appearing to read 'D. Rollo'.

Date: 01/05/19

Principal and CEO

Dr Rollo

Signed:

A handwritten signature in black ink, appearing to read 'L. Salthouse'.

Date: 01/05/19

Head of School

Mrs Salthouse

Signed:

A handwritten signature in black ink, appearing to read 'A. Beadman'.

Date: 01/05/19

Health & Safety Officer

Mrs Beadman

*Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## **Statement of Intent**

The Proprietor of Centre Academy East Anglia has a responsibility as an employer under the Health and Safety at Work Act 1974 to promote the health and safety of all members of the School community.

CAEA works from the premise that many accidents can be prevented if proper thought is given to the risks involved and, if necessary, precautions are taken. The school seeks firstly to identify the risks associated with a school environment such as this, including the actions of its members, and then either to remove or reduce those risks to an acceptable level. The Head of School is assigned the task of ensuring that the health and safety needs of everyone are taken into account across the range of activities.

The school acknowledges the link between a robust health and safety culture and a willingness to consult closely with all employees over policy and practice. When necessary, the CAEA will work with expert agencies to determine risks and decide upon consequent precautions in specialist fields. Equally, the School is fully committed to training its employees and providing information to all members of the community in order to promote best practice in the field of health and safety.

Whilst the proprietor acknowledges that he retains the ultimate responsibility for health and safety at CAEA, all members of the community are required to take reasonable care of their own and others' health and safety. Furthermore, all members of the community are expected to carry out their duties in accordance with training and instructions and to contribute to the desired culture of health and safety by informing the School of serious risks and hazards.

This Health and Safety Policy document is designed to make clear just how the working atmosphere, management structures and school procedures contribute to the achievement of these stated aims.

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# 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

# 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

# 3. Roles and responsibilities

## 3.1 The Proprietor and Principal/CEO

The Proprietor and Principal/CEO has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head of school. The Proprietor and Principal/CEO has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Proprietor and Principal/CEO, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

### **3.2 Head of School**

The task of implementing the Health and Safety Policy is delegated down from the Proprietor to the Head of School. In turn, she has appointed a Health and Safety Officer who is assisted by an additional member of staff to ensure that the policy and practices of the school are regularly reviewed.

On a regular basis, the Head of School presents a report to the Proprietor in which any significant health and safety issues are raised. A written report, on the State of the School is presented to the Proprietor at the end of each academic year. However, if any Health and Safety issue arose, the Head of School would inform the Principal who would in turn inform the Proprietor. (See CEO's letters to the Proprietor)

The Head of School is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Head of School's absence, the Health and Safety Officer assumes the above day-to-day health and safety responsibilities.

### **3.3 Health and Safety Officer/Site Manager**

The nominated Health and Safety Officer and Site Manager is Mrs Alison Beadman. The Health and Safety Officer is responsible to:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Head of School if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction. (See Policies signed by all staff members)
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The Site Manager is responsible for day to day maintenance on the school site:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under her control is undertaken in a safe manner
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling

- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

Mrs Beadman informs the Head of School and the Principal/CEO on a regular basis of her findings. (Usually weekly, occasionally fortnightly unless there is an urgency in which case it would be immediately.)

### **3.4 All Staff**

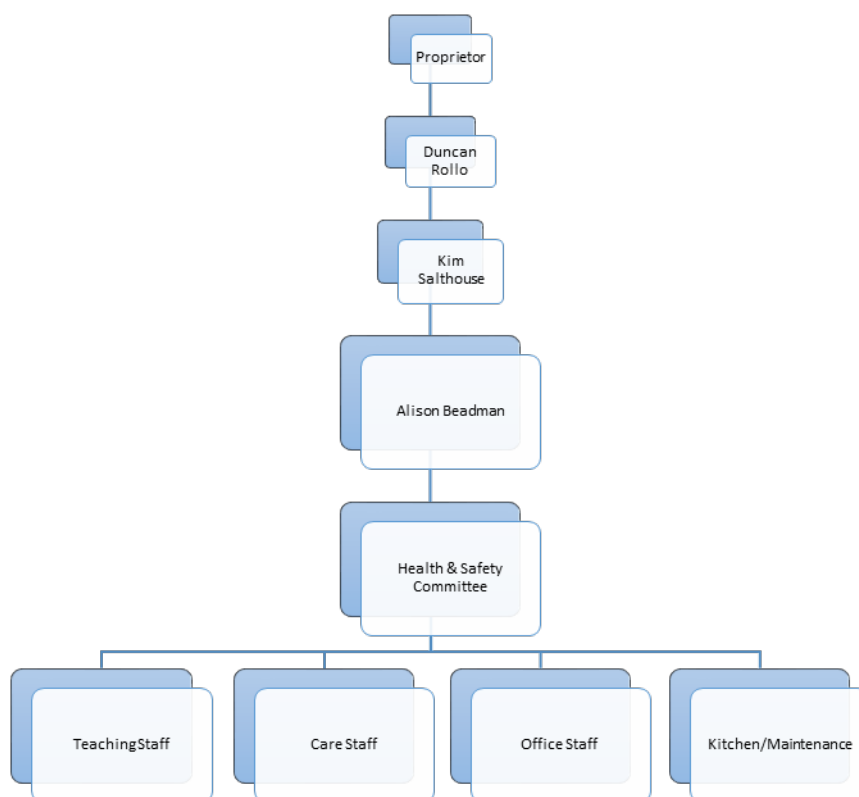
All staff within the school have a duty to take care of pupils in the same way that a prudent parent would do so. All staff will support the Head of School/Health and Safety Officer in their roles. All staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Read and comply with the requirements of the safety policy and any other relevant legislation
- Take reasonable care for the health and safety of themselves and of others who may be affected by his/her actions or omissions at work
- Ensure health and safety regulations, rules, routines and procedures are being applied
- Report any defects they observe to the Health and Safety team
- Take an active interest in promoting Health and Safety.

### 3.5 The Health and Safety Line Management System

All members of the school community are represented on the Line Management System. In effect, all members of the school act as line managers, and have the task of ensuring that information flows effectively on matters of Health and Safety.

Line Management System



This Health and Safety policy is accompanied by various risk assessments and subject to risk management. (The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.) The risk assessments cover: the School itself, trips away from school, lone working with students and a variety of activities that are associated with a school environment.

### 3.6 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### 3.7 Contractors

Contractors will agree health and safety practices with the Health and Safety Officer before starting work which includes reading information in the Contractors Folder. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work – if hot works, completion of Hot Works Permit needs to be completed by Contractor/Site Manager.

## 4. Site security

The Principal/CEO/Head of School/Site Manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the fire alarm systems. Residential staff are responsible during the week during the school term.

Head of School/Site Manager are key holders and will respond to an emergency.

## 5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. (Fire Safety Policy) Including Fire Panels and Fire Extinguishers

- Emergency evacuations are practised once every half term.
- The fire alarm is a loud continuous bell.
- Fire alarm testing will take place once a week.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- Fire Panels and 50% of smoke alarms are tested every 6 months, the remaining 50% 6 months later on a rolling programme at the fire safety officer's suggestion. Appropriate action/remedial work is carried out when necessary and documentation completed
- Fire extinguishers are inspected yearly and appropriate action/remedial work taken if necessary and documentation completed
- Fire exits have appropriate signage and escape routes checked weekly
- Fire drills are carried out ½ termly and are documented for both day time and boarding, evening/night, drills.

All evidence for these checks are kept in the relevant files located in the office.

### **In the event of a fire:**

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff trained in fire marshal techniques Staff and pupils will congregate at the assembly point which is located on the sports field at the back of the school.
- The Head of School/Senior Management Team will take a register of pupils, which will then be checked against the attendance register of that day
- The Head of School/Senior Management Team will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities i.e. PEEPS.

## 6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease



Control of substances hazardous to health (COSHH) risk assessments are completed by the Health and Safety Officer (and issued from our cleaning product provider – Jangro). Risk assessments are circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

The use of hazardous substances in school are kept to a minimum. Hazardous products are stored in locked purposed built cupboards.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## **6.1 Legionella**

- A water risk assessment has been completed in 2013 by Direct Tech Solutions Limited. Direct Tech Solutions Limited is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment a live working document and is reviewed when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:
- Tap descaling – weekly on a rotation system
- Shower Head descaling – during holiday periods
- Temperature checks – monthly
- Flush all water systems (toilets, taps, showers etc) – weekly during holiday periods

## **6.2 Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. Contractors will be given the Asbestos Survey prior to commencing any remedial/maintenance work.
- A record is kept of the location of asbestos that has been found on the school site

## **7. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **7.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Health and Safety Officer/Site Manager immediately. Staff must ensure they leave the item safe, for example unplugged
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person and has a yearly inspection by a contractor all inspection reports and records are held in the office. (This does not apply to individually owned devices such as mobile phones). Any recommendations from said contractor will be sanctioned.
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## **7.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the apparatus and sports area will be reported to the Health and Safety Officer/Site Manager.

## **7.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use). (Please read Data Policies and Procedures)

## **8. Lone working**

All staff are aware of the 'Lone Working Policy', which identifies steps to be taken if a member of staff is working alone, and have received copies.

Lone working may include:

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

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

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

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

## 9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Health and Safety Officer/Site Manager retains ladders for working at height and risk assessments have been carried out. Ladders are securely attached and locked on the outer wall beside the main office.
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- Appropriate record keeping and safe systems of work are kept in the school office
- Staff who assist in putting up displays etc have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment – step ladders/ kick stools etc
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays

## 10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Manual Handling Training is provided for appropriate members of staff. Various posters are around the school to help.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## 11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed by staff where off-site visits and activities require them. These identify all students and the associated risks and the risks related to the visit or activity.
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

## **12. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Head of School immediately. This applies to violence from pupils, visitors or other staff. Various members of staff have received Restraint Training.

## **13. Smoking**

Smoking is not permitted anywhere on the school premises.

## **14. Infection prevention and control**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **14.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **14.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **14.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **14.4 Cleaning of the environment**

- Clean the environment frequently and thoroughly, including toys and equipment, frequently and thoroughly

### **14.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **14.6 Laundry**

- Wash laundry in a separate dedicated facility

- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand
- Bin in the cleaning area has dedicated items for blood etc.

#### **14.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

#### **14.8 Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

#### **14.9 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

#### **14.10 Exclusion periods for infectious diseases**

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

### **15. New and expectant mothers**

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## 16. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment and the appraisal process. This process enables staff to identify if there are any levels of additional stress within their individual jobs and allows for the Leadership team to reduce these accordingly.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. Please refer to Sickness Policy/CAEA Staff and Faculty Handbook/CAEA Procedures and Policies.

## 17. Accident reporting

All members of the school community are asked to report any accidents resulting in physical injury to pupils, employees or visitors.

These Accident Reports will then be collated by the Health and Safety Officer, seen by the Health and Safety Committee and appropriate action recommended, sanctioned and undertaken. This reporting procedure does not override the requirement for some individuals and departments working in “high-risk” areas to keep separate Accident Logs. The Health and Safety Officer is delegated the task of compiling the Accident Reports, which will then be reviewed at the regular Health and Safety Committee meetings.

Any member of the school community submitting such a report can expect the incident to be formally acknowledged.

### 17.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the first aider who deals with it. Accident forms are located in the school office.
- As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

### 17.2 Reporting to the Health and Safety Executive

All First Aiders are monitored and have appropriate training and is renewed when needed.

Portable first aid boxes are located around the school site, including the minibuses, to ensure a swift and effect response time to an accident or incident.

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

The Health and Safety Officer/School Secretary will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety Officer/Head of School will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs

- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

### **17.3 Notifying parents**

The first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **17.4 Reporting to Ofsted and child protection agencies**

The Head of School will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head of School will also notify the relevant Local Education Authorities of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **17.5 Hazards and Near Misses**

All members of the school community are asked to report any hazards or near misses encountered. In this context, a hazard is defined as something that is dangerous and likely to cause damage or injury. A near miss is defined as an occurrence in which injury or damage was narrowly avoided.

These Hazard and near Misses Reports will then be collated by the Health and Safety Officer, seen by the Principa/CEO and Head of School and appropriate action recommended, sanctioned and undertaken. The Health and Safety Officer is delegated the task of compiling the Hazard and Near Misses Reports, which will be reviewed by the Principal/CEO and Head of School.

Any member of the school community submitting such a report can expect the incident to be formally acknowledged.

Hazard and Near Misses Reports can be found on the Centre Academy East Anglia network.

### **17.6 Incidents**

All members of the school community are asked to report any actual incidents of significance involving pupils, employees, visitors, buildings or property.

Confidential and/or private matters concerning the welfare of members of the school community should not be reported using this mechanism. Rather, the published school procedures relating to welfare matters should be followed.

The Health and Safety Officer is delegated the task of compiling the H&S Reports which are reviewed by the Principal/CEO and Head of School and appropriate action recommended, sanctioned and undertaken.

Any member of the school community submitting such a report can expect the incident to be formally acknowledged.

H&S Reports can be found in the CAEA office.

## **18. Training**

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

## **19. Monitoring**

This policy will be reviewed by the Health and Safety Officer/Head of School every year.

## **20. Links with other policies**

This health and safety policy links to the following policies:

- First Aid Policy
- Risk assessment Policy
- Accessibility plan
- Fire Safety Policy
- Administration and Management of Medication Policy
- Equal Opportunities Policy
- Excursions Policy
- Food Safety Policy
- Lone Working Policy
- Off-Site Visits Policy
- Sickness Policy
- CAEA Staff and Faculty Handbook
- CAEA Staff Procedures and Policies