

## ACCIDENT RECORDING/REPORTING (including violence)

### A.1 PUPILS

All accidents to pupils are to be recorded in the school's **pupil accident book**, which is kept in the Medical Room.

Any accident to a pupil which results in a fatality or their being taken to hospital, whether by ambulance, member of staff, relative, etc. must be telephoned through to the H&S unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required). An Accident/Dangerous Occurrences form must also then be completed and sent to the H&S unit within 7 days. This allows sufficient time for the injury to be confirmed but, where the accident needs to be reported in writing to the HSE, it will still allow this to occur within the 10 days required by the "Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995". (See H&S Manual, page 1.325).

### A.2 STAFF

Any accident to a member of staff is to be recorded in the school accident book, official accident book reference B1510.

Any accident involving serious injury, broken bone, fatality or those requiring hospitalisation, are to be telephoned through to the H&S unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required). An Accident/Dangerous Occurrences form must also be completed and sent to the H&S unit within 7 days. This allows sufficient time for the injury to be confirmed but, where the accident needs to be reported in writing to the HSE, it will still allow this to occur within the 10 days required by the "Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995". (See H&S Manual, page 1.325).

All other accidents involving injury to staff are to be reported on the Accident/Dangerous Occurrences form and in cases where staff are subsequently absent for three days, or likely to be, this must be indicated on the form as such accidents are also reportable to the HSE, within the 10-day limit, as required by the "Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995". (See H&S Manual, page 1.325).

### A.3 NEAR MISS ACCIDENTS

For any such incident, which is an incident with the potential to have caused injury to a person or damage to property, an Accident/Dangerous Occurrence form is to be completed. Where the incident is a notifiable dangerous occurrence, (see page 1.333 of the H&S Manual), they are to be telephoned through to the H&S unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required).

In addition an Accident/Dangerous Occurrences form is to be completed and sent into the H&S unit within 7 days. This will allow the incident to be reported to the HSE if required within the time limit specified under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. (See H&S Manual, page 1.325).

For other near miss incidents an Accident/Dangerous Occurrences form is to be completed and the incident investigated by the **Headteacher/H&S Co-ordinator** and action taken as appropriate. The form will then be sent into the H&S unit.

#### A.4 **VIOLENCE**

The definition of accident has been defined as including “an act of non-consensual violence done to a person at work”. The term non-consensual has been used to exclude injuries arising from situations where the injured person has agreed to the violent act taking place. This will therefore exclude injuries arising from certain sporting activities.

Any act of non-consensual violence which involves a serious injury, broken bone, fatality or hospitalisation, are to be telephoned through to the H&S unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required). In addition both an Accident/Dangerous Occurrences form and a Violent, Aggressive or Threatening Behaviour form are to be completed and sent to the H&S unit within 7 days. This allows sufficient time for the injury to be confirmed but, where the incident needs to be reported in writing to the HSE, it will still allow this to occur within the 10 days required by the “Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995”. (See H&S Manual, page 1.325).

All violent incidents are to be reported on the Violent, Aggressive or Threatening Behaviour form and for any incidents where an injury is sustained an Accident/Dangerous Occurrences form is also required. Where staff are subsequently absent for three days, or likely to be, as a result of the violent incident this must be indicated on the Accident/Dangerous Occurrences form as such accidents are also reportable to the HSE, within the 10 day limit, as required by the “Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR) 1995”. (See H&S Manual, page 1.325).

**FIRST AID****B.1 NOMINATED FIRST AIDERS**

The **Nine** nominated first aiders, who hold a first aid at work certificate, are:

<b>Name</b>	<b>Location</b>	<b>Extension</b>
Mrs A Evans	Medical Room	2028
Mrs L Tucker	Medical Room	2028
Mrs W Rimell	Medical Room	2028
Mr W Attwell	Porters Lodge	2099
Mrs P Firth	SMB Corridor	2008
Mrs R Ford	Office adjacent to BG9	2066
Mrs M Gager	Admin Office	2085
Mrs E Godwin	am - Art Department	2022
	pm - Humanities Faculty	2084
Mrs K Hosegood	Finance House	2050
Mrs J Wise	Reception Office	2039

For any accident where first aid is required, or where there is any doubt about the injury, a nominated first aider must be called and, if there is any doubt about the injury, the injured person must not be moved until seen by the nominated first aider.

**The nominated first aider will decide what action is to be taken but where they are in any doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance.**

When serious injuries occur to pupils, a parent/guardian should be contacted as soon as possible, but you are not to delay summoning the ambulance in attempts to do so.

**B.2 FIRST AID BOXES**

These are located in:

Porters Lodge;  
 Languages Work Room,  
 Science - 2 boxes in each Prep Room  
 Maths Work room adjacent to AF8  
 Technology C Block 1 in Ground floor kitchen; 1 in CG1  
 D Block 2 boxes  
 Art – TG4  
 PE – 4 boxes  
 Finance House

They contain only approved materials, see H&S Manual, pages 1.230/1, and the boxes are available for use by all staff/adult visitors on site.

**B.3 INJURIES INVOLVING BLEEDING**

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves are provided for this purpose and kept **in** the first aid boxes. (If necessary disposable gloves are available from the Medical Room.)

## CONTRACTORS ON SITE

### F.1 SERVICE CONTRACTORS

Service contractors are contractors who have regular access to site as specified in a contract. Such contractors' visits can vary from an annual visit, eg to service boilers, check fire extinguishers etc. To those on site daily, eg cleaning or catering staff. The contract specifies what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon the staff/pupils/other visitors on site. The school will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors has consulted with them over emergency arrangements. A copy of this policy has also been provided to them.

### F.2 BUILDING CONTRACTORS

These are contractors who attend site to undertake any building works. This can vary from simply replacing a broken window to remodelling a building. The following is a general risk assessment on these activities which identifies the potential hazards and how these will be minimised/eliminated.

**Hazards** associated with building works relate to personal injury or damage to health caused by:

- a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) Being hit by falling objects dropped by persons working above head height;
- c) Inhalation of smoke/fume through heating substances or use of same, ie paint/varnish/tar etc.

The above is only a brief outline of the hazards associated with this activity that are likely to occur in areas where staff and pupils have access. Such hazards are controlled by following the arrangements listed below and through supervision of pupils.

### F.3 SMALL SCALE WORKS

This will tend to involve day to day maintenance and includes all work undertaken on site where a pre-site meeting has not taken place.

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until they are given approval to do so by the **Premises Manager**.
- b) Before any work is commenced, it is essential that the Headteacher/designated person is made aware of:
  - i) what work is to be undertaken,
  - ii) where the work is to be carried out,
  - iii) an indication of the likely timescale,
  - iv) what equipment is to be used,
  - v) what services are required.
- c) Before work is to commence, the contractors must be advised by the Headteacher/designated person of:
  - i) where they can gain access to services,
  - ii) what the fire precautions are for the building, ie upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the **designated adjacent area**.
  - iii) any particular problems with the work, ie access still required to the area.

- d) The contractors must be issued with a visitor's pass and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

#### F.4 **LARGE SCALE WORKS**

This encompasses all work where a pre site meeting is required, In normal circumstances this will involve work where part of the site is completely handed over to the contractors.

Such work may come under the requirements of the Construction Design and Management Regulations and in such cases the school will appoint a Planning Supervisor, in line with the advice given in the H&S Manual. (See H&S Manual, page 2.075).

For all large scale works a pre meeting will need to take place and the Headteacher, or other designated person from the school, will be involved in the meeting. This meeting will identify timescales for work, methodology (noisy work done when school is unoccupied where possible), access requirements, emergency access requirements, etc.

Care Not needed

### 3.1.3 CONSULTATION WITH EMPLOYEES

The school complies with the H&S (Consultation with Employees) Regulations 1996 by:

- a) having H&S as a standard item on the agenda of all staff meetings;
- b) circulating the Education Service H&S Bulletin to all staff; and
- c) where appointed, consulting with the Trade Union Accredited Safety Representative on all H&S issues;

To this end the accredited safety representative has been invited to become a member of the **School Safety Committee**

These steps will ensure that all staff know what H&S Legislation is proposed and allow staff to comment on issues affecting them. Staff can contact the school's accredited safety representative, their trades union H&S Officer, the H&S Co-ordinator for the school or the Education Service's H&S Officer as they feel appropriate.

**NB** Where a member of staff is appointed to be a representative of employee safety, (See H&S Manual, page 2.751) the member of staff will be invited to become a member of the **School Safety Committee/the Governors H&S Committee**.

### 3.1.4 EQUIPMENT

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

#### a) PE EQUIPMENT

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the **Head of PE/designated person/\_\_\_\_\_** will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis an independent service contractor inspects the PE equipment.

#### b) PORTABLE ELECTRICAL EQUIPMENT

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

All portable electrical equipment is the subject of an annual portable appliance test. (See page 1.275 of the H&S Manual).

**FIRE PRECAUTIONS**

- C.1 The school conforms with the fire precautions requirements as contained in DES building bulletin 7, "fire and the design of educational establishments". See risk assessment attached as an appendix to the Fire Precautions (Workplace) Regulations 1997 contained in the H&S Manual.

Fire Evacuation notices are displayed in all classrooms, the hall, office and next to final exit doors, indicating what to do upon finding a fire, hearing the fire alarm and where to line up.

The Fire Log Book, in which relevant tests of alarms/extinguishers and fire drills are recorded, is kept in the **Porters Lodge**. Fire alarms are tested from a different call point once a week, fire drills are carried out four times a year (twice in the Autumn term and once a term thereafter), emergency lighting is tested by contractor twice a year and extinguishers are checked by contractor once per annum.

C.2 **FIRE EXTINGUISHERS**

Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked, by the **Site Porters** to ensure that they are in position and that the pins are in place.

C.3 **RESPONSIBILITIES**

The Premises Manager is responsible for monitoring Fire Notices, Fire Alarm Call Points, Alarms, Extinguishers and the maintenance of the Fire Log.

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS 1994**

These regulations identify the actions required in order to assess the risks associated with the use of hazardous substances at work.

#### **DEFINITIONS**

**Substance Hazardous to Health** include:-

- a) substances indicated to be toxic, harmful, corrosive or irritant,
- b) those that have a MEL (Maximum Exposure Level) or OES (Occupational Exposure Standard),
- c) pathogens, micro organisms or other biological agents,
- d) dust of any kind where present in substantial concentration and,
- e) a substance which presents comparable hazards to those indicated in a) to d) above.

**MEL & OES** are limits of exposure set by the HSE. These limits are detailed in Guidance Note EH/40 which is updated annually.

#### **KEY REQUIREMENTS**

Regulation 6 requires the employer not to undertake any work which exposes persons to any substance hazardous to health unless a suitable and sufficient assessment of the risks have been undertaken and measures taken to control the risks. The assessment must be regularly reviewed and updated if no longer valid.

Regulation 7(1) requires that the employer ensure that he prevents or adequately controls his employees exposure to substances hazardous to health.

Regulation 7(2) requires that, so far as is reasonably practicable, the prevention of exposure shall be by means other than personal protective equipment.

Regulation 8(1) requires the employer to take all reasonable steps to ensure the control measures, personal protective equipment or facility provided pursuant to these regulations be properly used or applied.

Regulation 8(2) requires that the employee make full and proper use of the control measures or personal protective equipment provided.

Regulation 9(1)(2) requires that the employer maintain the control measure provided in an efficient state, in efficient working order and in good repair. Where engineering controls are provided these need to be tested at suitable intervals but local exhaust ventilation (LEV) plant must be tested and certificated every 14 months.

Regulation 9(3) requires that the employer ensure that, where non disposable respiratory protective equipment is provided, it be subject to thorough examination and where appropriate test at suitable intervals.

Regulation 9(4) requires that employers keep a suitable record of the examination and tests, carried out as indicated in 9(3) above, for at least five years from the date of the test.

Regulation 10 requires that the employer undertake the monitoring of staff exposure, where requisite for ensuring the maintenance of adequate control of exposure or for protecting the health of employees.

Regulation 11 requires that the employer, where appropriate to protect the health of his employees, ensure such employees are under suitable health surveillance.

Regulation 12 requires that the employer ensure that his employees, who may be exposed to substances hazardous to health, be provided with such information, instruction and training as is suitable and sufficient for him to know the risks to health created by such exposure and the precautions to be taken.

## **COMMENT**

These regulations were the first to specifically mention risk assessment and when introduced, originally in 1988, they caused a lot of confusion. Since new legislation has been issued on risk assessments, it has become clear that not all assessments need to be in writing, which was not clear from these regulations.

As with other risk assessments some of the work required to comply with these regulations was already available, CLEAPSS Hazards for Science, or simplified risk assessment procedures were produced for schools which minimised the work to be undertaken. In the case of the Council's Schools a very simplified COSHH pack was provided.

## **ACTION TO BE TAKEN IN SCHOOL**

1. The school H&S Co-ordinator will decide how the risk assessment relating to substances hazardous to health is to be carried out. Initially, the H&S Co-ordinator will decide whether he/she will undertake the assessment or whether to delegate the duty to others. It is recommended that the latter option is followed as the H&S Co-ordinator is unlikely to be as competent as an individual involved with an activity on a day to day basis.
2. The school COSHH assessment should be based on "Areas of Activity" and the site split accordingly. The most common areas are Office and Reprographics, General Classroom Activities, D&T, Food Activities, Science, Art and Caretaking/Cleaning. Other activities like maintenance and use of swimming pools will need to be included if appropriate. For each of these activities an Area Assessment Sheet, see appendix 1, should be completed.
3. Once the areas are identified, the H&S Co-ordinator or designated person will need to identify the processes where hazardous substances are used or created. It should be relatively easy to identify hazardous substances which have been purchased as these will have the relevant information marked on the packaging or this information will be provided on the hazard data sheet for the substance. There are however hazardous substances given off in the form of dusts, woodwork and pottery areas, or gasses, ozone from electrical equipment, which must also be identified.
4. Having identified the processes where hazardous substances are used/produced the Process Record Sheet, see appendix 2, will need to be completed as this will identify if the risk is adequately controlled. Control measures can vary from simply opening a door or window to providing source extraction. If the control measures are adequate no further action is required, except to review the assessment as indicated in points 7 or 9 below.
5. If there is doubt as to the effectiveness of the control measures then the H&S Co-ordinator or designated person should arrange for the problems to be assessed. This will normally require monitoring of the procedure by competent persons, normally external specialists. If the monitoring indicates that the control measures are effective then no further action is required, except to review the assessment as indicated in points 7 or 9 below.
6. Where the control measures are indicated to be inadequate then the H&S Co-ordinator or designated persons will need to identify the additional control measures required to control the risks. This can involve substitution of chemicals, engineering

control or, as a last resort, provision of PPE. Once these have been implemented, a further assessment must be carried out to ensure they do effectively control the risks.

7. Whenever any COSHH assessed activity is to be altered, a revised assessment must be completed before the alteration is carried out. Once the alteration is implemented, the assessment should be reviewed to ensure that the risks are controlled.
8. If a new substance is to be used or a new activity implemented a COSHH assessment must be undertaken before the chemical is used or the activity implemented. Any control measures identified by the assessment must be in place before the chemical or activity is used/implementation, a further assessment needs to be carried out to ensure that the risks are controlled.
9. On an annual basis all of the COSHH assessments must be reviewed to ensure that they are still accurate. This is essential as changes occur regularly with regards the location of activities, chemicals in use and exposure standards.

**DEPARTMENTAL EQUIPMENT  
INSPECTION – TEST/CERTIFICATION**

## Care Not needed

### 3.1.7. **RISK ASSESSMENT**

The school risk assessment process is ongoing but comprises the following specific elements. In all cases staff, pupils and other visitors may be affected by the activity.

#### 3.1.7.1 **TEACHING ACTIVITIES**

The school has undertaken risk assessments of all teaching activities, ie those specifically related to educating pupils, and the control measures for each of these activities are either included in the point of use text/scheme of work/job sheet or the standard followed for the individual activity. These assessments form part of, or are referred to in, this safety policy.

Where specific arrangements are included in this policy the risks associated with the specific activity are identified together with the necessary control measures.

#### 3.1.7.2 **COSHH**

The specific assessment required for hazardous substances has been carried out by making use of the Education Services School COSHH Assessment Self Help Pack. The assessment is ***attached/kept in*** \_\_\_\_\_.

#### 3.1.7.3 **MANUAL HANDLING-EQUIPMENT/MATERIALS**

The ***caretaker/*** \_\_\_\_\_ undertakes all planned manual handling tasks involving equipment/materials apart from those in PE. (Setting out of apparatus in PE follows the guidance contained in "Safe Practice in PE", published by BAALPE, which is an adopted standard and covered by teaching activities). The manual handling of loads assessment checklist form the H&S Manual has been completed for all planned manual handling tasks and these forms are ***attached to this policy/kept in*** \_\_\_\_\_.

In the case of other manual handling tasks all staff have been advised to ask themselves **CAN I MOVE THE OBJECTS WHERE I NEED TO SAFELY AND WITHOUT RISKS TO HEALTH?** Where staff feel the answer is no, or they are unsure, **they must obtain assistance.** Staff will then ask themselves the above question again taking into account the assistance obtained, ie a second person or making use of a trolley.