Knowledge-rich, skills-led learning for all
Christ at our heart
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Partnership of love, ambition, joy and peace

St Francis Catholic Primary School

Health and Safety Policy

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This is a core policy that forms part of the induction for all staff, governance committee members and other volunteers.

C. A. Stockmann

Signed:
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Date:

Signed:
Date: September 2026

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Section One: Policy

1. General Statement of Policy

It is the policy of Kent Catholic Schools' Partnership ('the Trust') to provide and maintain safe and healthy working conditions, equipment and systems for all employees, pupils, contractors and visitors within their schools, and to provide such information as they may need for this purpose. The Trust will provide employees with all suitable and sufficient training and supervision. We expect all employers of contract staff to have provided suitable and sufficient health and safety training and supervision. We also accept our full responsibility for the health and safety of other people who may be affected by our work activities.

The Trust recognises the challenging nature of striving to create and maintain a health and safety culture within the Trust and is committed to a policy of continual improvement in all aspects of its operations, particularly with regard to health and safety.

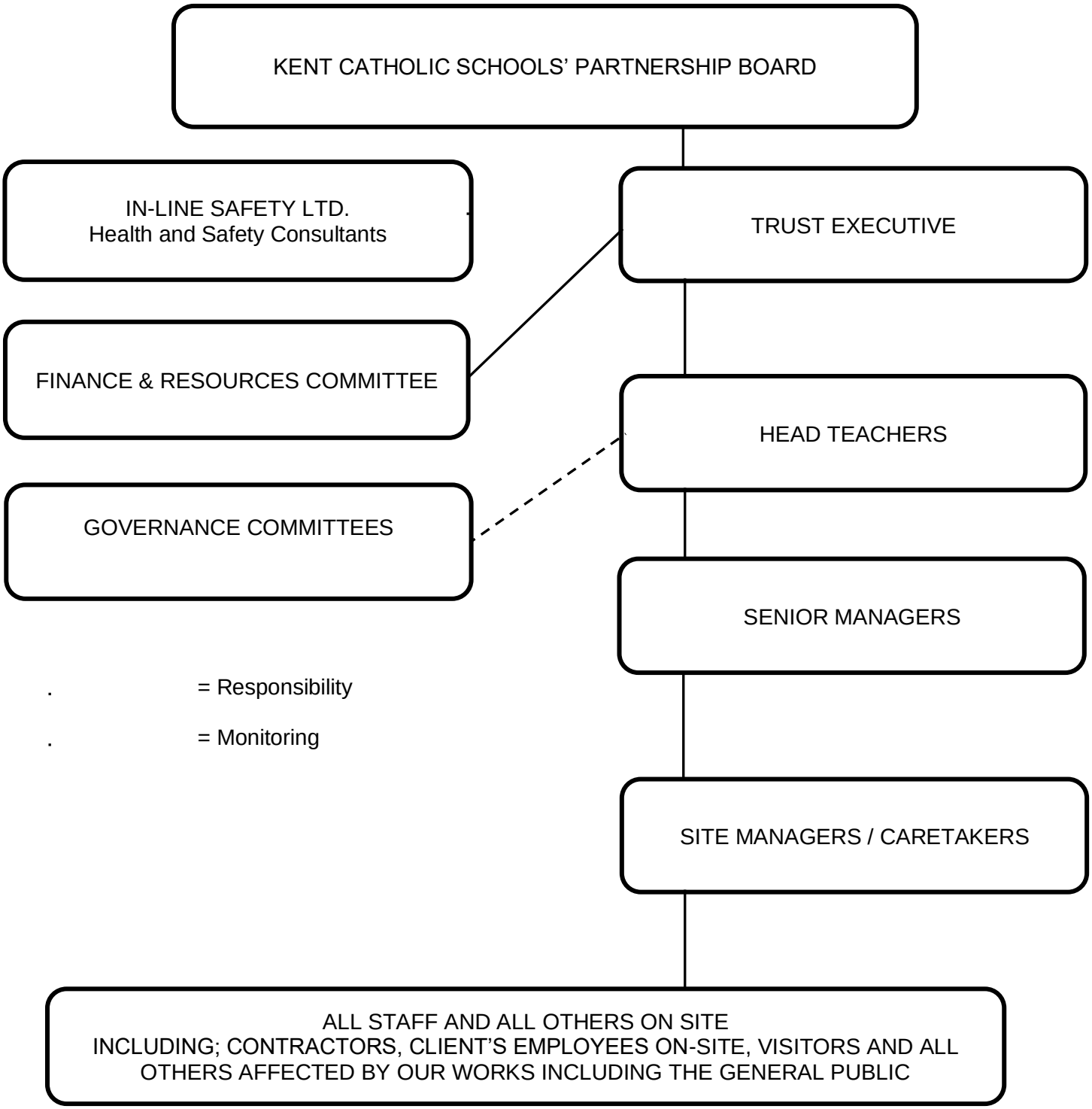
This policy is based on advice from the Department for Education on health and safety in schools and guidance from the Health and Safety Executive (HSE) on incident reporting in schools.

The allocation of duties for health and safety matters and the particular arrangements which we will make to implement the policy are set out below, and may change on a site by site basis, however, it is always the duty of the Trust to ensure compliance with all current legislation, codes of practice and guidelines, and especially with the **Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1992 and 1999,** the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**, the **Regulatory Reform (Fire Safety) Order 2005,** the **Control of Asbestos Regulations 2012** and the **Construction (Design and Management) Regulations 2015.**

The policy will be kept up to date, particularly as and when new legislation is introduced. To ensure this, the policy and the way in which it is operated will be annually, or when there are operational or other considerations demonstrating the need for immediate review.

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) when responding to infection control issues.

2 Health and Safety Ladder of Responsibility



The above flow-chart is typical, but does not preclude the permissibility of any concerned party contacting the Trust Director of Finance & HR, or any other Senior Officer of the Trust, on a direct basis, with any concerns regarding Health and Safety issues, during the course of the Trust's activities.

3 Introduction

The Trust has overall responsibility for the health, safety and welfare of all employees, pupils, contractors and visitors in the schools. The Trust will support its schools in putting in place clear policies that focus on the key hazards and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil the Trust's monitoring role and to initiate and review health and safety policies and procedures, each school will have its own Health & Safety Staff Steering Group to monitor and review health and safety matters within each school and report to the Finance & Resources Committee.

Although overall accountability for health and safety lies with the Trust Board, each Headteacher is responsible for the day-to-day health and safety of employees, pupils, contractors and visitors in their school. The Headteacher will then delegate some functions to other staff, in particular the Business Managers/ Site Managers/Supervisors/Caretakers etc.

The schools' Governance Committees will play an important role in supporting and promoting good health and safety management. A Link Committee Member will be responsible for monitoring, supporting and challenging health and safety management and reporting this to the Governance Committee. It is the responsibility of Governance Committee's to ensure that any issues of concern are reported in the Summary Slide to the Board following each Governance Committee meeting and that significant or urgent issues are reported immediately to the Director of Finance & HR.

4 Organisation and Responsibilities

4.1 All Staff

Trust staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Inform a member of staff and the Trust Executive of any situation, which may affect their safety or that of another pupil.
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken (Appendix 3 contains a template form for reporting)
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

4.2 Trust Board

The Trust Board will ensure that:

- There is strong and active leadership from the Directors.
- They provide encouragement and full support for the creation and maintenance of a positive health and safety culture throughout the Trust, through their actions, example and deeds.
- They will establish an effective communication system and management structure.
- Business decisions are integrated with good health and safety management processes.
- Through robust assessment they will monitor and manage health and safety risks and monitor and review health and safety performance across all the Trust schools.
- They regularly review the Health and Safety Policy.

4.3 Trust Executive

The Trust Executive has oversight of all the schools and will ensure that;

- All schools are compliant with all current legislative requirements.
- The funds that schools have received from the Trust Board for work on the schools is properly allocated.
- Large projects of remedial works the schools wish to undertake are managed and administrated by them in a suitable manner regarding all health and safety issues involved including all Construction, Design and Management (CDM) compliance issues.
- Principal Contractors and Principal Designers are appointed in writing for all projects they are undertaking under the Construction (Design and Management) Regulations 2015, and that they have the necessary skills, experience, training and knowledge to undertake their tasks in full compliance with all current legislation.
- Where required notifications of projects to the Health & Safety Executive (HSE) is completed by using the HSE's form F10.
- Statutory testing is suitably arranged, managed and monitored by themselves.
- Health and safety checks are arranged for at school level (weekly / monthly checks on equipment etc.) and their results monitored.
- Appointment of a competent health and safety advisor is arranged for as per the requirements of the Section 7 of the Management of Health and Safety at Work Regulations.
- Accident and Near-Miss statistics are reported to the authorities and to themselves as required by law, and as required by the organisation for its own internal record keeping.
- The Headteachers are updated on health and safety legislation including best practice and guidance etc. that are relevant to them being able to carry out their duties properly.

4.4 Governance Committee

The Governance Committee will monitor that:

- Buildings and work activities and appropriate control measures required are implemented.
- Sufficient funding is allocated for health and safety e.g. in respect of training, protective equipment, and any remedial work/service and maintenance of buildings, by requesting funds from the Trust Board.
- Regular safety inspections are undertaken, this will include inspections arranged by the Trust Executive.
- Inspection reports from whatever legitimate source are properly considered and acted upon as felt appropriate.
- Health and Safety is to be a regular item on the agenda of the Governance Committee.
- The annual Health and Safety report (attached at appendix 1) for each school has been received from the Headteacher, and that they have passed this on to the Finance & Resources Committee with comments on actions taken or to be taken.
- Smaller projects (managed by the school directly rather than the Trust Executive), of remedial works the schools wish to undertake are managed and administrated by the appropriate member of staff at the school in a suitable manner regarding all health and safety issues involved including all CDM compliance issues and regular updates provided to the Governance Committee.
- Principal Contractors and Principal Designers are appointed in writing for all projects they are administrating under the Construction (Design and Management) Regulations 2015, and that Principal Contractors and Principal Designers are competent to undertake their tasks.

The Governance Committee will also appoint a Health & Safety Lead member. A role descriptor can be found in the Governance Handbook on the Trust website:
https://www.kcsp.org.uk/governance-1/

4.5 Headteacher

The Headteacher will ensure that:

- As the health and safety manager for their school or schools they have the skills, knowledge, experience and training to carry out their duties completely and effectively as required.
- They seek competent health and safety advice from the Trust Executive or external sources when they feel the requirement for it.
- Any Accidents/Incidents/Near Misses are reported as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and will also report these to the Trust Executive.
- Any non-RIDDOR accidents and incidents as defined below in this Policy are reported as required to the Trust Executive (see appendix 2).
- An accident/incident/near miss investigation is completed as and where appropriate and implement this, and that this report includes recorded actions required to eliminate/reduce the risks to the health and safety of people and property in the future (see appendix 3 for serious incident/near miss report form).
- Measures that are in place for fire safety within the school are maintained in good order, including the arrangement of periodic fire drills and special arrangements for dealing with false alarms at exam times.
- Suitable and sufficient risk assessments of work activities are undertaken for activities that they are administrating and/or managing, and that a written record of the assessments is kept and that the assessments are reviewed at least annually or upon change of circumstances.
- For high-risk activities, that safe systems of work are identified via suitable and sufficient risk assessment.
- Adequate and appropriate first-aid provision is available as needed.
- Information and advice on health and safety is acted upon and circulated to staff and governors as required.
- Regular health and safety walks are carried out by the Governance Committee.
- The annual health and safety report for each school is submitted by that school's Headteacher to the Governance Committee and Finance & Resources Committee with comments on actions taken or to be taken (appendix 1).
- There is co-operation with the Trust Executive in meeting its legal requirements in respect of monitoring of health and safety practices and procedures.
- Their staff have the necessary skills, knowledge, experience and training to undertake the tasks required of them and have been provided with appropriate training by suitable qualified persons or organisations.
- Staff are provided with equipment and other resources to enable their work to be undertaken safely.
- New staff are suitably and sufficiently inducted in organisational health and safety issues and policy as well as all site-specific issues.
- Contractors and Designers they appoint directly have the necessary skills, knowledge, experience and training to carry out their tasks properly and in compliance with all current legislation.
- Those who receive delegated responsibilities have the necessary authority, skills, knowledge, experience and training to undertake their responsibilities, and that these responsibilities are clearly defined, and that they are provided with suitable and sufficient equipment, time or other resources in order to ensure they can fulfil such duties.
- There is co-operation, with, and provision of necessary facilities for trade union health and safety representatives.
- Appropriate tasks are delegated to the school's Site Manager (where applicable) / Supervisor and other premises staff.
- The names of members of staff who are Health and Safety Representatives for the recognised Trade Unions are communicated annually to staff within each school and to the Trust Executive.
- Pupils at each Trust school are taught to follow safe practices and observe safety rules including to follow instructions issued by a member of staff in case of emergency, and that

they do not intentionally interfere with safety equipment, e.g., fire extinguishers and fire alarms.
- Pupils are being encouraged to ask questions and get involved in health and safety issues.

The above list is non-exhaustive and not in order of importance.

4.6 Senior Managers

Senior managers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management or actions.

4.7 Business Manager (or the person delegated this responsibility by the Headteacher e.g. Site Manager)

The Business Manager (or the person delegated this responsibility by the Headteacher) will ensure that so far as reasonably practicable and so far as their authority and/or resources extend, that:

- Safe means of access and egress are maintained or are reported where hazards have been identified.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are maintained.
- Regular testing and maintenance of electrical equipment including portable equipment takes place.
- Adequate systems are in place for the management of asbestos (where relevant) and for fire safety and the control of legionella.
- All premises-related accidents/incidents/near misses are recorded and investigated (please see Appendix 2 and 3 for accident and near miss/serious incident report forms).
- Regular inspections of the premises take place. With safety representatives invited to take part and records kept.
- A copy of the current version Health and Safety Law poster is displayed in an easily accessible location, for example in the staff room.

4.8 Joint Consultative Committee

The Joint Consultative Committee (JCC) is made up of representatives from the recognised Trade Unions and is intended to promote and assist in the establishment of good practice in matters of health and safety. The JCC meets three times per year as a minimum and will consider matters including: feedback from Health & Safety Representatives (see Section 3 below) and HR Staff Steering Groups; annual health & safety report to the Trust Board.

4.9 Pupils and parents

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

4.10 Contractors

Contractors will agree health and safety practices with the Trust Executive or Headteacher (depending on the size of the project) before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

5. Organisation and Responsibilities Arrangements

5.1 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations, a recognised independent Trade Union has the right to appoint safety representatives. Recognised trade unions will inform the Headteacher in writing when a Health and Safety Representative has been appointed and, where this is the case, the Headteacher will consult with that Representative on health and safety matters.

Trade Union Health and Safety Representatives are entitled to raise any issue of health and safety as it effects employees. The Headteacher will consult in good faith and good time with Health and Safety Representatives on any measures which may affect the employees represented by the Health and Safety Representative. The Headteacher will ensure that paid time off is provided for the inspections that the Health and Safety Representative is entitled to undertake as well as for training necessary to enable the Health and Safety Representative to carry out their functions effectively. The names of members of staff who are Health and Safety Representatives for the recognised Trade Unions will be communicated annually to staff within each school by the Headteacher.

5.2 Health and Safety Staff Steering Group

The Headteacher for each school will establish a H&S Staff Steering Group which will meet, as a minimum, three times per year and will provide feedback to the Governance Committee. The H&S Staff Steering Group is essential to enable management and staff (including Trade Union Representatives where these are in place) to work together to ensure not only compliance with the law, but to develop a positive health and safety culture within the workplace. The Trust recognises that when employees are proactively engaged in health and safety, workplaces have lower accident rates. Appendix 4 sets out a suggested annotated agenda for Steering Group meetings.

Wherever possible and practical each school's H&S Staff Steering Group should consist of a number of management and employee representatives, with the number of management representatives not exceeding the number of employee representatives.

Management participants should include people with senior management responsibilities for health and safety such as:

- The Headteacher (or their representative) and other representatives with the necessary knowledge, expertise and management authority to play a full role.
- The Governance Committee member identified with responsibilities for health and safety only.
- The school workforce contingent should include the health and safety representatives from each Trade Union, or an agreed representation by the Trade Unions (where available).

The employee representatives will include the accredited Safety Representatives from the teaching and support staff Trade Unions where one is in place. Membership of the steering group is regarded as part of an individual's normal work.

School H&S Staff Steering Groups shall include the following functions:

- Promoting co-operation between management and employees on matters of health, safety and welfare at work.
- Studying accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts and practices can be identified, and consideration given to the formulation of policies and guidance to eliminate, reduce or mitigate the hazard and/or reduce the risk.
- Assisting in the development of safety guidance and safe systems of work.
- Monitoring the effective implementation of Trust wide health and safety policies and procedures.
- Monitoring the effectiveness of the health and safety content of employee training.

- Developing procedures and arrangements that will safeguard the health and safety of persons other than employees such as pupils, visitors, and contractors.
- Participating in periodical joint inspections.
- Monitoring action taken following trade union and management site inspections

5.3 Reporting of Accidents under legal requirements, RIDDOR etc.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires employers and others in control of premises to report specified accidents, diseases and dangerous occurrences arising out of, or in connection with work, to the Health and Safety Executive (HSE) using their on-line reporting form.

The Headteacher will ensure that a record is kept of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Headteacher will ensure that these are reported to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences
These include:

- Death
- Specified injuries, which are:
- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will ensure that these are reported to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or

dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:
How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

There may be other reporting requirements placed on schools by other regulators in the education sector e.g., Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR and must also be duly considered.

Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school’s care, and any incident of food poisoning affecting 2 or more pupils while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

5.4 Accidents and incidents that must always be reported to the Trust Executive

The Trust is required by its insurers and by common good practice to collect information on all accidents, injuries, diseases, near misses and dangerous occurrences and keep records of these. Therefore, further to the legal requirements above, the following must be reported to the Trust Executive using the proper form as provided by them, where as a result of an accident a pupil or a member of staff suffers;

- A serious cut requiring stitches / butterfly stitches / glue
- Slips trips and falls causing a seriously distressing injury (by Headteachers’ definition)
- Any bone fractures
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent blinding or reduction in sight in one or both eyes
- Any crush injury
- Any burn injury
- Any loss of consciousness
- Fatalities
- Electrocution
- Food poisoning
- Anaphylactic episodes
- Contagious diseases

There are two separate reporting systems in use, one for staff and one for pupils. This is for collation of statistics for separate analysis, to spot trends across the whole organisation for each party, and to help reduce future occurrences by targeting trends identified for improvement.

5.5 Reporting accidents etc. and data protection

The Data Protection Act 2018 (‘The Act’) and the EU General Data Protection Regulation (GDPR) requires that employee’s and others personal information collected must be kept secure and

otherwise than where required by law, any such information will be kept confidential at all times as per the requirements of that Act.

Therefore, where a record form is completed for accidents/injuries/diseases/near misses and dangerous occurrences etc, it must have the section identifying the persons personal details secured and kept confidential other than to those requiring it by law.

For clarification on personal records or medical information and how this should be retained, refer to the Trust Data Protection Policy and Records Management Policy.

5.6 Fire Safety

Under the Regulatory Reform (Fire Safety) Order 2005 the "Responsible Person" for fire safety is the Employer (in this case, 'the Trust'). However, the Responsible Person is ALSO anyone who has to any extent, control of the premises (to the extent that that control extends). Therefore, the Headteacher, teaching staff, site management, maintenance personnel and contractors can also be considered Responsible Persons through their own acts or omissions on site, and must act in a suitably responsible manner so as to maintain and improve, and never to denigrate conditions, systems and features provided to promote fire safety within the schools.

The Trust's policy is for each school within the Trust to carry out fire drills at least three times a year, usually one per term.

All teaching staff have the responsibility for the safe evacuation of children in their charge and must ensure that pupils and students line up quickly and safely and walk out of the buildings quietly, evacuating by the nearest safe emergency exit route, and not necessarily by the route they entered in by.

Teaching staff must make themselves aware of any child in their class that has a disability and may experience difficulties in evacuating the buildings by the designated escape routes, e.g. where there is a difference in floor level with stairs or ramps. A Personal Emergency Evacuation Plan must be completed and kept readily to hand for such eventualities.

Under no circumstances are lifts to be used for evacuation purposes in the event of a fire. Unless, the lift is clearly identified as an emergency evacuation lift, and this may then only be used for disabled people.

All staff are required to take mandatory fire awareness and emergency procedures training and must follow evacuation procedures immediately upon hearing the fire alarm without delay or excuse, no matter their seniority in the school or the Trust. Under no circumstances is anyone to re-enter any building unless the Emergency Services give the all clear.

In the event of an alarm, Fire Marshals and the Senior Fire Marshal will immediately become the figures of highest authority within the school, and their safety instructions must be heeded by all present, no matter their otherwise seniority in the school or the Trust. The Trust considers as a matter of policy that the more senior the management present, the more important it is for these persons to lead by example.

In the event of an alarm during exam times special arrangements must be put in place to avoid the extreme and serious disruption a false alarm would create. Such arrangements may include negating the requirement for immediate evacuation from the exam room unless a real threat is clearly apparent and allowing a suitable length of time for the alarm to be investigated before evacuating.

An area outside the school buildings must be designated as an assembly point. It must be clearly marked and easily identifiable by anyone who may be on the school's premises. It must be far enough away from the school buildings to give protection from the heat and smoke given off by a fire. It must be in a position that does not put any people at risk by

emergency vehicles responding to the incident and it must have safe and adequate means for further evacuation away from the premises if required.

Once outside and at the Fire Assembly Point, staff members must take a register to check that all children and staff members are accounted for.
If there are any staff or children missing this must be reported immediately to the Fire Service, details to be provided should include:

- Name of the missing person(s)
- Place and time last seen and by whom
- Any other information e.g., medical condition, or behavioural issues.

Staff members in charge of the class are then to supervise the class and await further instructions from the Fire and Rescue Service.

To ensure compliance with fire regulations and best fire safety strategies and conditions, regular fire risk assessments are arranged by the Trust Executive. The Headteacher must ensure that regular fire safety checks are carried out. These tasks will be monitored by the Trust Executive.

These checks include:

- Fire alarm warning systems – recommended weekly unless the Headteacher deems otherwise for good reasons and keeps a written record of these in the school's fire risk assessment. An annual "smoke-pot" test of each detector head is also to be completed. Records to be kept for all the above.
- Escape routes and doors clear – ongoing daily by all, with a written check on a weekly basis.
- Fire escape doors fully functional – monthly and records kept.
- Escape and emergency lighting – monthly testing and an annual complete "drain-down" of the batteries by contractors and records kept.
- Fire extinguishers servicing – annually by contractors, condition and presence monitored monthly by site staff and records kept.

5.7 Buildings Safety Management (BSM)

The 'Responsible Person' for Building Safety Management is the Headteacher, who may delegate these tasks, but will retain an absolute duty to provide and maintain a working environment that is so far as reasonably practicable, safe and without risk to health, to all employees, pupils, visitors and users including contractors.

Under no circumstances must plans for construction, building work, refurbishment or demolition on school premises begin without approval at the earliest opportunity of the Trust Executive.

5.8 Contractors on Site

Contractors on site employing sub-contractors to assist them must first advise that they are doing so to the person who appointed them their tasks on site. Contractors must not undertake any task that they do not have the necessary skills, knowledge, experience or training to complete properly, healthily and safely. The Headteacher must ensure that the necessary safeguarding checks and procedures for contractors and sub-contractors are carried out as stated in the Child Protection & Safeguarding Policy.

5.9 Electrical Safety

Electrical mains wiring and equipment is to be thoroughly inspected and tested by qualified electricians on a ten-year from new, and every five-years after that, schedule, administered and monitored by the Trust Executive. PAT testing is to be completed annually, also scheduled, administered and monitored by the Trust Executive.

Staff are not allowed to bring their own electrical equipment into the workplace without prior written authorisation from the Headteacher, and at which time it will also require regular PAT testing.

5.10 Gas Safety

Gas mains, plant and equipment is to be thoroughly inspected and tested on an annual basis by a qualified gas engineer, and will be scheduled, administered and monitored by the Trust Executive.

5.11 Food and Drink Safety

All food and drink brought onto site is to be handled, stored, prepared and distributed in accordance with all current regulatory requirements, guidance and best practices. All staff have an absolute duty to report to the Headteacher any findings where these standards are not being met or are under threat.

5.12 Allergies

In order to minimize the risk of any pupil suffering a severe allergic reaction whilst at school or whilst attending any school-related activity, every school has an allergy management policy in place which can be found on each school's website. Staff with allergies should declare this to their line manager to ensure that a risk assessment can be put in place.

5.13 Risk Assessments

Suitable and sufficient risk assessments are required to identify foreseeable significant risks to health and safety as outlined in the Trust's Risk Assessment policy, and these must include measures that are to be taken to remove or reduce the risks identified, for all activities being managed or administered by the individual school. The risk assessments must be recorded in writing, made available to all who would benefit from them, and be overseen by the Headteacher.

5.14 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out through Me Learning, the Trust's online learning resource for H&S training. 'Significant' is taken to be continuous/near continuous spells of an hour or more.

Staff identified as DSE users are entitled to an eyesight for DSE use, and at regular intervals thereafter, by a qualified optician. Details of what staff can claim back in expenses and how to make a claim can be found in the Trust's Staff Expenses Policy.

5.15 Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

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

Coughing and sneezing

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

- Spitting is discouraged

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

Cleaning of the environment
Clean the environment, including equipment, frequently and thoroughly

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

Laundry
- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

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

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

Infectious disease management
We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices
We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned.

Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

Pupils vulnerable to infection

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

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

Preventing and controlling infections in EYFS

In addition to general cleaning guidance, we will:

- Ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned
- Store toys in a clean container
- Not let children take toys into toilet areas
- Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place.

Where nappies are used:

- Have a designated changing area away from the play facilities, and any area where food or drink is prepared or consumed
- Staff take the appropriate measures to wash and dry their hands after every nappy change
- Wrap soiled nappies in a plastic bag before disposing in the general waste
- Clean the children with a disposable wipe, and do not share nappy creams and lotions amongst the children
- Clean the changing mats with soapy water or a detergent wipe after each use and at the end of the day

Where potties are used:

- Have a designated sink for cleaning these (which is not a hand wash basin) and wash them in hot soapy water and dry
- Wear disposable gloves to flush contents down the toilet
- Store potties upside and not inside each other

Wash hands using soap and warm water and dry after removing disposable gloves.

5.16 Minibus Driving

Minibus driver training will be provided to any member of the teaching or support staff if they provide minibus transport for school trips and visits. No person without such training or suitable driving licence, or who does not feel they have the necessary skills, knowledge, experience or

training to drive a minibus, will drive a minibus at any time. The driver of a minibus is responsible for carrying out the basic roadworthy inspections of the minibus before and after each journey. The basic checks are; all lights, brake lights, horn, indicators, tyres, windscreen wipers and seatbelts, and on first movement of the minibus; steering, brakes and overall suitability (no strange noises or vibrations).

5.17 Driving vehicles in general

The Trust is committed to reducing the risks staff face and create when driving for work. We ask all our staff to play their part towards increasing safety, whether they use a company vehicle, their own one or a hired vehicle. Staff are reminded that they must ensure they take measures to avoid sleepiness. No driver is required to drive continually for more than 2 hours without at least a 15-minute break and drivers must be alert at all times to the early signs of fatigue. If tired, drivers must pull over and rest. Long trips must be planned to comply with these requirements and staff are encouraged to plan overnight stops to aid their compliance.

Anyone using their own vehicle for work is responsible for ensuring that the vehicle is legally compliant (current MOT, tax and insurance for the purpose it is being used for), roadworthy and in clean and sound condition. All persons using their own vehicles for work should remember that they are obliged to abide by the law and they alone will be responsible for any breaches of the law in connection with the driving of the vehicle.

Staff drivers must never drive faster than conditions safely allow and must obey posted speed limits at all times. Exceeding the speed limit is against the law. Persistent failure to comply with the law will be regarded as a serious matter, and gross speeding while driving for work will be regarded as a serious disciplinary matter. Staff who gain penalty points on their license may be required to take further driver training by the Trust. Minibus driving permission may be withdrawn from staff who attain 6 or more penalty points. Permission is automatically withdrawn from any staff who are disqualified from driving.

The Trust will co-operate with police enquiries resulting from an alleged speeding offence or incident and supply details of the employee or driver to whom the vehicle is allocated.

Staff must present their license and any other documents required for inspection upon request. They must plan journeys so that they can be completed at safe speeds and without exceeding the speed limit. They must also report safety problems, near-misses, crashes, incidents, penalty notices, summons and convictions to their line managers as soon as these occur. Other drivers who are not Trust employees are not allowed to drive Trust vehicles at any time.

Staff should only carry children in their own vehicle in emergency circumstances when all other options have been exhausted, and only where two members of staff are present.

5.18 Vehicle Movements on School Premises

Vehicle movements on site are not allowed during arrival, leaving and break times during term times, or at any time where large numbers of pupils are present unless a clear risk assessment with mitigations is in place. The maximum segregation of vehicles and persons is to be encouraged and achieved so far as is reasonably practical at every opportunity.

5.19 First Aid

The First-Aid Regulations require employers to provide ‘adequate and appropriate’ provision to ensure their employees receive immediate attention if they are injured or taken ill at work. These regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, this is strongly recommended by the HSE, and it is the Trust’s policy that suitable provision is made for them. All schools have their own first aid policies which can be found on each school’s website.

5.20 Legionella control

Arrangements for suitable Legionella risk assessments and control measures are to be undertaken and monitored by the Trust Executive and the results made known to the schools.

5.21 Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found on the school site.

5.22 Manual Handling

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

The Headteacher will ensure that a risk assessment is undertaken to identify the nature of manual handling in the school, and that those who may be involved in manual handling activities are required to read it. The Headteacher will ensure that proper mechanical aids and lifting equipment are available in school where required, and that staff are trained in how to use them safely.

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

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

5.23 Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Working in a single occupancy office
- Remote working, and/or remote learning

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

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

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

5.24 Working at height

Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you:

- work above ground/floor level
- could fall from an edge, through an opening or fragile surface or
- could fall from ground level into an opening in a floor or a hole in the ground

Work at height does **not** include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.

All work must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The site team retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons.

5.25 Control of Substances Hazardous to Health (COSHH)

All reasonably practical steps will be taken to substitute harmful substances for safer alternatives, and to ensure that employees, pupils, and visitors are not exposed to substances hazardous to health, unless this is unavoidable by the very nature of what is being taught in a classroom. In those instances, pupils are not allowed to enter or remain in a classroom unless accompanied by a teacher and will be provided with suitable Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE), as assessed as a requirement by their teacher.

5.26 Staff Training for the Administration of Medicines to Pupils

Where situations are encountered whereby staff may need to administer, or assist in the administering of medicines to pupils, only staff with suitable skills, knowledge, experience and training are allowed to do so, and then only with the prior written permission of the child's parent or legal guardian. For further information please refer to the Trust's Supporting Pupils with Medical Conditions policy and the school's allergy management policy regarding the use of Adrenaline Auto-Injectors following a severe allergic reaction.

5.27 Drink and Drugs

No member of staff shall be permitted to work and should not drive for work if under the influence of drink or drugs (including medication if that medication will affect the performance of the individual to such an extent that they are a risk to themselves or others). Anyone discovered to be under such influence will be subject to disciplinary action and may be dismissed without notice. In the case of staff using illegal drugs during working hours or driving for work while intoxicated or under the influence of drugs, that person will be reported to the Police for further action. The Trust reserves the right to request drug tests on employees on a random basis and without giving prior warning. Staff are reminded that alcohol takes 12 hours to clear through the body and that they are expressly forbidden to drive whilst under the influence of alcohol. Staff are reminded not to drink heavily the night before having to drive the next morning (i.e. within 12 hours of drinking).

5.28 Ill Health

Staff are responsible for ensuring that they are fit to work, this includes driving. Should your physical fitness or health change, then your line manager must be informed as soon as possible.

Staff must also remember that some prescription drugs can cause drowsiness and affect their ability to work or drive safely. In the event that medication is necessary, staff should check with their GP or pharmacist before working or driving.

As research suggests that a journey time of more than 4 hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise the Trust of any family history of DVT, or if they have ever experienced problems with blood clotting. If this or other medical fitness is in question, the Trust will refer them to either their GP or one of our choosing, in order to ensure that they are able to work and drive safely and without risk to their health and safety and that of others.

5.29 Mobile Phones whilst driving

The Trust expects all staff who drive for work to drive safely for their own, and other's benefit, and to that end strongly discourage the use of hands-free mobile phones whilst driving, whether staff use a Trust vehicle, their own or a hire vehicle.

Staff are never to use hand-held mobile phones while driving, this practice is strictly illegal and the Police may check phone records when investigating a crash to determine if use of the phone contributed to the crash. The Trust will co-operate fully and provide records as requested to assist in any such investigation.

Staff are warned that depending upon the individual circumstances it can be considered illegal to use even a hands-free mobile phone whilst driving. Drivers can be charged with "failing to have proper control of their vehicle" or of "careless" and even "dangerous driving".

5.30 Electronic Devices

Electronic devices may be provided for business use to enable staff to work efficiently and communicate effectively. Electronic devices are considered to be anything designed to be used, connected to, or inserted into a computer, and this also includes printers, scanners, routers, items incorporating various players, laptop computers, PDA's and mobile phones, etc. Also, all or any of these devices may or may not include e-mail and Internet access capability.

Employees using Trust or School provided laptops must ensure they abide by the following guidelines:

- A separate keyboard and mouse must be used on desktops wherever possible.
- Users should ensure they take a 10-minute break every hour if a separate keyboard and mouse is not being used.
- The use of laptops in stationary cars is actively discouraged. This is to prevent the additional stress on the spine and the increased likelihood of injury that could arise from unsuitable seating and limited space.
- Don't overload your laptop bag. Distribute weight as evenly as possible.
- Ensure that you have enough space in front of the laptop to rest your wrists and forearms whilst working.
- If any discomfort is noticed whilst using a laptop, report it immediately.

5.31 New and Expectant Mothers

The Trust is committed to ensure that risk assessments are undertaken and regularly reviewed for new and expectant mothers. These assessments will relate to all work activities within the areas of the individual's responsibility and will take account of any particular health and safety risks, and these will include risks to the unborn child as well as to the mother. On being notified in writing that an employee is pregnant, has given birth within the last six months, or is breastfeeding, the Trust will discuss the implications of any risk assessments and work practices with the employee, try to remove or prevent the employee from exposure to any hazards that

have been identified, and if this is not possible the Trust will temporarily adjust working conditions or hours of work. If even this is not possible, then the Trust will attempt to offer alternative work.

5.32 Stress

The Trust is committed to protecting the health, safety and welfare of its employees and recognises that workplace stress is a serious health and safety issue and acknowledge the importance of identifying and reducing the causes of workplace stress. This policy will apply to everyone in the Trust and Headteachers and management are responsible for implementation while the Trust is responsible for providing the necessary resources. Staff must raise issues of concern with their line manager and accept opportunities for stress counselling when recommended.

5.33 Smoking

Smoking is not permitted anywhere on the school premises.

5.34 Violence at work

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

All staff will report any incidents or violence (or near misses) directed to themselves to their line manager immediately. This applies to violence from pupils, visitors or other staff.

5.35 Animals on site

The Trust does not allow animals on school premises, with the exception of guide/assistance dogs. Trained dogs, such as therapy dogs, or other animals may be brought into schools for curriculum or pastoral support reasons with the agreement of the Headteacher, following completion of an appropriate Risk Assessment.

Parents / Carers with dogs who combine walking their dogs with bringing or collecting pupils to school should be reminded that dogs must be kept away from the entrance/exit gates especially if they are left tied up or unattended.

Appendix 1 - Annual H&S report

[Insert school name]

Name of H&S Lead:	**Name/s Deputy H&S Lead(s)**
Nominated Governance H&S Lead:	
Reporting period – This report is due by	
Date submitted to the Trust:	
Author:	**Role:**

Summary of H&S Training

Please include below details of any specific H&S training undertaken by individuals including governance committee members.

1. *Details of Senior Manager who has undertaken IOSH Managing Safely Training*
2. *Control of substances hazardous to health (COSHH) (including legionella) training for anyone who maybe exposed to substances hazardous to health*
3. *Asbestos training for anyone who is liable to be exposed to asbestos during their normal work, or who supervises those employees*
4. *First Aid training: Designated First Aiders must have undertaken suitable training and hold an appropriate first aid qualification, renewed every 3 years, plus annual refresher training*
5. *For Primary Schools, Paediatric first aid training for those working in nurseries or Early Years Foundation Stage settings – renewed every 3 years*
6. *Supporting pupils with medical conditions training for staff taking on the responsibility of supporting pupils with medical conditions*

NAME	ROLE	DATE	TRAINING UNDERTAKEN

Please provide details below of **Staff H&S Training including:**

- **general health & safety training for existing staff members (including refresher training or information on new or increased risks),**
- **training on fire safety and any refresher training**

ROLE IN SCHOOL	NUMBER OF PEOPLE	DATE	method
Teaching Staff			
Support Staff			
Contracted staff			
Governance Committee Members			

Staff H&S induction (including general H&S and Fire Safety training)

Please provide details of any separate induction training provided for new staff during the academic year

ROLE IN SCHOOL	NUMBER OF PEOPLE JOINED DURING ACADEMIC YEAR	H&S INDUCTION GIVEN
Teaching staff		
Support staff		
Other – please specify		

H&S policies and procedures

- Edit the names of policies included and add/delete as appropriate.

POLICY	DATE OF LAST REVIEW	DATE OF NEXT REVIEW
KCSP H&S Policy		
First Aid Policy		
Business Continuity Plan/ Emergency Plan		
Risk Register		
Accessibility Plan		
Management of medicines		
Risk assessments (Please list)		
First aid		
Physical Intervention		
Allergy management policy		

Summary of accidents/incidents this academic year

Please include all accidents/incidents that have required first aid **and** been recorded in the accident book

TYPE OF INJURY	NUMBER OF PUPILS	NUMBER OF STAFF	NUMBER REPORTED TO HSE (RIDDOR)
Animal contact			
Awkward movement			
Electrical Injury			
Fall from height			
Hazardous substance			
Hot/cold contact			
Machinery/equipment			

TYPE OF INJURY	NUMBER OF PUPILS	NUMBER OF STAFF	NUMBER REPORTED TO HSE (RIDDOR)
Moving/handling objects			
Near miss			
Road traffic collision			
Sharp objects			
Slip/trip/fall on same level			
Sports/PE			
Struck against			
Struck by object			
Violent behaviour			
Other: [PLEASE SPECIFY WHAT TYPE OF INJURY HAS BEEN INCLUDED HERE]			

Staff Absence Data

	FTE	erm 1	erm 2	erm 3	erm 4	erm 5	erm 6	otal days lost
Teachers								
Support Staff								

	NUMBER
Number of occupational health referrals	

	NUMBER
Number of teaching staff with long term sickness for physical reasons	
Number of teaching staff with long term sickness for mental health reasons	
Of the above, how many of these were absences related to work-related stress?	
Number of support staff with long term sickness for physical reasons	
Number of support staff with long term sickness for mental health reasons	
Of the above, how many of these were absences related to work-related stress?	

Summary:

H&S COMPARISON INFORMATION WITH PREVIOUS YEAR

ANY TRENDS IN STAFF ABSENCE (E.G. INCREASE IN STRESS-RELATED ABSENCE?) *Should include any suggested remedies to lower where appropriate*

FIRE DRILLS *Please give details/dates of fire drills that have taken place over the year and any issues arising*

LOCKDOWN PRACTICE *Please give details/dates of lockdown practices that have taken place over the year and any issues arising*

ANY DEFICIENCIES IN THE H&S PROCEDURES AND ACTIONS REQUIRED TO RECTIFY THEM AND ANY AREAS FOR IMPROVEMENT

Appendix 2

ACCIDENT/INCIDENT REPORT FORM

(Please return to office@kcsp.org.uk within 3 days of the incident)

This form should only be signed by the Headteacher and returned to KCSP if the incident is of a serious nature or RIDDOR reportable as detailed below.

Personal details

☐ Staff member ☐ Pupil ☐ Visitor

School Name: Date of report: / /

Name: Role/year group:

Accident/incident details

Date of incident: Time: Date reported: / /

Location: Witness:

Reported to whom:

Full accident/incident details – what happened?

Injury – Nature of Injury

☐ A serious cut/scalping requiring stitches/butterfly stitches/glue requiring hospital treatment

☐ Slips trips and falls causing a seriously distressing injury requiring a hospital visit

☐ Bone fractures

☐ Amputation of an arm, hand, finger, thumb, leg, foot or toe

☐ Permanent blinding or reduction in sight in one or both eyes

☐ Any crush injury to the head or torso causing damage to brain or internal organ

☐ Any burn injury covering more than 10% of the body

☐ Any loss of consciousness caused by head injury, asphyxia or requiring resuscitation

Actions – what action was taken?

Signatures

Reporting officer: Date: / /

Headteacher: Date: / /

Appendix 3 - Report of Serious accident/ incident, Near-Miss/ Dangerous Occurrence

Report immediately serious accidents, incidents, near-misses, dangerous occurrence and absences of more than 7 days due to an accident at work to [please add details of where and to whom forms should be sent]

THIS FORM DOES NOT REPLACE THE ACCIDENT REPORT FORM. It is an additional form for consideration by the School/Trust in order for procedures to be discussed and reviewed.

Part 1 – Please indicate the type of incident that you are reporting

Accident ☐ Incident ☐ Near-Miss ☐ Dangerous Occurrence ☐

Part 2 – Details of injured person

Are you: Male ☐ Female ☐

Are you a: Student/ Parent ☐ Member of staff ☐ Visitor ☐ Contractor ☐

First Name: …… Surname: ……..……

Job Title (if staff): …… ...…….

Department:……Tel No:……...

Name and Address of Employer (if applicable):

…….....

……

Part 3 – Accident/Incident/Near-Miss/Dangerous Occurrence Details

When did it occur? (date) …… (time) …….....

Where did it occur? (specify building, room number or other area)

……

……..

Did the injured person resume work/activity immediately? Yes ☐ No ☐ N/A ☐

Did the injured person visit Accident & Emergency? Yes ☐ No ☐ N/A ☐

Was the injured person admitted to hospital? Yes ☐ No ☐ N/A ☐

Please describe how the accident, incident, near-miss, dangerous occurrence happened or what the injured person was doing at the time of the accident:

……..……..

……

……

……

Were there any witnesses? If so, provide names including First Aider as applicable:

……

……

Signed: …… **Date:** ……

Part 4 – Action (This section is to be completed by the relevant Line Manager/Manager of the area or activity where the accident/incident/near-miss/dangerous occurrence occurred, **before** this form is forwarded to [enter details for where this should be sent]).

Do you consider any action is required to prevent a similar incident happening again? ☐ Yes ☐ No

If 'YES', please detail what action you consider is necessary. Is further investigation required?

……

……

……

……

Signed:…… **Date:**……

PLEASE SEND A COPY TO office@kcsp.org.uk once complete

Appendix 4 - H&S STAFF STEERING GROUP MEETING MINUTES

Date: [3 times per year]
Attendees: (to suit your setting):
[Suggested attendees include: EP/Head, Area/Business Manager, Site Manager/Caretaker, School Accident/First aid Lead, Lead H&S Governance Committee Member for each school, any additional staff volunteers]

No	Item	Actions	Impact of Action	How will this be monitored?
1	Matters arising from last meeting			
2	Site Inspection Results (See inspection form) *[outputs following any recent walks/inspections/audits]*			
3	Accident Data Discussion including effectiveness of accident procedures			
4	Risk Assessments to review			
5	H&S Training Requirements			
6	Emergency Procedures Update including Lockdown *[include discussion around any drills that have taken place and changes that might need to be made to school procedures]*			
7	Site Security			

Please share the minutes of this meeting with office@kcsp.org.uk. The key points will then be shared with the Joint Consultative Committee made up of Trust Union Reps and the Trust Finance & Resources Committee.