



Thameside Primary School: Health & Safety Policy

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Contents

1. Statement of Policy <ul style="list-style-type: none"> • Responsibilities and duties for schools and employees • A Rights Respecting School • Health & Safety Legislation • Education Legislation • Local Authority Guidance Procedures • School Procedures • Enforcement 	Page 3
2. Organisation and delegation of duties as allocated tasks <ul style="list-style-type: none"> • Accountability and role of the Head teacher • Responsibility and role of the School Business Manager • Responsibility of Employees • Responsibilities of Governors • Responsibility of Caretaker • Training • Asbestos • Cleaners 	Page 4
3. Accident & Incident Reporting <ul style="list-style-type: none"> • School Level & Corporate H&S Reporting • Riddor Reporting • Ofsted Reporting 	Page 8
4. Risk Assessments	Page 9
5. Off-Site visits and school led adventure residential activities	Page 9
6. Selecting and Controlling Contractors	Page 10
7. First Aid and supporting pupils' medical needs	Page 11
8. Maintaining the estate- planned preventative maintenance PPM	Page 12
9. School Security	Page 14
10. Dogs or Animals on Site	Page 15
11. Occupational Health services and work-related stress	Page 17
12. Violence towards staff	Page 18
13. Pupil Restraint	Page 18
14. Fire safety, including testing of alarms and evacuation procedures	Page 18
15. Playground	Page 18
16. Control of hazardous substances (COSSH)	Page 19
17. Aggressive behaviour of parents	Page 19
18. Manual Handling	Page 19
19. General Risk Assessment for Caretaker's duties and Working at Heights	Page 19
20. Display Screen Equipment Assessments	Page 20
21. Review and consultation arrangements with employees	Page 20
22. Emergency Planning Contacts	Page 20
23. Related Policies	Page 20
24. Source Material	Page 21
Appendix: RBC Corporate Code of Practice & Accident Reporting	Page 22

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1. Statement of policy

Ensuring health and safety in schools is an essential part of any school. The Health and safety at work Act 1974 and associated regulations places health and safety responsibilities on employers. Education employers have duties to ensure, so far as is reasonably practicable:

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

The DfE Health and safety: responsibilities and duties for schools found [here](#), sets out what should be included by schools in their Health and Safety Policy.

School premises and its facilities must be kept up to a standard, where, as much as reasonably possible, the health, safety and welfare of pupils are guaranteed as required by regulation 6 of The School Premises (England) Regulations 2012.

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, school leaders and the local authority are all responsible for protecting the health and safety of all children and members of staff.

The school and the local authority are also responsible for risk assessing activities that take place both in the school and offsite. This includes putting in place control measures to reduce any identified risks. The Head teacher and School Business Manager will, in practice, be responsible for enforcing the health and safety policy day-to-day in the workplace.

The school promotes a culture where Health and Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Health and Safety Culture

Everybody has a duty to keep themselves and others safe, by co-operating with safety measures and not putting themselves or others in danger. Teachers and other staff in schools have a common law duty when in charge of pupils to take the same care of them as they would as a parent. At Thameside we expect all staff to take responsibility, accountability and ownership for managing health and safety in school. This includes managing risks and taking practical steps to protect themselves and others from harm. The school leadership team will endeavour to maintain a safe environment for employees, children and visitors.

The law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Assess, manage or eliminate any risks relating to activities undertaken in school or outside of school.
- Co-operate with their employers on health and safety matters.
- Do their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Follow health and safety procedures put in place by their employer.

Employees at school have the right:

- To work in places where all the risks to health and safety are properly controlled.
- To be consulted on matters related to your health and safety at work.
- To be able to inform your Manager about health and safety issues or concerns.
- To be provided with any equipment and protective clothing you need to do your job.
- To contact HSE or your local authority, if you still have health and safety concerns, without getting into trouble.
- To join a trade union and be a safety representative.
- To have paid time off work for relevant H& S training;
- To have a rest break of at least 20 minutes if you work more than six hours at a stretch and to an annual period of paid leave.
- To have access to suitable and sufficient toilets, washing facilities and drinking water.
- To have adequate first-aid facilities.

Thameside employees are expected to:

- Complete Level 1 Health and Safety Training. SLT should complete Level 2.
- To manage their own health and safety in their classrooms and communal areas by either resolving any risks themselves, reporting matters to the SBM or by informing SLT if they think the work or inadequate precautions are putting anyone's health and safety at serious risk.
- Co-operate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the guidance or training you have received to carry out your role and refrain from taking unnecessary risk.

This information is displayed in the school's staff room for all staff to read and comply with.

The school will ensure, so far as is reasonably practicable, that:

- Plant, equipment and systems of work are safe and without risks to health including water and heating systems.
- During school opening hours, the temperature in all indoor workplaces must be reasonable and at a comfortable level.
- The handling, storage of transport or articles and substances will be safe and without risk to health in accordance with Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- Information, instruction, training and supervision will be provided as necessary, to ensure the health & safety of employees, and those who are affected by the work of the school.
- The site is maintained in a safe condition and without risks to health.
- Pedestrian access to and exit routes from the site is maintained in a condition that is safe and without risks to health.
- A working environment is provided that is safe and without risks to health.
- There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.
- Contact the HSE if there's an accident or incident and requires advice about health and safety.
- Review of risks, or accidents and implement improvements or safety protocols to minimise further risk.

The Local Authority Health & Safety service provision includes:

- Advice on legislation, policy, best practice and procedures.
- Providing technical and professional help to school managers and staff.
- Supporting schools on issues relating to contractors and contract work.
- Supporting schools when dealing with external organisations.
- Providing advice and guidance on accident prevention measures.
- Assistance with accident investigations where necessary and monitoring accident statistics to identify trends.
- Assistance with health and safety inspections to identify defects, hazards and associated risks.
- Assistance with health and safety audits to help schools meet their legal obligations and responsibilities.
- Carrying out suitable training to enable schools to manage health and safety risks.
- Evolve Off Site Activities

The LA will also provide a copy of the Rainbow Plan (Schools Emergency Response Plan), incorporating an annual "hazard map" detailing any significant local emergency risks - focusing your emergency plan on what's most relevant to our school.

Additional support from the Emergency Planning Service

Experienced professional Emergency Planning Officer will also guide the school through the process of planning to respond to all the emergency events. Emergency Planning is an essential part of a school's governance and safeguarding process

A Rights Respecting School

Thameside Primary School is a Rights Respecting School. School policies will respect the UN Convention on the rights of the child. The Health and Safety policy links to Article 36: Children should be protected from any activity that could harm their development.

Health and Safety legislation

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

Department for Education: Health and safety: responsibilities and duties for schools last updated April 22

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Education legislation

The School Premises (England) Regulations 2012

DfE: Good estate management for schools - Guidance April 2024

DfE: Advice on standards for school premises 2015

DfE: Fire safety in new and existing school buildings 2014

DfE: Managing school premises during the coronavirus (COVID-19) outbreak 2020

Education Act 1996 is up to date with all changes known to be in force on or before 30 July 2020.

Local Authority Guidance Procedures- All Codes of Practice available on the [Reading Services SLA Portal](#)

RBC: Health & Safety – Corporate Code of Practice Fire Prevention & Fire Risk Assessments (CORP 012) last reviewed April 2024

RBC: Property Management and Compliance Guide 2022

School Procedures

Emergency: Fire and Lockdown Procedures last reviewed 2024

Dogs in School Policy August 2023

Enforcement

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

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

2. Organisation and delegation of duties as allocated tasks

The Headteacher is the day-to-day manager of the site and has overall accountability for Health and Safety in the school.

The School Business Manager is the Health and Safety named lead for the school and is responsible for managing the day to day health and safety relating to the school premises.

The head teacher will ensure that:

- The school has produced and implemented a Health and Safety policy which is regularly reviewed and revised as necessary;
- Risk assessments of work activities are undertaken, that a written record of the assessments is kept and the assessments are reviewed regularly and when they are no longer felt to be valid;
- Safe systems of work identified via risk assessment or to comply with national standards/guidance are monitored to ensure they are followed and effective;
- Information and advice on H&S is acted upon/circulated to staff and governors. In particular H&S information is kept in the School Business Manager's office so that it is available to all staff and governors;
- An annual report/audit is provided by SBM to the school governors on the schools H&S performance;

- The school co-operates with the Local Authority in meeting its legal requirements in respect of the monitoring of health & safety practice and procedures;
- Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- The senior management team are responsible for the good housekeeping of the classrooms and communal areas of the classes/ teachers within their team;
- Matters concerning health and safety are dealt with and managed effectively.

The School Business Manager (Health & Safety Lead) will ensure that:

- The caretaker unlocks and secures the building each day;
- A daily visual check is undertaken by the caretaker (of building security, fire hazards, fire extinguisher condition, fire exits are clear of obstruction and playground equipment condition is assessed);
- Weekly flushing and water system compliance checks are completed and recorded by the Caretaker;
- Weekly fire alarm call point checks and emergency lightening monthly checks completed and recorded;
- Asbestos management file is up to date and available for contractors on site;
- Asbestos surveillance checks are completed 6-monthly in addition to adhoc routine visual checks;
- Fire and Lockdown drills are planned termly and reports written;
- Records of compliance and annual servicing reports/risk assessments are available for inspection;
- Planned maintenance and compliance checks/work are scheduled in timeframe for when due;
- Address any immediate H&S risks and direct caretaker to resolve any problems that could impact on the health and safety of adults and children in school;
- Oversee the schedule of works and maintenance of the school building ensuring the caretaker is delivering on planned and unexpected maintenance tasks;
- School premises and playground risk assessments are in place;
- New starter induction including fire exits, lockdown procedures is delivered in a timely way;
- Organise Health and Safety training for all staff Levels 1 & 2;
- Liaise with Kitchen contractor to ensure kitchen maintenance is completed;
- Report back to Headteacher and Governors on Health & Safety issues and associated projects.

All employees

All employees have an individual legal responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, school employees must:

- Take reasonable care for their health and safety at work and that of others who might be affected by their acts or omissions at work;
- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies;
- Co-operate with school management in complying with relevant health and safety law;
- Use all work equipment in accordance with instruction, training and information received;
- Not to misuse anything provided for health and safety purposes;
- Report any hazardous situations and defects in equipment found in their work places;
- Report all accidents, near miss incidents, dangerous occurrence or case of ill health arising out of work;
- Co-operate with management in investigating such accidents or incidents in line with current incident reporting procedure;
- Act in accordance with any specific health and safety training received;
- Inform the health and safety officer of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness in classrooms, communal areas and in general around the school site;
- Report all accidents, defects and dangerous occurrences to the school business manager/caretaker via the maintenance log;
- Give clear oral and written instructions and warnings to pupils when necessary.

Responsibilities of Governors

The maintained schools governance guide, March 2024 (Section 7: Compliance) found [here](#), set out the duties placed upon the School Governing Body to monitor and review the effectiveness of Health and Safety across the school.

Governing bodies **must** regularly monitor and review its health and safety policies to ensure risks are managed if full removal is not reasonably practicable.

The governing body needs to seek assurance that where there are potential health and safety risks:

- appropriate corrective action is being taken
- learning is being shared
- improvements are being put in place

They will ensure that:

- The Head teacher produces a H&S policy for approval by the FGB and that this policy is regularly reviewed;
- Risk assessments of work activities are undertaken by school staff and a written record of the assessments kept;
- Sufficient funding is allocated for health and safety e.g. in respect of training, materials and personal protective equipment;
- Annual H&S workarounds inspections are undertaken and a plan of works identified;
- A positive H&S culture is established and maintained.

Responsibilities of the Caretaker

The Caretaker has specific responsibilities in regard to the following:

- To be responsible for the maintenance, security and management of facilities on school site;
- To maintain a clean and safe school environment, internally and externally.

The SBM will liaise with the caretaker to ensure that the following duties are carried out:

Security

- As principal key holder, lock/unlock school buildings and areas, set and unset alarm system.
- To undertake regular security checks and identify security risks and make recommendations for improvement.
- To be one of several emergency contacts to respond to call outs in relation to fire alarm or break ins, taking action where appropriate, both in and out of hours.
- To ensure electrical appliances are switched off and the building is secured and alarmed at the end of the day including after lettings.

Health & Safety - [Good estate management for schools - Health and safety - Guidance - GOV.UK \(www.gov.uk\)](#)

- Daily walk around- inspect playground/ children outdoor areas for hazards / broken equipment and deal with any hazards e.g. broken glass, fire or trip hazards, animal fouling etc.
- Undertake all necessary responsibilities in relation to fire safety systems and regulations, including carrying out daily, weekly and monthly inspections and recording accordingly.
- Assist in termly fire drills and record accordingly. Take relevant remedial actions if required.
- Undertake routine and regular compliance and statutory site checks, including all heating and water systems to ensure compliance with Health & Safety requirements, legionella checks, and record accordingly
- Monitor and record the condition of asbestos identified in the asbestos survey report, raising concerns as appropriate.
- Participate in termly H&S walkabouts with Governors.
- Be the first point of contact for all contractors on site ensuring that they have access to the relevant H&S, safeguarding and asbestos information.
- Ensure all chemicals on site are stored appropriately and that the COSHH register is maintained.

- To ensure safe use by self and others of equipment and materials including working within controls as set out in risk assessments e.g. working at heights.
- Must know the location of all services main valves and distribution boards so that gas, electric and water can be isolated in an emergency.

Maintenance

In accordance with the guidance and schedule/ annual planner in the:

RBC: Health & Safety – Corporate Code of Practice Fire Prevention & Fire Risk Assessments

RBC: Property Management and Compliance Guide

- To be responsible for the operation of the school’s maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds.
- Undertake regular site inspections and assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.

Cleaning

- Ensure all litter bins are emptied daily
- To maintain standard of hygiene in toilet areas throughout the day, with regard to toilet rolls, ceramic surfaces and fittings; general maintenance of plumbing and drainage in these areas. Provision of towel and tissues in toilet areas and attend to issues e.g. cleaning off graffiti
- To be available to deal with incidents during working hours, e.g. spillages and breakages, spillage of body fluids to be dealt with in the prescribed manner.
- To ensure all outside areas of the school are kept clean, free of litter, weeds and are gritted in icy conditions.
- To keep all caretaking storage cupboards clean and tidy with all equipment clearly labelled.
- To monitor stocks of cleaning material, cataloguing resources & undertaking audits as required for COSHH.
- To report back to the School Business Manager on the cleaning issues in order to take up with the cleaning contractor.

Organisation

- To demonstrate and assist in the safe and effective use of specialist equipment/materials.
- To provide advice and training as required to new staff on Fire, Intruder and Lockdown procedures.
- To assist with deliveries to the school site.
- To provide porter duties e.g. moving furniture and equipment within the site and the set out of chairs as required in the school hall for assemblies or school plays

Cleaners

Cleaners have specific responsibility with regard to their equipment and the use of “wet floor” signs. An external contract cleaner is responsible for cleaning the premises and cleaners should adhere to statutory procedures relating to the use and storage of cleaning chemicals and any advice issued to them by either the school or the Local Authority.

Volunteer Helpers have the same duties as those indicated for employees.

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

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Training

The Health and Safety at Work etc Act 1974 requires employers to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all its employees. This is expanded by the Management of Health and Safety at Work Regulations 1999, which identify situations where health and safety training is particularly important, e.g. when people start work, on exposure to new or increased risks and where existing skills may have become rusty or need updating.

Why provide health and safety training?

- To ensure that people who work for you know how to work safely and without risks to health;
- To develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone;
- To meet employer's legal duty to protect the health and safety of your employees.

Effective training:

- will contribute towards making your employees competent in health and safety;
- can help your business avoid the distress that accidents and ill health cause.

The School Business Manager will be responsible for the day to day management of health and safety of the school site and will be trained accordingly to be able to address any issues that are reported that impact on the health, safety and welfare of staff and children in school. The Head teacher and SBM will be trained to H&S Level 3.

All staff will receive Health & Safety Level 1&2 training within the first month of working on site. Employees will also receive induction and fire/ lockdown training within their first week.

Specific staff will be identified to receive further specific training relating to their specific job role e.g. First Aid.

Staff whose work involves a greater element of risk will need extra or specific training. The HSE risk management guidance provides information about when staff require specific training in, for example:

- using industrial machinery
- managing asbestos
- having responsibility for the storage and accountability for potentially hazardous materials in their buildings

DfE also provide information about the safe storage and disposal of hazardous materials.

Asbestos

Schools which were built before the year 2000 may have asbestos containing materials (ACMs) present. Current government policy is that so long as the asbestos is in good condition and is unlikely to be disturbed, it is better to be managed for the remaining life of the school rather than to disturb it.

Asbestos management plan

These up-to-date and site-specific asbestos management plans (AMP) should contain:

- asbestos survey/register - highlights where the ACMs have been found, the condition of the ACMs and recommended actions
- action plan - setting out how the school intends to deal with the asbestos
- monitoring arrangements - if ACMs are left in place then it must be monitored at regular intervals to check that it is still in good condition. The AMP should record the frequency of the monitoring
- communications plan - if a school has ACMs, then this must be communicated to all people who may disturb it, including maintenance contractors, cleaners, teachers

The asbestos survey and management file containing this plan is stored in the School Office.

The Caretaker carries out routine visual inspections to ensure no disturbance or deterioration. Every six months a surveillance report is completed by the Caretaker and any changes to condition of known areas are reported to corporate property services. If necessary the area will be cordoned off until safe. There is an annual risk assessment of asbestos carried out by an approved external contractor each year. Any contractors undertaking intrusive work such as hammering, drilling or removing walls/ceiling will read the Asbestos Management file and report any findings to the School Business Manager in the first instance.

3. Accident/Incident Recording/Reporting

Minor injuries to pupils are recorded on an Accident /Incident report form which is reported to the Head teacher and stored in the main office.

Any serious accident to a pupil which results in a fatality, broken bone or being taken to hospital, with a member or staff or relative, are reported/recorded using the RBC online system and a RIDDOR online form is also completed.

There may be rare cases that may need to be reported to Ofsted. As an Ofsted-registered childcare provider, the school must report all serious childcare incidents that occur to children while they are in your care. This includes all serious accidents, injuries and illnesses. Full guidance and a list of reportable injuries is here:

<https://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries>

All accidents to staff must also be recorded using the RBC online accident/incident form. Please refer to Corporate Code of Practice Reporting Accident and Incidents 001 (see **Appendix**).

When a physical attack or verbal attack can cause mental health issues, it must be reported. Staff will be given the opportunity for a debrief and first aid as required to ensure that they feel looked after by the school.

When an accident or attack happens, the school will need to revisit the child's behaviour plan/risk assessment to see if there are any triggers and/or controls that we can put in place to reduce the risk of a repeat occurrence.

How the school deals with each incident involving a child will be on a case-by-case basis.

Accident or incident forms shall be retained for 3 years from the date of the accident.

A code of conduct for staff and visitors exists to provide protection to all persons on site or visiting the school.

Riddor reporting- What must be reported?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require employers, or in certain circumstances others who control or manage the premises, to report to the relevant enforcing authority and keep records of:

- work-related deaths
- work-related accidents which cause certain specified serious injuries to workers, or which result in a worker being incapacitated for more than seven consecutive days (see Appendix 1 or visit <https://www.hse.gov.uk/riddor/>)
- cases of those industrial diseases listed in RIDDOR
- certain 'dangerous occurrences' (near-miss accidents)
- injuries to a person who is not at work, such as a member of the public, which are caused by an accident at work and which result in the person being taken to hospital from the site for treatment

Reports to the enforcing authority of all of the above categories, except over-seven-day injuries, must be made immediately by the quickest practicable means and followed up by a written notification within 10 days. Reports of over-seven-day injuries must be sent to the enforcing authority within 15 days.

In addition, records must be kept of all of 'over-three-day injuries', which are those where a person who is injured at work is incapacitated for more than three consecutive days. Over-three-day injuries do not, however, have to be reported to the enforcing authority. If you are an employer who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, an entry about an over-three-day injury is a sufficient record for the purposes of RIDDOR.

A person is incapacitated if they are unable to carry out the activities they would reasonably be expected to do as part of their normal work. The period of time for an over-three-day injury or an over-seven-day injury does not include the day of the accident, but it does include any weekends or rest days.

Full details of the type of reportable injuries are found here: <https://www.hse.gov.uk/pubns/indg453.pdf>

4. Risk Assessment

Formal risk assessments are carried out for the site including classrooms, onsite activities and when children leave school premises for any reason. Risk assessments may also be carried out if children are likely to cause any kind of risk to themselves or others because of their emotional or social needs. Risk assessments will be carried out in any circumstances where the risks to pupils or staff are increased.

Risk assessments are carried out as

- a) General Risk Assessment - carried out by any member of staff in any circumstances where the risks to pupils or staff are increased.
- b) School Grounds and Playground Equipment Risk Assessment – carried out by the School Business Manager
- c) Maternity Risk Assessment – carried out by either the Headteacher or School Business Manager when a member of staff notifies the school that they are pregnant. RBC guidance as set out in **COP 018 New and Expectant Mothers at Work (October 2022)** will be followed when undertaking risk assessment for pregnant employees in the school.
- d) Curriculum Activities Risk Assessment – carried out by curriculum leaders with activities related to their subject.

Some children have their own individual risk assessments and behaviour plans. Staff who work around or with a child with their own risk assessment or plan must read them so that they are aware of the triggers and controls that the school has in place.

A Risk assessment pro forma is available from the School Business Manager. Further information is available from the following guides:

HSE A Guide to Risk Assessment Requirements

HSE Five Steps to Risk Assessment

Risk assessments and Risk assessment records www.reading.gov.uk/business/healthandsafety/adviceleaflets/

Risk Assessments shall be reviewed annually unless an incident causes a risk assessment to be reviewed sooner.

5. Off-site visits including school-led adventure activities

The school believes that children benefit a great deal from off site and adventurous activities and promotes the use of these as part of the curriculum. It also takes its duty of care very seriously and balances this with the need for children to have the opportunity to take risks in a secure a safe environment.

Risk assessments for off site visits should be done on line on the EVOLVE website. Please see the **Thameside Educational Visits Policy**.

See also DfE Health and Safety of Pupils on Educational Visits: A Good Practice Guide

www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits

There are many circumstances where children may be involved in travelling in vehicles (e.g. Sports events etc.). Legislation states that when children are travelling in a vehicle, they must wear a seat belt and booster cushion until they attain 135 cm in height, or their 12th birthday, (whichever comes first) and must use a restraint appropriate to their height and weight. Children over 135 cm in height, or aged 12 or more, must use a seat belt.

All teachers driving a mini bus must hold an appropriate license and have appropriate insurance.

Cross reference with Lone Worker Policy (this is on the admin network; please ask the office staff for a hard copy or for an electronic copy).

6. Selecting and controlling contractors

Repairs and Maintenance

In most cases, contractors for minor repairs and maintenance works in the school will be approved and appointed via the RBC Property Services contract via their helpdesk and given an A-number to track the progress of the works.

In the event the school has to source and appoint a different contractor, the School Business Manager will provide a specification of the work, source at least 3 comparative quotes and request Risk Assessments and Method Statements for the works before approving a contractor to start work.

All contractors must report to the office where they will be asked to sign the visitors' book and wear an identification badge. DBS checks will be carried out on arrival to determine whether the contractor will need to be escorted whilst on the school property. Contractors will be shown and given instruction on the school's fire procedures, asbestos register and procedures, access and any other relevant local procedures. The caretaker is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. Staff will be consulted about matters which affect their health, safety and welfare.

Major/ project Building/construction work on school grounds

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a construction phase plan is required for every construction project. For the purpose of any building or construction work, the school will adhere to the requirements as set out in the HSE regulations on CDM and following the LA's Corporate Codes of Practice – document No. CORP 002 Construction, Design and Maintenance (March 2019) and CORP 024: Contractors (March 2017).

<https://www.hse.gov.uk/pubns/indg411.pdf>

Unless urgent, major repairs and building work will be scheduled outside of school term when pupils and majority of staff are not on site. The School Business Manager will consult with RBC Property Services and Education Assets Unit will be notified of any scheduled building works prior to commencement and seek their involvement at an early planning stage.

A Client (the Council or the school) must make suitable arrangements for managing the project. Arrangements should include:

- Assembling the project team, appointing designers (or principal designer) and contractors (including principal contractor if needed) consulting with RBC Property Services and Education Assets Unit.
- Ensuring that the roles, functions and responsibilities of the project team are clear e.g. specification;
- Ensuring sufficient resources and time are allocated for each stage of the project from start to finish;
- Ensuring effective communication and co-operation between the project team;
- Taking reasonable step to ensure that principle designers and principle contractors fulfil their duties (such as by progress meetings or written updates);
- Ensuring that the health & safety performance of designers and controls is maintained;
- Ensuring that workers are provided with suitable welfare facilities during the project.
- The school 'the Client' will take ownership by providing a 'clients brief' of the above arrangements.
- Appointing the right individuals or companies to complete a project is fundamental to its success. If a client does not appoint a principal designer or principal contractor when one is required then the client must carry out their duties.
- A principal designer must be appointed as early as possible in the design process.
- A principal contractor should be appointed early enough in the pre-construction phase to help the client draw up a construction phase plan.
- Anyone responsible for appointing designers (including principal designers) or contractors (including principal contractors) must ensure that they have the necessary skills, knowledge and experience before they are appointed.
- The client has the main duty for providing pre-construction information and it must be provided as soon as possible to each designer (including the principal designer) and each contractor (including a principal contractor).
- The client must ensure that a construction phase plan that outlines health & safety arrangements, site rules and specific measures for any work that is high risk, is prepared before the work begins.
- The client must ensure that a principal designer prepares a health and safety file for projects that involve more than one contractor.

These arrangements will be primarily led by the School Business Manager. The head teacher will be updated and informed on the overall plan and schedule of works and updated as frequently as needed to maintain overall H&S responsibility for the school.

Notifying the Health and Safety Executive

A construction project is notifiable to the HSE when it is scheduled:

- To last longer than 30 working days and have more than 20 workers simultaneously working at any point on the project; or
- Exceeds 500 person days.

If a project that was not notifiable subsequently changes its scope to fit into the above criteria then the client must notify the HSE as soon as possible.

It should be noted that the requirements of CDM 2015 apply whether or not the project is notifiable to the HSE.

7. First-Aid and supporting pupils' medical needs

The school has a separate policy for Supporting pupils at School with Medical Conditions policy based largely on the guidance issued by the LA **Supporting Pupils at School with Medical Conditions** - Model Reading Borough Council Policy Document (September 2022).

Care plans for individual children are in place, kept in their confidential folders and in class SEND files. The Inclusion Manager draws up care plans with the parents, child (if appropriate) and medical professionals and will alert teaching and non-teaching staff to them. The Inclusion Manager will brief new teachers each September (or during the year if required).

Epipens are kept in a safe and secure place, within easy reach of the child, in the classroom areas. Each one is named and children with specific allergies are identified using photographs. The school admin officer regularly checks that epipens are up to date and reminds parents when these need to be renewed.

Inhalers are also kept in classrooms (in the child's drawer) although spacers, because of their size, may need to be stored separately.

Medications in classrooms are stored in Green bags which are accessible to the children who require them to administer self-help if required. Teachers ensure that green medical bags are removed from the classroom during a Fire drill.

All other medication is kept in the office in a locked medical cabinet or in the fridge in the main office.

The parents of all pupils who keep medication in school give their written consent via a medical form provided by office staff.

Whenever medication is given, we record: the dose, date and the name of the person who administers the medication (normally the office staff, or Inclusion Manager in the case of diabetic children).

If an accident does happen, resulting in an injury to a child, first aid will be given. Members of the support staff have a paediatric first aid certificate.

Green First aid kit/bags are to be worn on playground duty by the lunchtime controllers or in the medical room.

First aid supplies are kept on site and these only contain approved materials replenished by the office staff.

Incidents involving injury (of adults or pupils) are recorded on accident forms as supplied by the LA, and we inform parents. Should a child be seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files

Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Staff receive training annually on medical conditions which are relevant to their current cohort of pupils (e.g. epilepsy, anaphylactic shock, diabetes, muscular dystrophy). The school has sufficient levels of staff trained in emergency first aid at work and Paediatric First Aid. The School Business Manager maintains the list of First Aiders and organisation on first aid training.

See Thameside Medical Conditions Policy (Thameside website; for a hard copy please ask a member of the office staff)

The school will follow the guidance issued by the NHS <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> and the DfE Health protection in children and young people settings, including education <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> in relation to advice to parents on when children can attend school if they are unwell.

8. Maintaining the estate- planned preventative maintenance (PPM) or reactive maintenance

The school is required to maintain the school estate to make sure it is safe, warm and dry for all users.

Poor or irregular maintenance of school buildings can result in:

- adverse effects on the provision of education
- closure of your buildings
- invalidation of your insurance

- poor value for money
- unnecessary expenditure to rectify problems which could have been avoided
- shorter building life
- risks to the health, safety and welfare of your building users
- legal claims
- non-compliance with regulations

You can reduce these risks by having an effective maintenance regime.

Maintenance types

Maintenance of land and buildings is often categorised as either planned preventative maintenance (PPM) or reactive maintenance.

You should consider the balance between PPM and reactive maintenance. It is recognised good practice to allocate PPM and reactive maintenance budgets in the region of a 70:30 ratio (CIPFA).

Planned preventative maintenance (PPM)

PPM includes works or activities that are undertaken:

- before something fails
- to prevent or stop building condition or equipment breakdowns
- to fulfil a legal duty

Reactive maintenance

Reactive maintenance covers works or activities that are not planned or cyclical. They will be undertaken because of:

- unexpected failure of a component
- vandalism
- accidental damage

Urgent health and safety works are also considered reactive maintenance.

The school last had a condition survey undertaken in February 2020. The report was published in August 2020 and the school will write a planned preventative maintenance (PPM) plan to help prioritise the works that are required to keep the school operational. Reading Borough Council, working in partnership with Hampshire County Council, will be carrying out Mechanical and Electrical Condition Surveys in 2023 to update these data.

What is a condition survey?

Condition relates to the physical condition of buildings in the estate. This is determined by undertaking condition surveys.

Condition surveys are normally:

- non-intrusive surveys, carried out by suitably qualified professionals
- cover 5-year planning periods for the purpose of strategic estate management

Why you need a condition survey:

Condition surveys will help you to:

- identify what work is needed to maintain the estate
- consider how much works might cost
- prioritise work within available funds
- understand if the nature of the buildings change

This information will help you prepare a maintenance programme, which reflects potential future capital investment.

What's included

The condition survey should identify specific building condition issues, deficiencies and maintenance requirements, including, but not limited to:

- structural
- roofs
- building fabric
- windows and doors
- mechanical and electrical
- asbestos
- utilities
- sewage and drainage
- fire safety and security
- site layout

It should also provide an estimated cost for repair or replacement. The Health & Safety Governor will contribute to the preparation of the PPM 5 year plan and assist with presentation to the governing board for approval. It will be reviewed bi-annually by governors or as often as required if conditions change.

For full details visit: www.gov.uk/guidance/good-estate-management-for-schools

9. School Security

All staff and students must be able to work in a safe and secure environment. Whilst education establishments continue to be amongst the safest places, the school is aware of potential threats of, and impact arising from, security related issues, such as vandalism, arson, cyber-attack, a serious incident involving a weapon or terrorist attacks.

The school's security policy:

- reflects the balance between maintaining an open and welcoming environment for learners, parents and the wider community and protecting them from harm;
- creates a culture in which staff and students recognise and understand the need to be more vigilant about their own and the safety and security of others;
- demonstrate an understanding of the issues that could impact on the school and wider community

Plans and supporting procedures should:

- be based on a realistic assessment of the threats relevant to the school e.g. fire and lockdown/intruder procedures;
- demonstrate that there is a shared and common understanding about how to respond to identified threats e.g. fire and lockdown drills termly (the school has a Lockdown Policy saved on its common drive);
- be very clear about what is expected from the staff, students and the local community should an incident occur e.g. the school has clear written procedures on what to do in the event of fire or lockdown scenario and training is provided.
- draw on experience and expertise provided by the local authority, police and others, such as local neighbourhood forums.

In the caretaker's absence, the school business manager can ensure the security of the building. Alternatively, the out of hours security and key holding contractor (Provide SESS Ltd) can provide unlock and lock up facilities at additional charge.

Provide SESS Ltd (security & key holding company) is employed to respond to out of hours alarm calls and will contact named contacts (HT, SBM & Caretaker in the event of an emergency).

The school site is kept secure during the school day and during out of hours. The children's entrance (Harley Road) is locked at 8.40am and re-opened at 3.15pm. The Elliott's Way gate is locked and opened at the same time. The caretaker will lock the infant and the foundation stage gate on his way back into school. Visitors can only enter the school through the main reception, where they are met by the school office.

All adult visitors, who arrive in normal school hours, must sign in to the electronic visitors' sign in system in the reception area, and to wear identification badge at all times whilst on the school premises. When it is relevant to do so, DBS details will be checked for professionals who will be working with or alongside children. Visitors with DBS valid checks will wear a Thameside lanyard. Those without DBS will wear a red lanyard to alert staff around the site that they are not DBS checked and should not be areas of the school unsupervised with children. These visitors should be escorted at all times.

Staff should challenge adults to enter the teaching areas if they are not wearing a school visitor's badge.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they raise the alarm immediately by contacting the school office or School Business Manager.

10. Animals on site

Possible scenarios include:

- Dogs being brought to the school gate/door by parents/carers taking children to or meeting them from school.
- Disabled staff bringing a guide or assistance dog to work.
- Dogs being brought into school for planned educational purposes.
- Dogs being exercised by the public on school land.
- Dogs straying on to school land.

Please read our 'Dogs in School Policy' for more information:

<https://www.thamesideprimary.co.uk/attachments/download.asp?file=4422>

View of the RSPCA

We are mindful of the fact that the RSPCA is opposed to the use of animals in education if distress or suffering is or is likely to be caused to the animal. They believe that children and young people can be taught about animals without keeping pets in the classroom, and therefore strongly discourages the keeping of animals in schools. Their literature states that schools can be noisy and frightening places for some animals and it is very difficult to look after any animal's needs properly in a classroom environment. Before any animal is brought onsite, a risk assessment must take place.

11. Occupational health services and work-related stress

The school takes the welfare and wellbeing of staff very seriously. The rationale for this is that:

- a) A good work life balance is central to staff effectiveness and satisfaction, and pupil learning.
- b) Work life balance is about helping staff combine work with their personal interests and commitments.
- c) The governing body has a statutory responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees.

A healthy work life balance is necessary in order to:

- a) attract and retain high quality staff
- b) maintain the school's effectiveness by keeping staff absenteeism and turnover low.
- c) maintain a motivated workforce, with high morale.
- d) maintain team work, staff development and cooperation by effectively distributing leadership.

The school send out an annual wellbeing survey to all staff to gain feedback in to personal wellbeing at work. The results are shared with the Head teacher and the Deputy Head teacher to suggest general and specific improvement to work areas. The school also promotes the teacher support network and its support helpline Tel: 08000 562561 and the Employee Assistance Programme (EAP).

An occupational health referral will be suggested to a member of staff who is has significant time off work due to either a short- or long-term medical reason. The aim of Occupational health seeks to promote and maintain the health and well-being of

employees, with the goal being to ensure a positive relationship between an employee's work and health. This includes mental health. Employers have a duty of care towards all of its staff and must treat mental and physical health as equally important. This may include spotting signs of poor mental health and consider reasonable adjustments to help a member of staff maintain a better balance of time at work or allowing them more rest breaks. See: [Understanding the law - Supporting mental health at work - Acas](#)

The school will also take guidance from Occupational Health in respect of work-related stress and refer to the HSE – Stress at work website: www.hse.gov.uk/stress/ for more information to prevent and manage stress at work.

12. Violence to staff

The school takes action to prevent staff being at risk of violence. Staff work in teams and do not see angry parents alone. Parents must come in through the main office and request an interview and interviews will take place in the HT or DH office where they can be supervised.

Visitors to the school including parents are advised to always conduct themselves professionally and respectfully. The school as a visitor code of conduct it shares with our visitors on arrival. Verbal or physical abuse will not be tolerated and visitors will be asked to leave the premises or the police will be called.

See Violence at work information <https://www.hse.gov.uk/violence/>

13. Pupil Restraint

Some staff in the school have been trained to restrain pupils in ways which are safe for both the staff and the pupils themselves. These methods are known as Team Teach methods. The school does not yet have a restraint policy and so staff should keep the safety of all pupils in mind at all times and ask for help from senior staff if reasonable restraint is needed. No restraint will be applied in any case unless the child is at risk or danger of hurting themselves or another person. If a restraint is necessary it will be proportionate and time limited. All incidents including those where restraint has been given to a child will be fully recorded and dealt with in accordance with the school's safeguarding procedure. The named DSL in the school should be notified immediately and will lead with following procedures.

14. Fire safety, including testing of alarms and evacuation procedures

The school has a fire risk assessment in place.

The school has clear fire evacuation diagrams that are displayed throughout the school. These procedures are tested at least 3 times during the academic year and every time there is a practise, a report is made which records the time taken and any difficulties or delays. Procedures can then be adapted as necessary.

Fire call points are checked and recorded on a weekly basis and emergency lighting checked on a monthly basis and recorded by the caretaker in accordance with the guidance detailed within the Corporate Fire & Fire Prevention Code of Practice 012.

Maintenance Arrangements

- a. Fire alarms and extinguishers - contract with M&B Fire via RBC Property Services SLA
- b. Fixed wiring tests – contract with M&B electrical for 5-year periodic testing; records kept on site
- c. Portable electrical equipment – PAT testing annually; records kept on site (PATTICO)
- d. Water management – legionella – monthly testing overseen by SMS x2 yearly. An annual risk assessment is undertaken by SMS.
- e. PE equipment – annual inspection by Universal Services
- f. Play Equipment – annual inspection by RBC
- g. Gas appliances – annual service through RBC contract with BTU
- h. Boilers – annual service through RBC contract with BTU

- i. Air conditioning unit Year 6 – BTU
- j. Modular building – RBC contract with MRC
- k. Security (Intruder Alarm)- M&B
- l. Security Out of Hours/Key holding – Provide Services Limited
- m. Kitchen maintenance contract with RBC school meals service- SLA

Contractor servicing by RBC is done through careful liaison between the School Business Manager and the Caretaker.

15. Playground

The safety of pupils and staff on the playground is paramount.

The playground during break and lunchtimes should be supervised at all times. Rotas for playground duty at break time will be drawn up by phase leaders. Break times must end promptly when directed by the supervising adults and children will walk calmly back to class. Children should not be made to wait but should be dismissed to head back to class.

If staff on duty (teaching or support, including lunchtimes), spot a danger on the playground, then the bell should rung and the children must be brought in. This might be because of an intruder, a bomb or terrorist threat, a dog, etc. The Head teacher should be informed and the police or other responsible body called. Lockdown procedures would apply and the lockdown bell may be rung.

The teachers should open the doors immediately to let the children in, see them in, and then make sure that the doors are securely locked – so the children are kept safe inside.

- a) Identify the danger.
- b) Inform staff/ police.
- c) Bring children in.
- d) Make the building secure.

16. Control of hazardous substances (COSHH)

Chemicals such as cleaning materials should not be stored in the classrooms.

Chemicals are stored in the Lower Y6 (locked) cupboard, in the caretaker store next to the kitchen (locked) and new cleaner's store, access through new staffroom.

The SBM has a list of chemicals used in school and those used by the Cleaning contractor. COSHH risk assessments obtained from Reading Borough Council are held on site. If an accident occurs relating to the use of the chemical the COSHH RA must go to A&E so medical staff are aware of what chemical they are dealing with.

The contract cleaning company (Heart Cleaning Ltd) are responsible for providing and keeping an up to date COSHH folder on site detailing and providing risk assessments for all products use in school.

17. Aggressive behaviour of parents

Types of behaviour that are considered serious and unacceptable and will not be tolerated:

- shouting at members of the school staff, parents or children either in person or over the telephone;
- physically intimidating a member of staff, parent or child e.g. standing very close to her/him;
- the use of aggressive hand gestures;
- threatening behaviour;
- shaking or holding a fist towards another person;
- swearing;
- using abusive/ offensive language
- pushing;
- hitting, e.g. slapping, punching and kicking;

- spitting;
- racist, sexist, homophobic or transgender comments;
- being under the influence of drugs or alcohol;
- breaching the school's security procedures.

This is not an exhaustive list but seeks to provide illustrations of such behaviour. Unacceptable behaviour may result in the local authority and the police being informed of the incident and a ban to the parent may be imposed, restricting them from entering the school site for a set period of time. The school has a A4 code of conduct visible to visitors in the reception area that visitors are encouraged to read.

If a parent/carer or visitor behaves in an unacceptable way towards a member of the school community, the Headteacher or appropriate senior staff will seek to resolve the situation through discussion and mediation, and if the unacceptable behaviour continues, terminate the meeting and ask the visitor to leave the premises. If necessary, the school's complaints procedures should be followed. Where all procedures have been exhausted, and aggression or intimidation continue, or where there is an extreme act of violence, a parent or carer may be banned by the Headteacher or Chair of Governors from the school premises for a period of time, subject to review as defined in section 547 of the Education Act (1996).

In imposing a ban, the following steps will be taken:

1. The school may in the first instance warn the parent that they are minded to ban them and seek reassurance about future behaviour. If reassurance is not forthcoming, then the school will proceed as in 2 below including details of how long the ban will last. Depending on the severity of the offence, the school may impose an immediate ban as in 2 below.
2. The parent/carer will be informed, in writing, that she/he is banned from the premises, subject to review, and what will happen if the ban is breached, e.g. that police involvement or an injunction application may follow.
3. Where an assault has led to a ban, a statement indicating that the matter has been reported to the local authority and the police will be included.
4. Where appropriate, arrangements for pupils being delivered to, and collected from the school gate will be clarified.

In summary:

If a parent/carer/visitor is intimidating, threatening or aggressive towards any member of the school community any interaction will be terminated immediately and the person will be instructed to leave the premises. Further action may be taken by the school.

The local authority itself may take action where behaviour is unacceptable or there are serious breaches of our home-school code of conduct or health and safety legislation.

In implementing this policy, the school will, as appropriate, seek advice from the Local Education, to ensure fairness and consistency.

18. Manual Handling

All staff are advised that before undertaking any manual handling task, to assess their own capability to lift heavy objects. There is no requirement to do so. Pregnant staff are assessed against any heavy or awkward lifting.

A sack trolley is available or any other heavy objects should be risk assessed to determine the most suitable means of lifting the object.

Staff are trained in manual handling by the SBM. A tool box training presentation is available for all staff.

A risk assessment is place for regular manual handling tasks undertaken; including movement of stationary, raw materials etc have been listed to indicate what this involves. Training is also provided by the SBM who is a trainer for manual handling.

The practice for setting out PE equipment is displayed near the equipment and the practice for setting out/putting away dining chairs/tables is displayed in the hall.

Training on equipment for PE will be undertaken as part of induction on entry to school by either the PE leader or the school caretaker.

The caretaker will also train lunchtime support staff on the correct way for putting out the tables.

19. General Risk Assessment for Caretaker's duties and working at heights

The school has a risk assessment in place for all tasks and activities that the Caretaker is responsible for doing. This includes using machinery and manual tools.

Only the Caretaker is required to work at heights and may be asked by school staff to help put up displays in classrooms. Only staff who have working at heights training should climb a ladder whilst on the school site.

The Care taker will only climb heights when he has another person on site to assist. He should not climb a ladder when he is lone working.

20. Display Screen Equipment

Any member of staff who is a regular user of display screen equipment will be offered a DSE questionnaire/risk assessment. Staff requiring additional aids as directed by Occupational Health will be purchased as recommended.

21. Review and Consultation arrangements with employees

The governing body has a named governor with responsibility for premises/ health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The governors will carry out Health and Safety walkabouts termly and report findings to the Headteacher.

The Headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The Headteacher reports to governors annually on health and safety issues.

This policy will be reviewed at any time at the request of the governors, or at least once every two years.

22. Emergency Planning Contacts

The school have adopted the RBC Rainbow Contingency Plan. The school also purchases the Health and Safety SLA each year which assures the school via the annual FLASH audit inspection. In the event of a whole school evacuation staff and children will be taken to another safe school in the local area. A copy of this is in the Headteacher and School Business Manager's office.

The school have an emergency grab bag with key contact information, emergency and first aid equipment. All contact information is listed in the emergency grab bag. Pupil and staff electronic data and communications systems are accessible remotely from any location.

The school has a Disaster Recovery Plan (2023) which can be accessed remotely and acted upon in the event of a disaster. The school has also introduced a Cyber Security Plan to react quickly and efficient in the event of a cyber-attack on the school's ICT system.

23. Related Policies

Curriculum subject policies – health and safety issues in relation to each of the subjects is outlined.

Lettings policy

Lockdown Procedure

Dogs in School

Complaints Policy

Policy and Guidelines for Drug Education

Medical conditions policy

Offsite visits policy

Lone worker policy

Appendix



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Revision: 10
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READING BOROUGH COUNCIL

HEALTH AND SAFETY - CORPORATE CODE OF PRACTICE

ACCIDENT REPORTING



CONTENTS:

1 - INTRODUCTION

- 1.1-1.2 - Definitions
- 1.3 - Reasons for reporting
- 1.4 - Reporting

2 - TRAINING

- 2.1 - Staff
- 2.2-2.3 - Managers
- 2.4 - Investigations

3 - PROCEDURE

- 3.1 - Responsible person
- 3.2-3.4 - Accident/Incident Report
- 3.5-3.10 - RIDDOR reports
- 3.11 - Records

4 - ADDITIONAL INFORMATION

- Checklist
- ACCIDENT/INCIDENT FLOW CHART
- APPENDIX 1 Reportable Specified Injuries
- APPENDIX 2 Reportable Dangerous Occurrences
- APPENDIX 3 Reportable diseases
- APPENDIX 4 Minor non work-related accident form

1 INTRODUCTION

- 1.1 An "accident or incident" can be described as any situation that has resulted in an injury to a person. An injury will include any physical harm and mental anguish from a verbal attack.
- 1.2 A "dangerous occurrence" or "near miss" is any situation that has not resulted in an injury, but could have caused serious injuries, for example, a piece of equipment which collapses might not cause an injury simply because those in the vicinity got away in time.
- 1.3 Accidents, incidents, dangerous occurrences and near misses need to be recorded for a number of reasons:
- a) We have a legal obligation to report certain ones under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. (*See Appendices*)
 - b) Regular monitoring of accidents, incidents, dangerous occurrences and near misses will help to identify any trends or new hazards so that the necessary precautions can be put in place to prevent them from recurring.
 - c) Keeping accurate and well documented records also provides essential information to our insurance company; so that relevant information is readily available in the event of a claim being made against the Council.
- 1.4 In order to meet these requirements, all accidents, incidents, dangerous occurrences and near misses at work must be reported. There are different levels of recording and reporting, as follows:
- a) All accidents, incidents and dangerous occurrences and including near misses:
 - On Reading Borough Council 'Accident/Incident Report Form'.
 - [Accident reporting | Reading](#) (Internal Services)
 - www.reading.gov.uk/accidentreporting (Schools)
 - b) Accidents resulting in death, specified injury, certain dangerous occurrences and work related ill health (*see appendices for definitions*)
 - RBC Accident/Incident Online Report Form
 - Notification to the RBC Health and Safety Team
 - Notification to the Health and Safety Executive (HSE)
(NOTE: some accidents and occurrences are reportable to the HSE immediately by the quickest possible means - all staff must be aware of the requirements in this regard)
- 1.5 The following procedure considers the legal requirement to record injuries in an accident book, to investigate the cause of injury; and to report specified injuries, some diseases or conditions, dangerous occurrences and near misses.

2 - TRAINING

- 2.1 All Council staff have a part to play in the reporting of accidents whilst in the workplace.
- 2.2 All employees must be advised of the service areas Accident /Incident online reporting system and must be trained in the Council's accident/incident reporting procedures that are contained in this Code of Practice.
- 2.3 The line manager must be trained in how to fill in the online accident/incident reporting system and how to identify whether an accident is reportable under RIDDOR guidelines. The line manager must also be aware of the Council's procedure for reporting accidents, incidents or near misses.
- 2.4 All managers must be aware of which accidents or dangerous occurrences are reportable to the HSE, how to fill in the RIDDOR form (F2508) and who else to report the incident to (*see flow chart below*).
- 2.5 Managers who are required to carry out investigations into accidents etc must attend the Accident Investigation course.

3 - PROCEDURE

- 3.1 Each service area should appoint a "responsible person" who will report incidents/accidents. All staff should be aware of who this person is. This person needs to be familiar with the definitions found in the attached appendices
- 3.2 All accidents, incidents and dangerous occurrences and including near misses must be recorded on Reading Borough Councils Online 'Accident/Incident Report Form'. This includes any accident to staff, members of the public, contractors or visitors.
- 3.3 The accident should be reported to the appropriate "responsible person" who will make the decision of whether the accident is reportable to the HSE. This needs to be done immediately due to reporting times laid down by the HSE.
- 3.4 Once the accident has been reported and investigation has been carried out and the online form has been fully completed, Corporate Health & Safety will receive the investigation report via the online reporting system.
- 3.5 RIDDOR reports are only required when the accident has arisen "out of or in connection with" work.
- 3.6 RIDDOR forms can be forwarded to the HSE via the online system, unless the incident has resulted in a fatality or is a specified injury or accidents, when the HSE must be contacted immediately by telephone.

Internet: <http://www.hse.gov.uk/riddor/>

Or Tel: **0845 300 9923 (Fatalities or specified injuries only)**
Mon –Fri 08.30 -17:00
Outside these hours use online facility.

- 3.7 An accident or dangerous occurrence may need reporting immediately or within 15 days when condition or injury confirmed.
- 3.8 A written online report must be submitted to the HSE Incident Contact Centre, via the online report form, by the responsible person within 15 days of:
- Any of the incidents specified in Appendices below
 - You must report injuries to members of the public or people who are not at work if they are injured through a work-related accident and are taken from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents to the HSE where people are taken to hospital purely as a precaution when no injury is apparent
- 3.9 Written notification is also required in respect of an injury resulting in death of the employee within one year of the accident, irrespective of whether the original accident had been previously notified.
- 3.10 In addition to notification by the "quickest possible means", an online report must be submitted to the HSE, by the responsible person within 15 days in respect of:
- Any injury to an employee as a result of an accident that resulted in that person being unable to carry out their usual work for more than 7 consecutive days (excluding the day of the accident).
 - However records must still be kept for those accidents/incidents involving employees who are off for more than 3 days but less than 7 days (excluding the day of the accident /incident). Not as a RIDDOR but recording on the RBC online reporting system.
- 3.11 Acts of violence to an employee at work must also be reported.
- 3.12 In premises where there may be a significant number of minor non work-related accidents (e.g. children bumping into each other resulting in minor grazes or bumps), such as in schools, leisure centres or play schemes, the form shown in Appendix 4 should be used. These forms should be retained at the premises.
- 3.13 Records of accidents/incidents must be kept for a minimum of 3 years or in the case of a minor until they are 22 years of age.

4 - ADDITIONAL INFORMATION

Checklist

1. Are all employees aware of the need to promptly report all accidents and incidents at work?
2. Are all managers and supervisors aware of the action to be taken in the event of accidents and incidents involving employees and members of the public?
3. Has a "responsible person" (or persons) been identified within each section who will notify accidents and incidents to the enforcing authority within the permitted timescale?

4. Is there a procedure for obtaining information (e.g. name, address, telephone number etc.) from members of the public who may suffer accidents on the organisations premises or as a result of work activities?
5. Are there signs in public areas such as playgrounds, parks etc. indicating who should be contacted in the event of accidents, faults etc.
6. Is there a procedure for recording "violent" incidents, even where these do not result in physical injury?
7. Are records kept of all notifiable accidents, incidents etc.
8. Is there an accident book readily available in which employees can record injuries occurring at work?
9. Is there a procedure for the effective investigation of accidents, incidents and near misses, with the aim of establishing their causes to prevent a recurrence?
10. Are employees aware of the need to notify reportable diseases from which they may be suffering and picked up through a contact at work?

Reference Documentation:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Training Options:

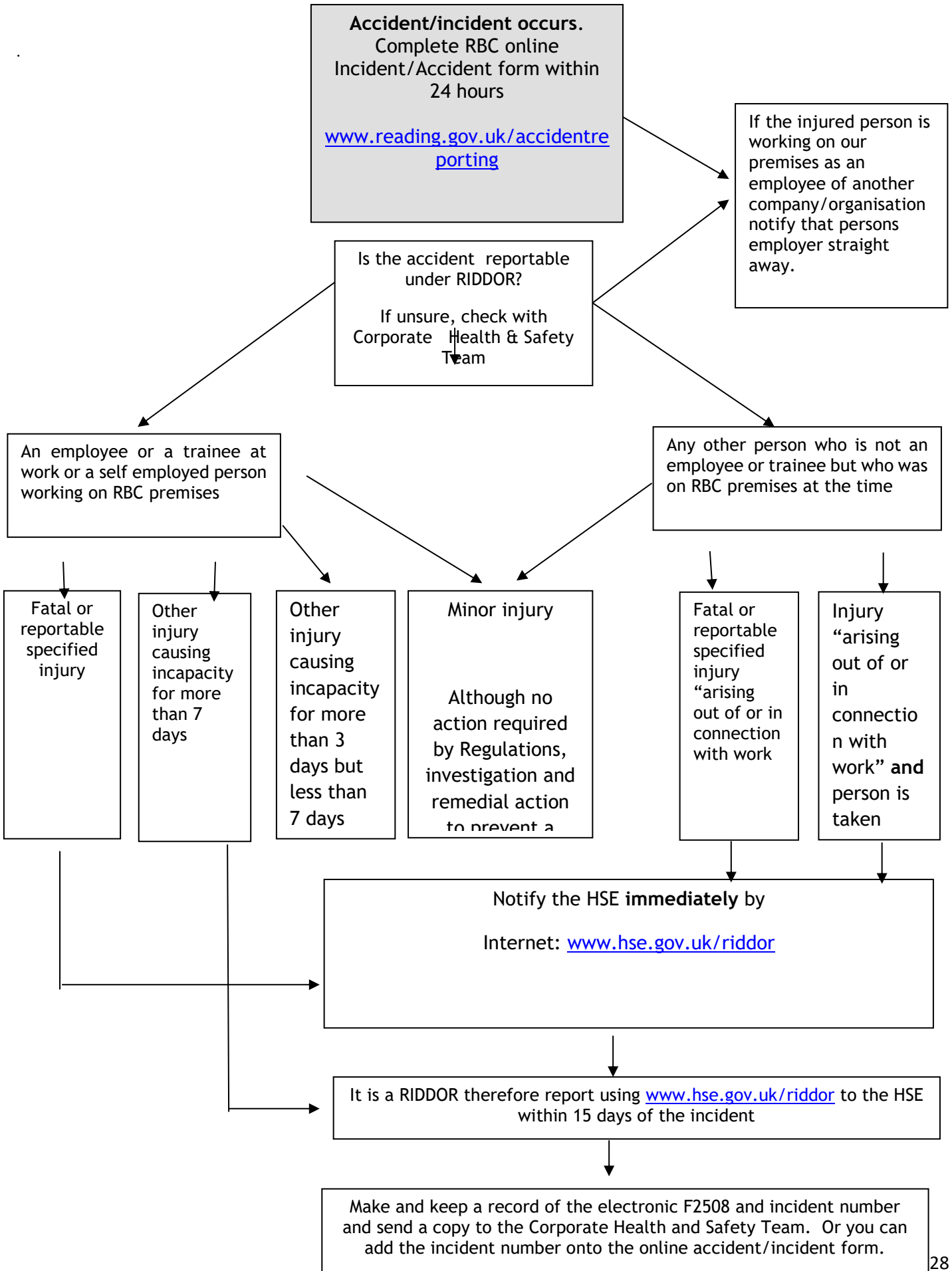
<https://intranet.reading.gov.uk/section/how-do-i/training-opportunities> (RBC Internal Staff)

Schools can search for information about H&S course dates here:

<http://www.readingeducationservices.co.uk/>

Applications to attend can be made via the RBC website: www.reading.gov.uk/trainingform

GUIDELINES FOR REPORTING AN ACCIDENT OR INCIDENT



APPENDIX 1

Reportable specified injuries are:

1. a fracture, other than to fingers, thumbs and toes;
2. amputation of an arm, hand, finger, thumb, leg, foot or toe;
3. permanent loss of sight or reduction of sight;
4. crush injuries leading to internal organ damage;
5. serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
6. scalping (separation of skin from the head) which require hospital treatment;
7. unconsciousness caused by head injury or asphyxia;
8. any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

APPENDIX 2

Reportable dangerous occurrences are:

- a) Collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- b) Explosion, collapse or bursting of any closed vessel or associated pipe work.
- c) Failure of any freight container in any of its load bearing parts.
- d) Plant or equipment coming into contact with overhead power lines.
- e) Electrical short circuit or overload causing fire or explosion.
- f) Any intentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- g) Collapse or partial collapse of a scaffold over 5 metres high, or erected near water where there could be a risk of drowning after a fall.
- h) Unintended collapse of: any building or structure under construction, alteration or demolition where over 5 tonnes of material falls; a wall or floor in a place of work; any false-work.
- i) Explosion or fire causing suspension of normal work for over 24 hours..
- j) Sudden, uncontrolled release in a building of: 100kg or more of flammable liquid; 10kg of flammable liquid above its boiling point; 10kg or more of flammable gas; or of 500kg of these substances if the release is in the open air.
- k) Accidental release of any substance which may damage health.

APPENDIX 3

Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These reportable occupational diseases include:

- a) carpal tunnel syndrome;
- b) severe cramp of the hand or forearm;
- c) occupational dermatitis;
- d) hand-arm vibration syndrome;
- e) occupational asthma;
- f) tendonitis or tenosynovitis of the hand or forearm;
- g) any occupational cancer;
- h) any disease attributed to an occupational exposure to a biological agent.



APPENDIX 4

VERY MINOR ACCIDENT/INCIDENT RECORD BOOK

ESTABLISHMENT.....

Page Number.....

Month.....

Name	Age	Date, time & place	Cause	Details of injury	Treatment Given	Signed

Issue	Date	Changed by	Updates
10	04/01/2021	S.Jolly	Section 1.4 added links to online accident/incident reporting