



Health and Safety Policy

Maltby Lilly Hall Academy

2016/17

Date to Governors:

Review Date:

Chair of FGB Signature:

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1 INTRODUCTION

- 1.1 The school recognises and accepts that every one of its employees, pupils and visitors to the school is entitled to a safe and healthy environment.
- 1.2 It is the intention of the Governing Body that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment. The "References" section at the end of this policy sets out these sources.
- 1.3 The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the school community and an awareness of the fabric and appearance of the building will be demonstrated by pupils and employees on a daily basis.
- 1.4 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The school's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.
- 1.5 The school will buy in advice and support from the RMBC Health & Safety team, to ensure that H&S is maintained at the highest standard.

2 RESPONSIBILITIES

- 2.1 A Department for Education (DfE) guidance note on the statutory responsibilities of schools is provided as part of this policy.

RESPONSIBILITIES OF THE GOVERNING BODY

- 2.2 In discharging its responsibilities, the Governing Body will:
 - i make itself familiar with the requirements of the appropriate legislation and codes of practice;
 - ii create and monitor a management structure for Health and Safety;
 - iii ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school, and, that it is implemented;
 - iv periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and

- v identify and evaluate risks relating to possible accidents and incidents connected with school-sponsored activities.

2.3 In particular, the Governing Body undertakes to provide as far as is reasonably practicable:

- i a safe place for all users of the site to work, including safe means of entry and exit;
- ii plant, equipment and systems of work that are safe;
- iii safe arrangements for the handling, storage and transportation of articles and substances;
- iv safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- v supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner; and
- vi provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.
- vii adequate information for visitors and guidelines for contractors working at the school are provided and complied with

RESPONSIBILITIES OF THE HEAD TEACHER

2.4 The Head Teacher has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors. The Head Teacher will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

RESPONSIBILITIES OF THE HEALTH & SAFETY MANAGER

2.5 The Head Teacher has designated the senior caretaker to be the school's Health and Safety (H&S) Manager. The H&S Manager will be responsible for the day to day implementation of the Health and Safety Policy and will be the designated contact with the Health and Safety Office and Health & Safety Executive.

The Health & Safety Manager will:

- Arrange systems of Risk Assessment to allow for prompt identification of potential hazards

- Carry out periodic reviews and safety audits on the findings of the Risk Assessments
- Consult with members of staff, including safety representatives on health and safety issues

RESPONSIBILITIES OF SUPERVISORY STAFF

- 2.6 All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- 2.7 In addition to the general duties that all members of staff have, they will be directly responsible to the H&S Manager for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.
- 2.8 Responsibility for aspects of Health and Safety are written into the Job Descriptions of all school leaders.
- 2.9 All leaders are to undertake Risk assessment within their area of responsibility.
- 2.10 Supervisory staff will take a direct interest in the school's Health and Safety Policy and in ensuring that staff, pupils and others comply with its requirements. In addition they will ensure new employees working within their area are given instruction in safe working practices and monitor the standards of Health and Safety throughout the area in which they work, and where necessary report to the appropriate individual, as appropriate andy Health and Safety concerns.

RESPONSIBILITIES OF ALL MEMBERS OF STAFF

- 2.11 All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.
- 2.12 In particular, members of staff will:
- i be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;
 - ii ensure that staff, pupils, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
 - iii see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;

- iv use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- v ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- vi report any defects in the premises, plant, equipment and facilities that they observe to the H&S Manager; and
- vii take an active interest in promoting Health and Safety and suggest ways of reducing risks.

HEALTH AND SAFETY COMMITTEE

- 2.13 The school will have a Health and Safety Committee which will monitor Health and Safety issues within the school. The Committee will report to the Governing Body.

3 SAFETY EDUCATION

- 3.1 The DfE has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal, Social and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.
- 3.2 One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.
- 3.3 This DfE guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education.

4 HEALTH & SAFETY ARRANGEMENTS

FIRE SAFETY

- 4.1 Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.

- 4.2 The school's evacuation procedure will be prominently displayed in all classrooms, offices and reception areas. All staff and pupils must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- 4.3 All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.
- 4.4 The school Fire Risk Assessment will be maintained and regularly reviewed. Priorities from the Fire Risk Assessment will be incorporated into the school Premises Plan.

REPORTING ACCIDENTS

- 4.4 All accidents to staff, pupils and visitors must be reported, in writing, using the schools accident report form. The completed form should be given to the Head Teacher or the H&S Manager. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Head Teacher or the H&S Manager will ensure that the Health and Safety Executive is informed of reportable incidents (via the Local Authority Health and Safety section).

COPING WITH THE SUDDEN DEATH OF A PUPIL

- 4.5 A copy of the DfE guidance notes on coping with the sudden death of a pupil is given in an Annex to this policy.

FIRST AID

- 4.6 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 4.7 A DfE good practice guide, 'Guidance on First Aid for Schools' has been written to provide advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which schools may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice.

- 4.8 The Head Teacher should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the school. These supplies should be checked on a regular basis by a qualified first-aider.

EQUIPMENT

- 4.9 Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Visitors must be provided with protective clothing as appropriate.
- 4.10 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
- i all electrical and gas appliances
 - ii workshop equipment, e.g. lathes, kilns
 - iii fixed gymnasium equipment
 - iv lifts and hoists
- 4.11 When new equipment is purchased, it is the responsibility of the H&S Manager to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- 4.12 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. The H&S Manager should consider storage life when ordering new supplies.

5 HOUSEKEEPING

- 5.1 The Senior Caretaker will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.
- 5.2 The Senior Caretaker will monitor the efficiency of the waste collection service.

6 VISITS

- 6.1 Educational trips and visits must be organised in accordance with the school's "Off Site Procedures".

7. VISITORS TO THE SCHOOL SITE

- 7.1 All visitors to the school will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.
- Health & Safety/Fire Evacuation information to be provided to visitors.
- 7.2 No contractor may undertake work on the school site without permission from the Site Manager. Contractors must complete a Permit to Work Form before any work is undertaken.
- 7.3 Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, pupils and visitors to the school.
- 7.4 Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking. Outside the normal school hours, hirers should put in place their own procedures for the evacuation of buildings in the event of an emergency.
- 7.5 Whilst on site, all visitors and contractors must wear a school visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the school by reporting to reception.
- 7.6 If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the school reception or off the site, as appropriate.
- 7.7 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

8 SECURITY

- 8.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

- 8.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, pupils and bona-fide visitors and contractors.

9 CRITICAL INCIDENTS

- 9.1 As part of its commitment for the well being of staff, pupils and visitors, the school has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school premises or on an activity away from the school site.

10 TRAINING

- 10.1 Staff will undertake/have access to relevant health & safety training to help them carry out their responsibilities.
- 10.2 Staff should not use specialist equipment or materials without the correct training.

11 THE ROLE OF THE HEALTH & SAFETY COMMITTEE AND STAFF CONSULTATIVE ARRANGEMENTS

- 11.1 The role and constitution of the Health & Safety Committee and arrangements for staff to report health & safety matters can be found in the appropriate annex.

12 MONITORING, EVALUATION AND REVIEW

- 12.1 The Governing Body will review this policy every year and assess its implementation and effectiveness.

HEALTH AND SAFETY LEGISLATION:

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

EDUCATION LEGISLATION:

Education (School Premises) Regulations 1999 (SI 1999 No.2)

School Standards and Framework Act 1998

School Inspections Act 1996.

Education Act 1996

REFERENCES

HSE Website <http://www.hse.gov.uk/index.htm>

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>

A Guide to the Law for School Governors

<http://www.education.gov.uk/schools/leadership/governance/guidetothelaw>

DfE School Security website

www.teachernet.gov.uk/wholeschool/healthandsafety/schoolsecurity/

Health and Safety of Pupils on Educational Visits:

<http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits/>

Supporting Pupils with Medical Needs: A Good Practice Guide -

http://www.teachernet.gov.uk/_doc/4422/med.pdf

Guidance on First Aid for Schools

<http://www.teachernet.gov.uk/wholeschool/healthandsafety/firstaid/>

School Security: <http://www.teachernet.gov.uk/wholeschool/healthandsafety/schoolsecurity/>

DCSF Safety Education: Guidance for Schools, December 2001

(Ref: DCSF/0161/20002) http://www.teachernet.gov.uk/_doc/3111/safety%20Education.pdf

School Premises Regulations

<http://www.teachernet.gov.uk/management/resourcesfinanceandbuilding/schoolbuildings/legislation/sbregulatoryinformation/>

DCSF/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DfEE 0197/2000)

HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165




DCSF guides are free from DCSF publications Tel 0845 6022260

HSE's infoline is 08701 545500

LIST OF ANNEXES

Annex 1	Named staff and photographs
Annex 2	DfE Guidance - Responsibility for Health & Safety in Schools
Annex 3	DfE Guidance – Coping With the Sudden Death of a Pupil
Annex 4	School Consultative Arrangements
Annex 5	RIDDOR Form

ANNEX 1

<p>Mr D Horrigan Executive Principal Designated Officer</p>	<p>Mr R Peace Vice Principal Designated Officer Upper KS2 Phase Leader</p>	<p>Mrs J Denyer Assistant Principal Designated Officer Phase Leader Y2,Y3 & Y4</p>	<p>Mr P. Williamson Senior Caretaker H&S Manager</p>
			
<p>Mrs D Bonewell Chair of Governors</p>	<p>Mrs J Laidlaw SENCO</p>	<p>Mrs L Langton Deputy Designated Officer</p>	<p>Mrs S Searson EYFS & Y1 Phase Leader</p>
			
<p>Mr M Hoskins Upper KS2 Phase Leader</p>			
			

ANNEX 2 – DFE GUIDANCE

RESPONSIBILITY FOR HEALTH AND SAFETY IN SCHOOLS

HEALTH AND SAFETY AT WORK LAW

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

EMPLOYER

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Authority (LA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For independent schools, the employer is usually the governing body or proprietor.

The Local Authority is the employer for statutory youth groups.

Education employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of teachers and other education staff
- the health and safety of pupils in-school and on off-site visits
- the health and safety of visitors to schools, and volunteers involved in any school activity.

EMPLOYEES

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- Take reasonable care of their own and others health and safety.
- Co-operate with their employers.
- Carry out activities in accordance with training and instructions.
- Inform the employer of any serious risks.

ENFORCEMENT

The HSE enforces health and safety law relating to the activities of LAs and schools.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employers policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

RESPONSIBILITY OF ALL SCHOOLS

The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals (LAs may delegate specific tasks to schools). But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

KEY ELEMENTS OF A HEALTH AND SAFETY POLICY

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures
- Necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including school-led adventure activities

- Selecting and controlling contractors
- First-Aid and supporting pupils' medical needs
- School Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, pupils and visitors
- Violence to staff
- Manual handling
- Slips and trips
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies - procedures and contacts

ANNEX 3 – DFE GUIDANCE COPING WITH THE SUDDEN DEATH OF A PUPIL

Unfortunately, some head teachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a pupil at school or elsewhere.

In such circumstances, Head Teachers may feel 'on their own' and may need advice at that moment.

Accordingly, the Department has been asked to make advice available to help Head Teachers cope with the immediacy of a pupil's sudden death at school.

The text below is based on work prepared by Chris Bridge, Head Teacher of Huntington School. We are very grateful to Mr Bridge for this.

WORKING WITH THE POLICE

Very soon after the death is announced the Police should visit as they have to carry out an investigation into the circumstances.

You will need to clear rooms or spaces for them to work in.

They may want to collect evidence.

The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at school.

The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

TELLING PUPILS

Where a pupil collapses during the school day when other pupils are present, is rushed to hospital and subsequently dies, those pupils will need to know what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to pupils so as to meet the needs of the pupils whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friend who needs to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The pupils will listen intently until you tell them that the pupil has died. Then they stop hearing. If the pupil has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some pupils will contact the local press.

If you want teachers to tell other pupils, you should have a statement ready for them to read out before you advise them.

TELLING TEACHERS

This may have to be after you have told the key pupils. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other pupils for you, have a statement ready for them to read out before you advise them.

TELLING PARENTS

The police will tell the parents of the child.

Getting a letter to other parents, which both expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other pupils, parents and teachers.

DEALING WITH THE MEDIA

Head Teachers at community and voluntary controlled schools should contact their LA as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the school should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the LA may advise the school not to speak to the media and direct all enquiries to an appointed LA officer.

If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

You may find you have no time to prepare interviews and certainly no time to filter statements through the Director of Education even if the LA wants you to do this.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are advised of the results of any post mortem as soon as possible.

Your LA may want to hold onto this information, but you will need it. The best way to stop media speculation is to give them facts.

HELPING THE SCHOOL RECOVER

This is a long-term issue. You can help a school recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest.

A brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.

EDUCATIONAL VISITS

The Department has already issued guidance on coping with emergencies off-site in its 1998 good practice guide Health & Safety of Pupils on Educational Visits and three-part supplement published in July 2002. See <http://www.teachernet.gov.uk/visits>.

EMERGENCY PLANNING

The Department is also preparing work on emergency planning for schools that will become available at a later date.

ASSISTANCE FROM THE DFE

The Department will help in any way it can. Please telephone the Pupil Health and Safety Team on 020 7925 6468

ANNEX 4 – SCHOOL CONSULTATIVE ARRANGEMENTS

ROLE AND CONSTITUTION OF THE SCHOOL HEALTH & SAFETY COMMITTEE

The school Health and Safety Committee's Terms of Reference are to be used in conjunction with the responsibilities of the Health & Safety Governor(s). The role of the Health & Safety Committee is:

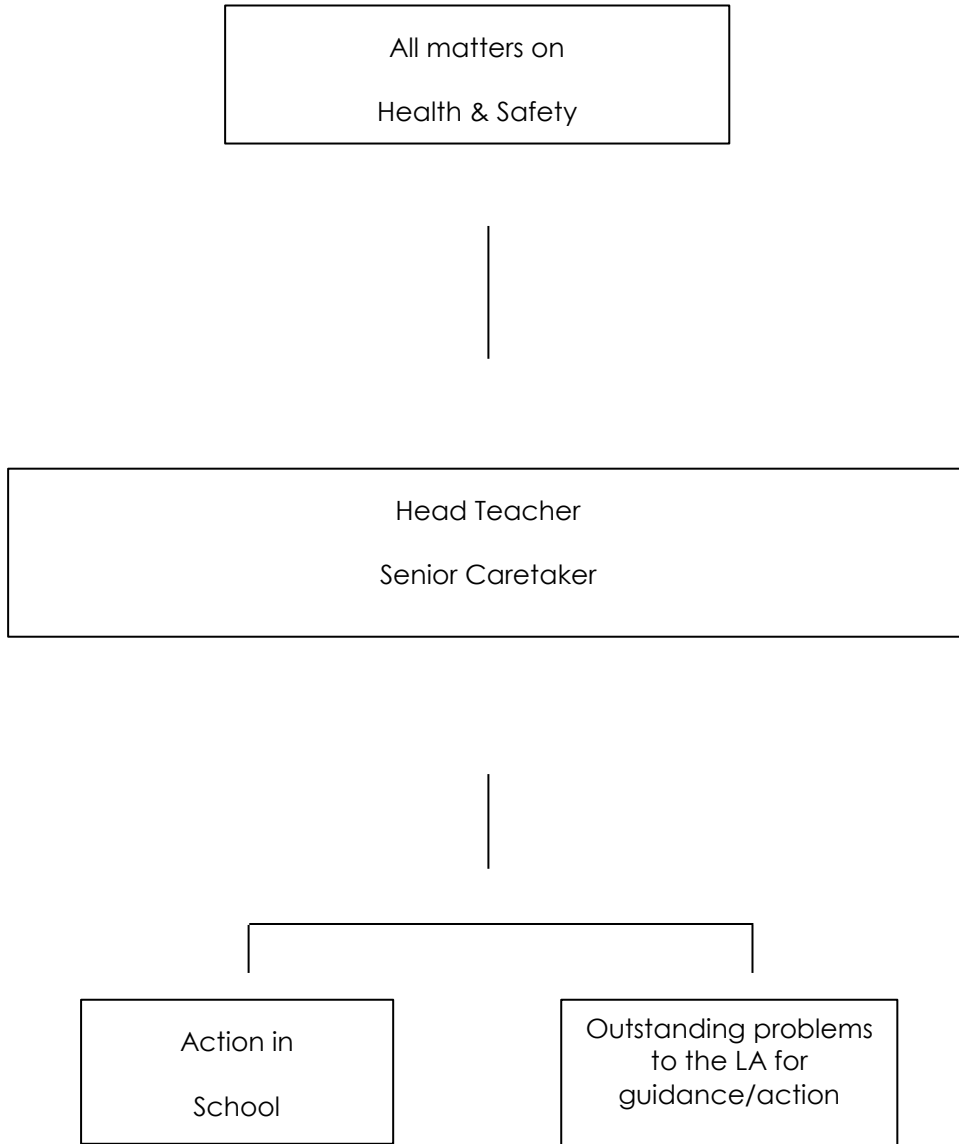
- To develop, review and implementation of the school's Health & Safety Policy
- Meet to discuss and prioritise issues raised from the Health & Safety Inspection Report(s) of the school
- To monitor progress on agreed action points from the report
- To hold Health & safety Development meetings

ATTACHMENTS:

- Procedures for the reporting of all school Health & Safety issues.
- Procedures for the Representatives Health & Safety Inspection Report.

Attachment 1

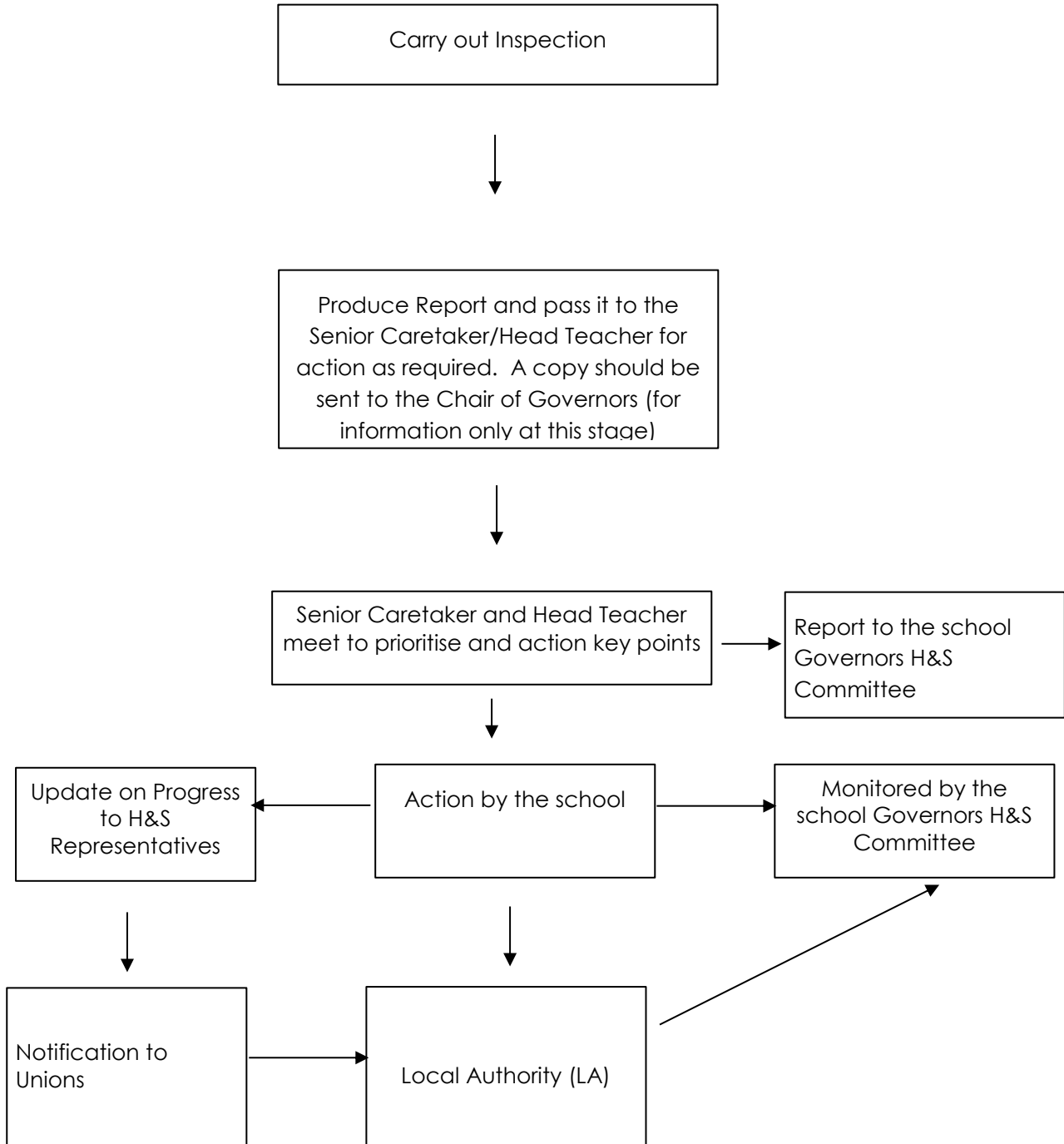
The procedure to be followed for the reporting of all Health & Safety matters is as follows:



In addition to the above procedures, the Senior Caretaker will ensure that a termly Health & Safety Report is produced for the school. The Inspection will be carried out by the Senior Caretaker and supported by his caretaking staff.

Attachment 2

The Head Teacher will retain overall responsibility for authorising Health & Safety Representative(s) to carry out a formal inspection of the school buildings and surrounding site. The procedures for carrying out the inspection and the reporting of its findings are set out below:



ANNEX 5 – RIDDOR FORM

RIDDOR notification to Emergency and Safety Team

Injuries to be notified: <ul style="list-style-type: none">• Employee fatality or "Major Injury" notify immediately (employee includes trainees, part-time and temporary staff, see Accident Book for definition of "Major Injury")• Employee >3 day absence caused by injury at work notify on 4th day of absence• Pupil (or other non-employee) fatality or taken directly, by whatever means, from site to hospital notify immediately (eg from school, visit away from school or work experience)		
Name of injured person:	Occupation:	Age:
Home address and postcode of injured person:		
Date of accident	Time of accident:	
Description of injury:		
Place and postcode where accident occurred		
Description of how accident occurred:		
Person making this report:		
Position:		

Email to HeathandSafety@rotherham.gov.uk