



Cedars Manor School



Health & Safety Policy

Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Approved by:	Resource Committee / FGB	Date: March 2023
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Be Ready - Be Respectful - Be Safe - Be Responsible - Be Resilient - Be Courageous

1. STATEMENT OF INTENT

1.1 The Governing Body and the staff of Cedars Manor School:

- are committed to offering a safe, secure and healthy environment for its pupils, staff, and any visitors to the school site
- ensure that the premises and equipment are maintained safely, and are regularly inspected
- act in accordance with the general health and safety policy of Harrow Council
- are committed to the provision of adequate and appropriate safety training for staff
- have robust procedures in place in case of emergencies,

2. LEGISLATION

2.1 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 duty's employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess 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 Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- 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 Local Authority and Governing Body

3.1.1 Harrow County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Body.

3.1.2 The Governing Body delegates operational matters and day-to-day tasks to the head teacher and staff members.

3.2 The Governing Body

3.2.1 The Governing Body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the head teacher.

3.2.2 The Governing Body 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.

3.2.3 The Governing Body, 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

3.2.4 The Governing Body has the following responsibilities to ensure:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health and safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.

3.3 The Head teacher

3.3.1 The Head teacher has the following responsibilities:

- The day to day management of health and safety.
- Ensure that a clear written local policy for Health and Safety is created as well as adhering to the [general health and safety policy of Harrow Council](#).
- Ensuring that the policy is communicated adequately to all relevant persons.
- Ensuring there is enough staff to safely supervise pupils,

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- To ensure risk assessments of the premises and working practices are undertaken.
- Ensuring that the school building and premises are safe and regularly inspected,
- Providing adequate training for school staff,
- Ensure safe systems of work are in place as identified from risk assessments.
- Ensure appropriate health and safety notices are displayed as identified.
- Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Ensure that all accidents are investigated any remedial actions required are taken.
- Ensure arrangements are in place to monitor premises and performance.
- Ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- Providing a termly report to governors on health and safety matters.
- Ensuring Emergency and Fire arrangements are formulated and reviewed as necessary, and tested termly.
- The fire risk assessments are updated every two years and/or whenever significant changes or building works might affect the means of escape.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary,
- A school's Educational Visits Co-ordinator is appointed and trained accordingly.

3.3.1 The Head teacher may delegate some functions to others who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Head teacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3.4 Deputy Head teacher / Assistant Head teacher

- The Deputy Head teacher / Assistant Head teacher will take on the above responsibilities in the absence of the Head teacher.

3.5 Site Supervisor/Caretaker

The Site Supervisor/Caretaker is responsible to the Head teacher. Particular duties include:

- Maintaining the security of the school buildings including the operation of security lighting and fire and burglar alarm systems

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- Ensuring that all contractors are aware of the location of hazardous materials within the school
- Advising the Head teacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and act to minimise any risk until repairs can be arranged
- Co-ordinating all maintenance work carried out on site
- Undertaking a regular Health and Safety inspection of the premises in conjunction with the head teacher
- Removing of any item of furniture, apparatus, or equipment which has been identified as unsafe
- Carrying out safety checks of the school grounds as part of their daily, weekly and monthly checks
- Making recommendations to the Head teacher about any situation which is unsafe or hazardous to health and which cannot be remedied by them
- Liaising with and monitoring, as far as it is reasonably practicable, the activities of contractors on the site to ensure that any risks to the health and safety of staff and pupils are kept to a minimum.

3.6 Site Supervisor/Caretaker (Health and Safety)

One of the Site Supervisor/Caretaker has a lead responsibility for health and safety functions. Specific duties include:

- Overseeing that the school's risk assessment process is applied and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly and advising the Head teacher of any deficiencies.
- Arranging the termly evacuation drills with the Head teacher, and the weekly fire call point tests.
- That termly health and safety site inspections are conducted with the site supervisors and report findings to the Health, Safety and Premises Governing Body committee
- That they advise the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
- The health and safety training needs of staff are identified and the Head teacher informed accordingly.
- That all statutory safety notices and signs are displayed, appropriate to the school.

3.7 Welfare Assistant (Mrs Reilly – Temp. named person supported by inclusion Lead Mrs Ozdemir)

The Welfare Assistant is responsible for:

- Conducting investigations into accidents to staff and pupils and reporting them to the Council using the electronic system required by the Council
- Producing a termly accident analysis to share with governors at the Health, Safety and Premises committee meeting

3.8 Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the health and safety procedures applicable to their area of work
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Ensure that pupils behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials
- Ensure the use of personal protective equipment and guards where necessary
- Ensure that personal items of equipment (electrical or mechanical) are not brought into the school without prior authorisation
- Integrate all relevant aspects of safety into the teaching process in line with National Curriculum requirements for safety education
- Report all accidents, defects, and dangerous occurrences to the Site Supervisor (Health and Safety), Head teacher or Deputy Head teachers

3.9 All Staff

3.9.1 All staff are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions

3.9.2 All staff will be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.

3.9.3 Staff must also co-operate with management of the school to ensure that all comply with their H&S responsibilities. In particular, all staff must:

- Participate in the school's risk assessment process and comply with findings
- Report any defects in the condition of the premises or equipment of which they become aware
- Report all accidents/incidents and near misses with current incident reporting procedures
- Report any defects in the condition of the premises or equipment of which they become aware
- Be familiar with and apply the procedure in respect of fire, first aid and other emergencies
- Inform the Head teacher or Site Supervisor (Health and Safety) if they identify any shortcomings in the school's health and safety arrangements

- Exercise good standards of housekeeping and cleanliness

3.10 Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety for themselves and others
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with things provided for their health and safety.

4. PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been established within our school to ensure compliance with the Governing Body and Head teacher Statement of Intent.

4.1 Accident Reporting, Recording and Investigation

- If a pupil or member of staff is unwell or an accident occurs, an authorised first aider should be informed immediately. All pupil accidents that occur on school premises must be officially recorded in the Accident log that is kept with the welfare Assistant. An accident slip is completed by a qualified first aider.
- All staff and visitor accidents at work should be reported to the Site Supervisor/Caretaker (Health and Safety), however trivial, and recorded in the Staff Accident Book held by the welfare Assistant.
- More serious pupil and staff/visitors accidents are reportable to Harrow Council via the She Software online accident reporting system, on the day of the incident. The Head teacher will be informed and will complete the investigation part of the online form
- An accident report identifying trends in accidents/incidents is provided to the Governing Body on a termly basis

4.2 Asbestos

There is no Asbestos within the school building. Cedars Manor School was built in 2016. Asbestos in constructions was barred in 1999. HSE state that buildings built after 2000 will have no asbestos.

4.3 Catering

- Healthy hot school meals are provided for children daily
- Parents are required to pay for these unless their children are entitled to free school meals or universal free school meals.
- Maintenance of kitchen equipment is done by outside agency and records are kept by the school.
- Defects in the equipment should be reported to SBM so that remedial action can be taken

4.4 Contractors

- 4.4.1 Contractors will agree health and safety practices before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work
- 4.4.2 All contractors should complete a Permit to Work form if they going to do high risk work, and sign in and out using the electronic signing in system at the School Office
- 4.4.3 All work should be done in a safe environment for both the contractors and the staff and pupils in the school
- 4.4.4 Staff must report any concerns with contractors to the site supervisors or Head teacher immediately.

4.5 COSHH

- 4.5.1 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
- 4.5.2 Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Supervisor (Health and Safety) and circulated to all employees who work with hazardous substances
- 4.5.3 Staff will also be provided with protective equipment, where necessary
- 4.5.4 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
- 4.5.5 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.

4.6 Curriculum Safety

Teachers are responsible for considering the risks associated with activities undertaken within the school and should complete a written risk assessment for unusual activities or those undertaken for the first time.

Staff teaching Physical Education (PE) are guided by the [Association of Physical Education guidance](#).

4.7 Display screen equipment

- 4.7.1 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
- 4.7.2 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)

4.8 Educational Visits and Journeys

- All visits and journeys will require a risk assessment before taking place, in line with Harrow Council's policy.
- All teaching staff have access to the educational visits forms via the shared drive.
- The Educational Visit Co-ordinator is responsible for ensuring all school trips conform to Local Authority regulations.
- Parental permission is required before pupils participate in off-site trips or visits with the exception of permission for short local trips, e.g. walk to the post box, which is obtained once on entry to the school.
- All adults accompanying children on visits must wear high visibility jackets.
- During trips, medication can only be administered by qualified first aider from the school staff as identified in the risk assessment pertinent to the trip.

4.9 Equipment

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

4.10 Electrical Equipment

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

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- Any pupil or volunteer who handles electrical appliances does it under the supervision of the member of staff.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- The inspection and testing of portable electrical equipment is carried out on an annual basis by a qualified person, who provides records of inspection and testing. This record is kept in the Site Supervisor's office.
- Defective equipment should be reported to the Site Supervisors.
- Personal electrical equipment should not be used in school.
- 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 install or portable electrical equipment is only carried out by a competent person.

4.11 Fire Precautions and Procedures

- Fire drills are carried out termly. Arrangements for practices will be made by the Site Supervisors in consultation with the Head teacher.
- Emergency evacuations are practised at least once a term.
- When a drill is held it will be recorded in the fire logbook, including time taken to evacuate the school. Any problems or issues arising from the drill are discussed and action taken.
- Fire Evacuation Notices are displayed prominently in every room. All staff must familiarise themselves fire drills, escape routes, assembly points and the location of fire extinguishers.
- Fire Marshals are responsible for effective evacuation, and in the event of a suspected fire or fire alarm, you must follow their instructions.
- Staff should notify the Head teacher as soon as possible if there is anything that might impede their evacuation in the event of fire.
- If you discover a fire, staff should not attempt to tackle it unless they have been trained to do so. They should operate the nearest fire alarm and, if they have sufficient time, call the Head teacher or Assistant / Deputy Head teacher and report the location of the fire.
- On hearing the fire alarm staff and pupils should remain calm and walk quickly, without running, evacuate the building immediately, closing any doors behind them. They must not stop to collect personal possessions and nor re-enter the building until they are told that it is safe to do so.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.

- Staff and pupils will congregate at the assembly point.
- Class teachers will count the pupils, which will then be checked against the attendance register of that day.
- The Assistant / Deputy Head teacher 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 assessment will also pay attention to those with disabilities.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- Firefighting equipment is serviced annually.

4.12 [First Aid](#)

- The school has a Welfare Assistant who coordinates welfare across the school. The school has a number of first aiders that are fully qualified.
- The list of first aiders is maintained by the Welfare Assistant. Training for members of staff is organised as appropriate.
- First aid kits are located one on each floor, the Kitchen and the Hall for the after school
- and breakfast clubs. There is a first aid cupboard in the welfare room. We have portable first aid kits for all trips. First aiders have bags which house first aid equipment. These are taken out at break and lunchtimes to support with minor first aid.
- The Welfare Assistant is responsible for checking and restocking the first aid cupboards and first aid kits annually.

4.13 Gas safety

4.13.1 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

4.13.2 Gas pipework, appliances and flues are regularly maintained.

4.13.3 All rooms with gas appliances are checked to ensure that they have adequate ventilation.

4.14 Hazardous Substances (Control of Substances Hazardous to Health)

- Risk assessments should be in place for hazardous substances kept in school.
- The substances should be locked away with restricted access, and data sheets should be kept for each substance.

4.15 Housekeeping, cleaning and waste disposal

- The Site Supervisors are to ensure premises are kept clean and to minimise accumulation of rubbish.
- Cleaners work on site for two hours daily. Their duties are overseen by the Site Supervisors.
- Wet floor areas (spillages or cleaning) are to clearly signed to minimise the risk of slipping.
- Glass and other sharp objects must be disposed of safely.
- External waste bins are held outside in fenced area.
- Medical waste is stored in a special bin in the welfare room and is emptied by a competent person regularly.
- In bad weather, areas will be prioritised and will be gritted or cleared of snow.

4.16 Legionella

- A water risk assessments has been carried out.

- This risk assessment will be reviewed regularly and when significant changes have occurred to the water system and/or building footprint

4.17 [Lettings](#)

- The school has an appropriate Letting Policy and terms and conditions that details health and safety arrangements and responsibilities.
- Site Supervisor/Caretaker / senior staff will be on site either opening/closing duty or in some instances for the duration of the letting.
- Details of first aid provision, fire and emergency arrangements, restrictions on use of equipment, and insurance will be provided.

4.18 [Lone Working](#)

- Staff working on their own, should notify that they are on site to the Headteacher.
- When working alone in the premises a suitable risk assessment should be carried out for the task being undertaken.
- Lone workers should avoid hazardous activities.
- 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.

4.19 Managing Medicines

- School Staff are only allowed to administer medication that has been prescribed for a specific child by the child's doctor and parental consent. See policy – [Supporting Pupils with Medical Conditions in Schools](#).
- Parents are required to complete a form requesting staff to give medication during school time, agreeing dosage, times and expiry date.
- All medication will be kept in the locked medicine cabinet or in the fridge in the welfare room.
- Medicines can only be taken under staff supervision and staff must record the date, name of child, dose and then sign in the medicine record book held in the welfare room.
- Parents may be asked to come into school and administer the medicines themselves.
- Staff will be trained as the need arises in case of long term or unusual medication, e.g. epipen, insulin for diabetes etc.

4.20 [Manual Handling and Lifting](#)

- 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.
- All staff should have a good understanding of the principles of safe manual handling and lifting.

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
- Risk assessments should be produced if manual handling is done on a regular basis, to identify potential hazards and control measures implemented to minimise the risks of injury to staff.
- Wherever practical, aids should be used to reduce the amount of lifting and carrying undertaken.

4.21 Monitoring the Policy

- Members of the Governing Body's Resource committee, Head teacher and Site Supervisors will monitor the implementation of this policy by staff.
- Annual H&S Audit carried out by Harrow H&S Team.
- The Head teacher and the Site Supervisor (Health and Safety) will carry out school site tours and report back to the Governing Body any findings.
- Accident reports and trends will be monitored by the Resource Committee termly.

4.22 [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.

4.23 Outdoor Play Equipment

- Outdoor play equipment is inspected annually **by ??? and records** are maintained.
- Site Supervisors are responsible for undertaking additional visual checks.
- Staffs on duty are responsible for ensuring the pupils are properly supervised. There is always sufficient staff on duty at break time and lunchtime to provide adequate pupil/staff ratios.
- All staff are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the Site Supervisors.

4.24 PE Equipment

- PE Equipment is checked annually by **???**.
- It is the responsibility of the PE staff to undertake risk assessments and visual checks and report any concerns to PE Leader and/or site supervisors.

- Accidents or near misses involving PE equipment should be reported in line with the accident reporting procedure (as above).
- Pupils are taught how to carry out and set up PE equipment safely and efficiently.

4.25 Risk Assessments

- The Site Supervisor/Caretaker is responsible to ensure that whole school risk assessments are carried out and reviewed annually.
- Risk Assessments for trips and visits are checked by the Educational Visits Co-ordinator.
- Class teachers are responsible for ensuring that the appropriate risk assessments are undertaken for specific or new activities relating to the curriculum and activities inside and outside the classroom while the children are in their care.
- Risk Assessments linked to the SEND pupils are the responsibility of the Inclusion Leader.
- Risk Assessments linked to pupils with Individual Healthcare Plans are the responsibility of the Class Teacher and Inclusion Leader.
- Risk Assessments for pregnant staff are the responsibility of the employee's line manager and employer.

4.26 Security

- The school is open to staff from 6:30am – 5:30pm during term time.
- Gates are open to allow parental access to the site between 8.40am – 9.00am, and 3.05 - 3.30pm. Outside these times gates to the site are locked and access is via the main entrance.
- It is the responsibility of the Senior Team/Caretaker to ensure the gates are locked.
- All visitors should be directed to the main school reception.
- The Senior Team/Caretaker are responsible for securing the school site at the end of each school day, after a letting and during the school holidays.
- Site Supervisor/Head Teacher/Caretaker are key holders and will respond to an emergency.

4.28 Smoking

- Smoking is not permitted anywhere on school premises or in the school grounds.

4.29 Staff Health and Safety Training and Development

- New staff are inducted in line with the School's Induction Policy which includes information regarding Health and Safety and relevant National College training modules.
- All staff are sent the Health and Safety Policy.

- All staff have an individual responsibility to identify and report where they might require additional training or support.

4.30 Staff Wellbeing

- The school subscribes to the Employee Assistance Scheme which helps with specialist information and counselling services.
- The Head teacher has an 'open door' policy if staff need to speak to her about work stress.
- The school has a wellbeing steering group and have pledged to support staff wellbeing through the DfE Charter.

4.31 [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 the head teacher immediately. This applies to violence from pupils, visitors or other staff.

4.32 Visitors

- Visitors are required to sign in on arrival. Visitors will be given a photo badge which they must wear at all times on the premises.
- It is the responsibility of the staff member who is supervising the visitor to ensure that they are aware of any particular health and safety matters related to their visit.
- Staff are encouraged to challenge politely anyone in school they do not recognise who is not wearing a visitor badge.

4.33 [Volunteers](#)

- Volunteers are required to sign in on arrival.
- Volunteers will be given a badge which they must wear at all times on the premises.
- Volunteers are subject to an enhanced DBS check.
- Organisation of volunteers is done by the Assistant Head teacher

4.34 Undergraduate, Postgraduate and Under 18 Students at Work Experience.

- Students on work placement are given induction training and under 18 students are fully supervised.
- Placements are usually Year 10 students doing work experience through local high schools.

4.35 Working at Height

- Staff should not use steps or ladders unless they have had the appropriate training and a risk assessment has been taken place to check if it is safe to do so.
- The Site Supervisors may need to work at height in the course of their duties.
- Pupils should not use steps or ladders at any times.
- Contractors should not use school equipment.
- 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.

5. REPORTING TO THE HEALTH AND SAFETY EXECUTIVE

- 5.1 The school 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).
- 5.2 The 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.
- 5.3 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 (Scalping is the traumatic separation or peeling of the skin from the head due to an accident) 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
- 5.4 Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- 5.5 Where an accident leads to someone being taken to hospital.
- 5.6 Where something happens that does not result in an injury, but could have done.

5.7 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 collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

5.8 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>

6. NOTIFYING PROCESS

- 6.1 The Welfare Leader 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.
- 6.2 Reporting to Ofsted and child protection agencies. The Head teacher 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.
- 6.3 The Head teacher will also notify Harrow County Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. MONITORING

- 7.1 This policy will be reviewed every year.
- 7.2 At every review, the policy will be approved by the Governing Body.