



School Health and Safety Policy

Date First Published	September 2020
Version	2
Last Approved	August 2023
Cycle	Annual

Contents

Contents	2
Changes to this edition	1
1. Purpose	2
2. Aims	2
3. Links to other documents	3
4. Roles and Responsibilities	4
4.1 Responsibilities of the Buildings Supervisor or PFI Facilities Management	4
4.2 Responsibilities of the Governing Body	4
4.3 Responsibilities of the Headteacher	5
4.4 Responsibilities of the Health and Safety Co-ordinator (Business Support Manager)	5
4.5 Responsibilities of Heads of Departments	6
4.6 Responsibilities of all staff	6
5. Roles and Responsibilities	7
5.1 Co-ordination and Communication	7
5.2 Emergencies (Fire etc.)	7
5.3 Fire Prevention and Detection Equipment Arrangements	8
5.4 Locations of main service isolation points	8
5.5 Severe Weather	9
5.6 Accident, dangerous occurrence, violent incident and near miss reporting and investigation	9
5.7 First Aid	10
5.8 Administration of Medicines	11
5.9 Hazard Control	12
5.10 Repairs and Maintenance	12
5.11 Security Please edit the person responsible as necessary	13
5.12 Information, Instruction and Training	13
5.13 Manual Handling of People	15
5.14 Premises	15
5.15 Work Equipment	15
5.16 Ladders	16
5.17 Manual Handling Equipment	16
5.18 Equipment Provided for Students with Special Education Needs	16
5.19 Lifts	16
5.20 Caretaking, Cleaning and Grounds Maintenance	16
5.21 Science, Laboratory Apparatus Equipment	17
5.22 Radioactive Sources	17

5.23	Design and Technology Equipment (Resistant and Compliant Materials)	17
5.24	Design and Technology Equipment (Food Technology)	18
5.25	Art and Design Equipment (Fine Arts/Ceramics)	18
5.26	PE Equipment.....	18
5.27	Stage Lighting, Mobile staging and seating.....	19
5.28	Pianos, organs and other musical instruments	19
5.29	Portable Electrical Appliances and Hard Wiring	19
5.30	Display Screen Equipment Please complete with relevant detail	20
5.31	Vehicles	21
5.32	Substances and Personal Protective Equipment	22
5.33	Housekeeping and Waste	23
5.34	Students Outside School	24
5.35	Use of Premises Outside School Hours	25
5.36	Premises Alterations, Contractor and Deliveries	25
5.37	Supplies (Purchasing, Procurement and Deliveries)	25
5.38	Welfare.....	26
5.39	Smoking.....	26
5.40	Inspections (External and Internal).....	27
5.41	Electricity	28
5.42	Gas.....	28
5.43	Substances.....	29
5.44	Educational Visits and Off-site Activities	30
5.45	Medical Needs	31
5.46	Loaning of PE Footwear to Students	31
5.47	Curriculum Safety	31
5.48	Staff Wellbeing and Stress	32
6.	Monitor and Review	33
7.	Equality Impact Assessment	33
Appendix A - First aid and healthcare policy		1
1.	Roles and responsibility	2
2.	First aid boxes	7
3.	Information on Students	7
4.	Policy for Students with medical conditions that are known to the school	7
5.	Managing Medicines on school premises	8
6.	Procedure in the event of an accident or injury	8
7.	Procedure in the event of contact with blood or other bodily fluid	9
8.	First aid in the physical education department and off-site provision	10
9.	Reporting accidents, emergencies, and first aid administration	11

Changes to this edition

Sixth edition.

November 2022	Removal of 1. Statement of Intent 2. Aims 3. Organisation. As these are covered separately under a new Trust Health & Safety Policy.
June 2022	Defibrillators added Added escalation as per MLT Health & Safety Policy Change to Premises Manager Change to Welfare Officer name Name changes to roles C&M, DSL, SENDCo and Welfare Officer Visitors Policy referenced
September 2023	Responsibilities of the Governing Body : updated with emphasis on implementation and monitoring. Emergency (Fire) : updated to identify Premises Manager/Supervisor responsibility for testing and recording. Use of Ladders : changed to give greater clarity regarding those staff may work at height and use ladders. Display Screen Equipment : updates to the narrative. Housekeeping and Waste : updated with where to get support. First aid boxes : updated to clarify who may use first aid boxes and boxes on minibuses. First aid in the physical education department and off-site provision : further updates to clarify points. Reporting accidents, emergencies, and first aid administration : further updates to clarify points.
January 2024	Updated Healthcare Plans information. Updated list of First Aiders.
March 2024	Updated Healthcare Plans information. Updated list of First Aiders.

1. Purpose

The Governing Body of High Storrs will meet its responsibilities under the Health and Safety at Work Act 1974 and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as Students, students, visitors and contractors. Details of how this will be done are given in this health and safety statement. The Local Governing Body will appoint a Governor with lead responsibility for Health and Safety.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them. The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the school activities.

The school is committed to continually improving its health and safety performance.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

2. Aims

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third-party users to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from advisory bodies to the correct user(s).
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information.

3. Links to other documents

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies

- Trust Health and Safety Policy
- Trust Staff Wellbeing Policy
- Trust Data Protection Policy
- Trust Supporting Students with Medical Conditions Policy
- Trust No Smoking Policy
- Trust Adverse Weather Policy
- Trust Driving on Work Related Business Policy
- Trust Offsite Visits Policy
- Dress Code Policy
- Fire and Critical Incident Procedures
- Visitors Policy
- Lone Working Code of Practice
- School Lettings Policy
- School Gritting Procedure

4. Roles and Responsibilities

4.1 Responsibilities of the Buildings Supervisor or PFI Facilities Management

- Ensure the premises and facilities are managed and maintained in line with current legislation and any PFI contract specification requirements where necessary.
- Ensure the health and safety matters which are brought to the attention of the helpdesk are dealt with in a prompt manner.
- Ensure the health and safety management of contractors to the site.
- Ensure appropriate health and safety systems and procedures are in place to effectively manage the site.
- Ensure that any health and safety concern which may affect the operational activities of the school are promptly notified to the Headteacher/Business Support Manager.

4.2 Responsibilities of the Governing Body

- Appoint a Governor with lead responsibility for Health and Safety.
- Ensure that funding allocated for the safe running and health and safety matters is monitored to ensure its effectiveness and value for money.
- Ensure health and safety issues are reported to them by the Headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Trust Estates Management Policy and School Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Review School level Health and Safety Policy and its implementation and monitoring to protect the safety of persons on site.
- Comply with statutory policies and procedures and monitor health and safety management within school.
- Ensure that appropriate risk assessments have been carried out.
- Ensure that all members of staff receive appropriate training.
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance.
- Ensure adequate consultation takes place to allow everyone to contribute to safe working.

4.3 Responsibilities of the Headteacher

- Take overall responsibility for day-to-day management of health and safety issues
- Ensure that health and safety is incorporated into the planning and organisation of all school functions
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, Students and other visitors and users of the school are carried out Further, to act upon those assessments in order to reduce risk
- Attend health and safety training courses as appropriate
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers)
- Provide necessary information to staff members and their representatives on health and safety matters
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities
- Ensure staff have an appropriate workload in support of a reasonable work/life balance
- Ensure the reporting and investigation of any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working

4.4 Responsibilities of the Health and Safety Co-ordinator (Business Support Manager)

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses to enable the discharge of their duties effectively
- Ensuring routine liaison with the Trust Estates, Health and Safety lead to ensure continuous compliance and identification of significant risk
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the Trust Estates Policy and School's Health and Safety Procedures
- Ensuring that Health and Safety documentation and records (e.g. fire, asbestos, legionella etc.) are kept up to date
- Ensuring that the Health and Safety Notice Board is kept up to date
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated
- Liaise with the Trust Estates, Health and Safety lead to perform and report on termly health and safety inspections and ensuring follow up action is completed
- Ensuring appropriate procedures for authorisation of school visits is followed
- Participating in any Health and Safety Audits with inspection and advisory bodies
- Providing health and safety induction training for all staff
- Keeping staff health and safety training records up to date
- Ensuring that all statutory inspections are completed, and records kept

- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness
- Where applicable, monitoring contractors on site in liaison with the facilities management team, inducting them in the schools site health & safety

4.5 Responsibilities of Heads of Departments

Heads of Department are responsible for:

- The day-to-day management of health and safety within their department in accordance with the health and safety policy
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually)
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headteacher where appropriate
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department
- Passing on health and safety information received to the appropriate people
- Acting on health and safety reports from above and below in the hierarchy

4.6 Responsibilities of all staff

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the school policies and procedures and follow any guidance, policies and procedures issued by the school and/or other associated advisory bodies
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits
- Attend health and safety training and participate as member of the health and safety committee as appropriate
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits
- Report to the Headteacher any problems that they feel that they cannot deal with themselves
- Take responsibility to do what they can to take care of themselves, their colleagues, Students and visitors. In particular employees should co-operate with the health and safety policy of their employer

5. Roles and Responsibilities

5.1 Co-ordination and Communication

System	Responsibility
Health and Safety Co-ordinator The person who has responsibility for operational Health and Safety	Business Support Manager
Safety Representatives and Safety Committees Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in accordance with the Authority's Code of Practice and is required	The Headteacher
Health and Safety Committee The constitution, membership and the minutes of the School Safety Committee	Business Support Manager

5.2 Emergencies (Fire etc.)

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Document Location(s)
Fire Evacuation Procedure	MLE / Every Documents
Bomb Alert	MLE
Gas Leak	Caretakers Office
Electrical Fault	Caretakers Office
Water	Caretakers Office
Storm or Flood Damage	MLE
Persons Threatening Violence on Site	MLE
Other	

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible person for ensuring and supervising (where appropriate)	Person	Deputy
The controlled evacuation of people from the building or on the site to a place of safety	Headteacher	Designated Deputy in Charge
Summoning of the emergency services	Premises Manager	Caretaker
Roll call is taken at the assembly point	Headteacher	Business Support Manager
That no person attempts to re-enter the building until the all clear is given by the emergency services	Headteacher	Designated Deputy in Charge

Note: The priorities are as follows:

- 1. to ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.**
- 2. to call the emergency services when appropriate.**
- 3. to safeguard the premises and equipment, if this is possible without putting persons at risk.**

System	Person Responsible
The person responsible for arranging, recording and monitoring fire drills at least once per term.	BSM Premises Manager
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	Business Support Manager - Copy 1
	Premises Manager – Copy 2
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Business Support Manager (in consultation with the Trust Estates, Health and Safety Lead)

5.3 Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Location of test records	Person responsible
Fire Alarm	Fire Log Book	Premises Team
Emergency lighting system	Fire Log Book	Premises Team
Smoke detection system	EVERY	Premises Manager

System	Person responsible
The person responsible for carrying out termly visual inspections of all emergency firefighting equipment (for example, fire extinguishers, fire blankets) and to whom any short comings should be immediately report	Premises Manager
The contractor (if applicable) responsible for conducting the annual test of fire equipment inspection and maintenance	

5.4 Locations of main service isolation points

Service	Location of isolation point
Water	Front of school opposite main reception
Electricity	Substation through gate 5
Gas	(1) North Block – outside kitchen (2) Piazza (3) Rear of Sports Hall

5.5 Severe Weather

System	Person responsible
During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by	Premises Team/Mgr

5.6 Accident, dangerous occurrence, violent incident and near miss reporting and investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book	Person in Charge of Accident Book
Medical Room	Welfare Officer / Business Support Manager

Accident reports should be drawn to the attention of and counter-signed by the Headteacher or his/her Deputy before being forwarded to reporting body.

System	Person responsible
The person responsible for monitoring accidents and incidents to and identify trends and patterns is:	Business Support Manager

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

5.7 First Aid

The names (and extension numbers if appropriate) of the current first aiders and appointed person emergency aiders are displayed at the following points in the school:

Display Points
<ul style="list-style-type: none">• Medical Room
<ul style="list-style-type: none">• Data Office
<ul style="list-style-type: none">• Admin Office
<ul style="list-style-type: none">• BSM Office

First aid boxes and first aid record books are kept at the following points in school.

Location of First Aid Box(es)	First Aid Record Book(s)
<ul style="list-style-type: none">• Medical Room	<ul style="list-style-type: none">• Medical Room
<ul style="list-style-type: none">• Admin Office	
<ul style="list-style-type: none">• Student Reception	
<ul style="list-style-type: none">• PE Office	
<ul style="list-style-type: none">• Science Office and Classrooms	
<ul style="list-style-type: none">• DT Tech Room and Classrooms	
<ul style="list-style-type: none">• Food Classrooms	
<ul style="list-style-type: none">• Drama	
<ul style="list-style-type: none">• Dance	

Traveling first aid boxes are kept at the following points in school.

Medical Room

Automated External Defibrillators (AED's) are located in a locked cabinet at the following points in school:

Location of Defibrillator(s)
<ul style="list-style-type: none">• Medical Room
<ul style="list-style-type: none">• Sports Hall
<ul style="list-style-type: none">• Main Reception (Outside Admin Office)

Systems	Person Responsible
A termly check on the location and contents of all first aid boxes	Welfare Officer
Use of the first aid material and deficiencies should be reported	Welfare Officer
A weekly check of all AED's 'warning lights', cabinet housing, door closure and lock. Recorded on the audit sheet.	Premises Team
AED Adult and Paediatric chest pads to be replaced every 2 years	Welfare Office / Every item
AED batteries to be replaced every 4 years (or when AED prompts)	Welfare Office / Every item
The address and telephone number of the nearest medical centre/NHS GP	Bents Green Surgery, 98 Bents Road, S11 9RL. Tel: 0114 2360641
The address and telephone number of the nearest hospital with accident and emergency	Northern General Hospital Herries Rd, Sheffield, South Yorkshire, S5 7AU Tel: 0114 243 43 43

5.8 Administration of Medicines

The person responsible for dealing with the administration of medicines and controlled drugs in accordance with the Managing Health and Medical Needs of students in schools document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:

Name	Position in school
Carol Simcox	Welfare Officer
Nicola Frost	HLTA

Health Care Plans

The person(s) responsible for undertaking and reviewing the healthcare plans of Students with medical needs is:

Name	Position in school
E Lambert (I O'Connor) – ECHP's	SENDCo (Asst Head)
Carol Simcox – ICHP's	Welfare Officer

Inhalers

The person responsible for the supervision and storage (where appropriate) of asthma inhalers is:

Name	Position in school
Carol Simcox	Welfare Officer

5.9 Hazard Control

Task	Person Responsible
Risk Assessment The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Premises Manager Business Support Manager DSL
Hazard Reporting and Follow up All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by verbal reports should be followed up in writing using the hazard reporting procedure	Using the "Every" Compliance helpdesk
Initiating Risk Assessments of Hazard Identified and any remedial action decided	Premises Manager Business Support Manager

5.10 Repairs and Maintenance

Task	Person Responsible
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it by means of a hazard reporting procedure	Using the "Every" Compliance helpdesk Premises Manager
Defective furniture should be taken out of use immediately and reported to: (who will arrange for its replacement or repair)	Using the "Every" Compliance helpdesk Premises Manager
The person responsible for ordering repairs which are the school's	Premises Manager

5.11 Security Please edit the person responsible as necessary

Premises Security

Task	Person Responsible
The person(s) responsible for unlocking and locking the building, arming and disarming security alarms etc	Premises Manager Premises Team
The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	Premises Manager

Visitors

Task	Person Responsible
On arrival all visitors should report to Reception, where they will: <ul style="list-style-type: none">• Sign in using the electronic system• Be issued with an identification badge in line with the school policy• Receive relevant health and safety information (copy of emergency procedures should be printed on the reverse of the visitor badge)• Receive Safeguarding information	Receptionist Receptionist Handout Handout
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found in the Visitor Access Policy.	Visitors Policy on the MLE.

Lone Working

Task	Person Responsible
The person responsible for ensuring risk assessments are prepared and implemented for lone work activities	Business Support Manager / Premises Manager / Line Manager

5.12 Information, Instruction and Training

Provision of Information

Task	Person Responsible
The person responsible for distributing all health and safety information received from external bodies	Business Support Manager
New employees will be informed of all relevant health and safety information as part of the induction process	Line Manager / Staff Briefing Pack
Health and safety documentation will be kept in the Health and Safety manual. The documentation will be maintained.	Relevant Staff – Business Support Manager, Headteacher, SLT

The person responsible for deciding on the appropriate circulation of each item of documentation	Headteacher, Business Support Manager
The Health and Safety notice board is located	Staff Room

Health and Safety Training

Task	Person Responsible
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is	Business Support Manager or Head of Department
The person responsible for coordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and employees concerned	Subject Leader or Business Support Manager
The person responsible for coordinating the provision of the health and safety training needs of support staff in consultation with their line managers	Business Support Manager
The person responsible for compiling and implementing the school's annual health and safety training plan is	Business Support Manager
The person responsible for reviewing the effectiveness of health and safety training is	Business Support Manager
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc. is	Subject Leader and Business Support Manager
Employees who feel that they have need for health and safety training of any kind should notify the contact person who is:	Business Support Manager

This will include:

- Health and Safety Policies
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

5.13 Manual Handling of People

Manual Handling of Objects

Task	Person Responsible
The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Subject Leaders and Departmental Managers
The person responsible for the monitoring of the safety of manual handling activities is:	Subject Leaders and Departmental Managers

Manual Handling of People

Task	Person Responsible
The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment	Subject Leaders and Departmental Managers

5.14 Premises

Task	Person Responsible
Asbestos and legionella controls are the responsibilities of:	Premises Manager

5.15 Work Equipment

Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.

Powered access equipment, mobile access platforms and tower scaffold

Task	Person Responsible
Person responsible for selection, inspection maintenance, training, supervision, safe use and risk assessment is	Premises Manager
Person(s) authorised to operate, and use is/are:	Premises Manager
Training must be received from the following person/s:	Under no circumstance should equipment be used without required training from external training providers.

5.16 Ladders

The use of ladders/step ladders and working at heights is not permitted for staff other than the premises team or staff who have been trained in their use for the purpose of performing planned activities and/or preventative maintenance. Any such ladders should have routine inspections with the inspection being recorded and being available for quality assurance checks.

5.17 Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

Task	Person Responsible
The person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in a safe condition	Premises Manager

5.18 Equipment Provided for Students with Special Education Needs

Task	Person Responsible
The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day-to-day basis is:	SENDCo

5.19 Lifts

Task	Person Responsible
The person responsible for ensuring the passenger lifts are inspected and served every six months	Premises Manager

5.20 Caretaking, Cleaning and Grounds Maintenance

Task	Person Responsible
General caretaking	Premises Manager
Grounds maintenance - outsourced	Premises Manager/Company
Cleaning equipment maintenance and inspection	Premises Manager

5.21 Science, Laboratory Apparatus Equipment

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Subject Leader of Science
Person(s) authorised to operate, and use is/are	All science department staff

5.22 Radioactive Sources

Task	Person Responsible
Radiation Protection Supervisor	Nicola Campion
Radiation Protection Advisor	Steve Machin

Location of the follow records:

DFE Permission to purchase letter	Science Prep Room
History of the sources	Science Prep Room
Use log	Science Prep Room
Monitoring/Test records	Science Prep Room
Risk assessments for use	Science Prep Room
CLEAPSS Science Code of Practice	Science Prep Room

5.23 Design and Technology Equipment (Resistant and Compliant Materials)

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Subject Leader of DT
Person(s) responsible for instructing Students in the safe use of equipment before they use it and checking they use it correctly	Technology Teacher
The person responsible for ensuring that all machinery is adequately guarded and that guards are in position when the equipment is in use	Technology Teacher/ Technology Technician
The person responsible for taking out of use any equipment which is inadequately guarded	Technology Teacher/ Technology Technician/ Contractor

Design and Technology Equipment (Food Technology)

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Subject Leader of Food Tech
Person(s) responsible for instructing Students in the safe use of equipment before they use it and checking they use it correctly	Technology Teacher
The person responsible for ensuring that temperatures of the refrigerator and freezer are monitored and logged	Technology Teacher/ Technology Technician
The person responsible any deep cleaning is carried out in the food technology area	Technology Teacher/ Technology Technician
The person responsible for ensuring that hot water supply is sufficient to allow equipment within Food Technology to be cleaned thoroughly, eliminating risk of bacteria.	Premises Manager

5.24 Art and Design Equipment (Fine Arts/Ceramics)

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Subject Leader of Art All trained teaching and support staff

5.25 PE Equipment

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Subject Leader of PE
Person(s) responsible for regular (daily) visual inspection	All trained teaching and support staff
Contractor responsible for annual full inspection and report	Subject Leader of PE

5.26 Stage Lighting, Mobile staging and seating

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Subject Leader of Drama
Person(s) authorised to operate and use	All trained teaching and support staff
Mobile staging and seating	Premises Manager

5.27 Pianos, organs and other musical instruments

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Subject Leader of Music
Person(s) authorised to operate and use	Department staff Supervised students and any other persons authorised by the department

5.28 Portable Electrical Appliances and Hard Wiring

Task	Person Responsible
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded	Premises Manager Business Support Manager
Contractor responsible for carrying out formal visual inspection and testing	Contractor
Staff must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested. This includes such items as mobile phone chargers, laptops or other tablets and associated chargers. The person responsible for authorising their use on the premises	Business Support Manager (included within the Staff Briefing pack).
The person responsible for ensuring that the premises hard wiring is periodically checked (5 years)	Premises Manager Business Support Manager

5.29 Display Screen Equipment Please complete with relevant detail

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations when there is discomfort being raised by the individual. They will be entitled to an eye test where it has been identified on the DSE as required.

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Position
Sarah Carter	BSM
Dawn Rose	Admin Team Leader
Sarah Crossland	Cover Manager
Paula Lee	Communications & Marketing Administrator
Jane Norburn	Administrator
Rachel Farthing	HT PA
Jane Storrs	Exams & Educational Trips Team Leader
Fiona Collins	Exams & Educational Trips Administrator
Steph Squires	School Timetabler
Sam Iddles	Data Manager
Dawn Wright	Attendance Administrator
Hilary Lomas	Finance Administrator
Dominique Melon	Finance Administrator

Task	Person Responsible
The competent (trained) person responsible for carrying out display screen equipment risk assessments	Business Support Manager Trust Estates, Health and Safety Lead
The person responsible for implementing the requirements of the risk assessment	Business Support Manager

5.30 Vehicles

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Headteacher or Business Support Manager.

Task	Person Responsible
Person responsible for ensuring the driver has a valid driving license and appropriate insurance (B1) and the vehicle is roadworthy (current MOT) and fitted with suitable seat belts for each passenger.	Business Support Manager
The person responsible for arranging insurance and maintenance	Arranged by Trust – maintenance dates approved by Premises Manager
The person responsible for authorising the use of the school mini bus, ensuring risk assessments are completed, drivers have passed the minibus test and that drivers have passed the MIDAS test	Business Support Manager or Headteacher

5.31 Substances and Personal Protective Equipment

Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Department	Person responsible/ location
Science	Senior Technician – Prep Room
Design and Technology (materials)	Technician – Prep Room
Design and Technology (food and textiles)	Technician – Prep Room
Art and Design (Fine Art)	Subject Leader of Art
Art and Design (Ceramics)	Subject Leader of Art
Caretaking and Cleaning	Premises Manager
Catering	Taylor Shaw Lead
Grounds maintenance	Premises Manager/ Contractors
Copies of all hazardous substances are held centrally	Paper file departmental On line departmental
Undertaking and updating of COSHH assessment	Department Technicians / Premises Manager
Local exhaust ventilation (fume cupboard, dust extraction	Technician / Premises Manager

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The following staff will be responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out as follows:

Task	Person responsible
Science	Senior Technician
Design and Technology	Technician
Art and Design	Subject Leader
Caretaking and Cleaning	Premises Manager
Catering	Taylor Shaw
Grounds Maintenance	Premises Manager/Contractors
Laundrying of soiled PPE equipment (overall, aprons etc)	Department technician(s)

Respiratory Protective Equipment

Task	Person responsible
The person responsible for the risk assessment, provision, storage maintenance, inspection, repair and replacement of respiratory protective equipment	<ul style="list-style-type: none">• Business Support Manager (RA and Provision)• Curriculum Leader (ensure use, report and replacement)• Technician (support, maintain, store and notify, repair and inspect.

5.32 Housekeeping and Waste

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

Advice may be sought from the Trust Health and Safety advisor or the SCC Health and Safety Team.

Task	Person responsible
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter immediately.	EVERY / Premises Manager

Waste Management and Disposal

Task	Person responsible
Waste will be collected daily	Cleaning/Premises Team
Waste will be stored safely in appropriate sited secure containers and containers are securely locked after emptying to prevent them being moved or set on fire	Premises Team
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention.	All staff to report on EVERY / Premises Manager
If rubbish or waste is causing an obstruction staff should inform	EVERY/Premises Manager
When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Premises Manager
The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special waste</i>	Department Technicians
The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i>	External Contractor

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

5.33 Students Outside School

Educational Visits and Journeys

Task	Person responsible
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom (this includes all routine visits, overnight stay and Residential visits	Deputy Head authorises / designated staff member (EVC) / EVOLVE system

Work Experience

Task	Person responsible
The person responsible for coordinating work experience placements, ensuring risk assessments are completed, ensuring Students are visited, liaising with work related learning partners	Careers Coordinator

5.34 Use of Premises Outside School Hours

Task	Person responsible
Coordinating lettings of the premises in accordance with the letting procedure	Business Support Manager/ Finance Administrator (HL) / Premises Manager
Informing other users of the building of the presence of any hazards which have not been rectified	Premises Manager
Checking that the letting organisation has Risk assessments and appropriate insurance	Finance Administrator (HL)
Checking that the premises are left in reasonable order by other users before locking up	Premises Manager / Premises Team

5.35 Premises Alterations, Contractor and Deliveries

Adaptations or Improvements to Premises (Buildings and Grounds)

Task	Person responsible
The person responsible for submitting proposals and ensuring that the relevant Asbestos protocols are completed	Premises Manager

Contractors

Task	Person responsible
Selecting contractors and vetting contractor health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance	Premises Manager / Business Support Manager for contractors employed directly by the school

5.36 Supplies (Purchasing, Procurement and Deliveries)

The Trust will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards (e.g. PUWER and COSHH regulations). Staff responsible for procurement will work with subject staff and technical support in the school to establish requirements and appropriate suppliers of such equipment and materials. In doing so, reassurances that suppliers can provide any relevant supporting documentation in relation to hazardous substances and materials, must be obtained.

Deliveries of goods will be reported to deliveries point by Premises Office (and occasionally visitors reception) who will arrange for them to be taken to the appropriate location.

Name	Role
S Carter	Business Support Manager
H Lomas & Dominique Melon	Finance Administrators

5.37 Welfare

Bullying/Harassment

Task	Role/Location
The school's policy on behaviour (including bullying)	MLE
Records of bullying incidents and action taken	Pupil record and log

Stress

Task	Role/Location
The person responsible for monitoring absence owing to stress related illness	Business Support Manager

Noise

Task	Role/Location
Any employee who has concerns regarding the level of noise should report the matter	Business Support Manager Trust Infrastructure Manager

5.38 Smoking

Smoking in public buildings is prohibited since the implementation of the Health Act 2005. All staff will be made aware of the law as part of their induction. The Trust also prohibits smoking on any part of its premises including outside areas right up to the boundary of the property. Please see the Trusts' No Smoking Policy.

The policy applies equally to all people who have business in the premises including contractors, employees, Students, parents and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed on the premises at access and egress points.

5.39 Inspections (External and Internal)

Visits and Recommendations of Enforcing Authorities e.g. Health and Safety Executive (HSE), Environmental Health Officer

Task	Role/Location
The person responsible for organising and carrying out termly safety inspections, including planning, inspection and reporting	Business Support Manager
The person responsible for ensuring follow up action on the report	Business Support Manager

Where possible Health and Safety Inspections will be carried out with the Trust health and safety representative. Members of the Governing Body will participate with safety inspections where practicable.

Management Review

Audit, Review, Performance Measurement and Action Plan

Task	Role/Location
The person responsible for sending a copy of the school's Health and Safety Statement to the trusts Health and Safety representative within one term of the date of the issuing of this mode	Business Support Manager
The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school	Business Support Manager
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement	Business Support Manager

5.40 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances be periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician.

Task	Role/Location
Inventory of portable appliances	Every
PAT testing Certificates	Every
Fixed installation test certificate	Every
Visually checking portable electrical appliances	All staff before use
Arranging the testing of portable appliances	Premises Manager / Business Support Manager
Ensuring the five yearly checks are carried out on the fixed installation	Premises Manager / Business Support Manager
Arranging repairs / remedial work	Premises Manager / Business Support Manager
Showing key members of staff how to isolate the electrical supply in an emergency situation	Premises Manager

5.41 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc.) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Task	Role/Location
Gas Servicing Certificates	Premises Manager
Arranging the testing and maintenance of gas appliances	Premises Manager
Arranging repairs / remedial work	Premises Manager
Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation	Premises Manager

5.42 Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes.

Task	Role/Location
Hazardous substances inventory (cleaning/janitorial substances, science chemicals, glues and paints for art etc)	<ul style="list-style-type: none">• Science prep room• Technology prep room• Premises Manager's Office
Hazard Data Sheets	As above
Documented risk assessments	As above

The following members of staff have responsibility for:

Task	Role/Location
Keeping an inventory up to date	Subject Leader of Science / Senior Science Technician
Ensuring hazardous data sheets are available	Senior Technician
Making sure that risk assessments are documented	Subject Leader
Making sure PPE (where necessary) is provided and worn	Subject Leader
Training staff in the safe use and handling of substances	Subject Leader
Disposing of surplus substances safely	Subject Leader, may delegate to Science Technician.

Premises Manager / PFI Contractors have responsibility in relation to all items listed above for the purposes of operations and management of contractors on the site.

5.43 Educational Visits and Off-site Activities

The School complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. We currently use the EVOLVE online approval system which includes the external scrutiny of risk assessments, especially for overnight and overseas trips.

The School has a named Educational Visits co-ordinator who has received the appropriate training and is responsible for:

- Supporting the Headteacher when approving educational visits
- Assessing the competency of leaders and other adults on the visits
- Ensuring that all members of staff receive induction training in the school process for educational visits
- Helping and supporting members of staff with the planning of educational visits including help with risk assessments

The following people have responsibilities for:

Task	Role/Location
Educational visits documentation and risk assessment on Evolve.	Visit Leaders / Educational Visits Officer / Deputy Head
Ensuring staff receive induction training in educational visits	Educational Visits Officer

The following people have received training and also have received Evolve Training.

Name	Date	Type of Training
Andrew Walton-McBain	9 Oct 2018	EVC
Jane Storrs	17 Jan 2013 (refresher 7 Sept 2021)	EVC
Fiona Collins	5 January 2023	EVC

5.44 Medical Needs

This school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
MLT – Supporting Student/pupil/pupils with Medical Conditions Policy	Central Policy folder/MLE
Students individual care plans	Medical room/electronic stored
Consent Forms	Medical room/electronic stored
Asthma Forms	Medical room/electronic stored

The following people can administer medicines and have received relevant training:

Name	Date of Training	Type of training i.e. use of epi-pen
Carol Simcox	April 2024	Managing Medicines
Nicola Frost	February 2024	Managing Medicines

5.45 Loaning of PE Footwear to Students

All staff **must** check footwear prior to issuing and on return by Students that there is no damage or excess wear that may cause injury.

5.46 Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate. Available documents related to safety in departments.

Document	Location
CLEAPSS	Science/Technology
AfPE	PE
DATA	Technology
Curriculum Leaders	Activities

Useful Websites

www.hse.gov.uk

www.cleapps.org.uk

5.47 Staff Wellbeing and Stress

The health and wellbeing of all members of our staff is considered as part of the school risk assessment process. All members of staff have the opportunity to contribute to the school stress risk assessment. This is reviewed periodically, and the findings shared with staff.

6. Monitor and Review

The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance. The health and wellbeing of all members of our staff is considered as part of the school risk assessment process. All members of staff have the opportunity to contribute to the school stress risk assessment. This is reviewed periodically, and the findings shared with staff.

This policy will be updated bi-annually and will be ratified by the Local Governing Body.

7. Equality Impact Assessment

The Health & Safety policy represents a commitment by Minerva Learning Trust to ensure its standard of health, safety and welfare is provided at all levels of the organisation and ensure that Health and Safety is an integral part of the overall management culture. The policy reflects the legal obligations placed upon Minerva Learning Trust by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.



Appendix A

School First Aid Policy

Date First Published	May 2020
Version	3
Last Approved	September 2023
Cycle	Annual

Appendix A - First aid and healthcare policy

This policy should be read in conjunction with the policy for supporting students with medical needs.

The health and safety of all members of the school community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, Students and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

In addition to this the school recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting Students at their school with medical conditions. This is done through the creation of individual healthcare plans. These will be drawn up in consultation with health and social care professionals, Students and parents to ensure that the needs of children with medical conditions are effectively supported and that no pupil will be excluded from full access to education, including school trips and physical education on the grounds of their medical condition.

The Headteacher and governors will ensure that this policy and all individual healthcare plans will be reviewed regularly and be readily accessible to parents and school staff.

Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.

1. Roles and responsibility

The Trust Board holds the overall responsibility for ensuring that the school has an up to date first aid policy, and effective first aid provision, personnel and equipment in place.

The Headteacher and governing body should ensure that arrangements are in place to support Students with medical conditions and in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

The Headteacher

The Headteacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the headteacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

The Headteacher and SENDCo (Designated person) will ensure that all individual healthcare plans are regularly reviewed and remain relevant and up to date. The plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. The headteacher is responsible for ensuring that all staff are aware of the policy for supporting Students with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition.

They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

The Headteacher is responsible for ensuring that the first aid provision in school is up to standard and that any shortfalls in provision are identified and dealt with immediately.

First aiders

The current school first aiders are:

Name	Where they can be found	Expires	Telephone Extension	Type of First Aid Qualification
Carol Simcox	Medical Room	Sept-25	1222	Emergency 1 st Aid at Work
Anna Ford - 3 Day	Careers Office	Sept 26	1232	Emergency 1 st Aid at Work
Nicola Gaughan	Montgomery Office	Dec-25	1271	Emergency 1 st Aid at Work
Mark Bennehan	Teacher - PE	Jul-24	1321	Emergency 1 st Aid at Work
Nick Mallaband	PE / Crucible Office	May-24	1241	Emergency 1 st Aid at Work
Mick Woodcock	DT Office	Dec-24	1234	Emergency 1 st Aid at Work
Richard Tattersall	PE / Crucible Office	Oct-26	1242	Emergency 1 st Aid at Work
James Hill	Science	Nov-26	1211	Emergency 1 st Aid at Work
David Vickers	Prof Tutor Office	Mar-27	1281	Emergency 1 st Aid at Work
Cara Diskin	PE Office	Jun-24	1321	Emergency 1 st Aid at Work
Vicki Bates	DT Office	Oct-26	1256	Emergency 1 st Aid at Work
Sam Iddles	Data Office	Sept-25	1228	Emergency 1 st Aid at Work
Kathryn Ellis	Drama Office	Dec-24	1206	Emergency 1 st Aid at Work
Tracey Nixon	Science Tech Room	May-26	1218	Emergency 1 st Aid at Work
Ryan Parker	Art Office	June-26	1237	Emergency 1 st Aid at Work
Bethany Gilchrist	Library	Sept 26	1206	Emergency 1 st Aid at Work
Lindsey Broughton	Drama Office	Nov-26	1224	Emergency 1 st Aid at Work
Gemma Allen	Classics Office	Nov-26	1302	Emergency 1 st Aid at Work
Helen Marsh	Dance Office	Dec-26	1224	Emergency 1 st Aid at Work
Elizabeth Smith	History Office	Dec-26	1257	Emergency 1 st Aid at Work
John Doran	History Office	Dec-26	1204	Emergency 1 st Aid at Work
Barbara Lusse	Attendance	Jan-27	1284	Emergency 1 st Aid at Work
Eleanor Palmer	Dance Office	Jan-27	1224	Emergency 1 st Aid at Work
Rebecca Lilley	Attendance	Feb-27	1243	Emergency 1 st Aid at Work
Nicki Frost	Learning Support	Mar-27	1238	Emergency 1 st Aid at Work

There will be at least one first aider on the school site when children are present. Students will be made aware of which members of staff are designated first aiders and, will be notified of any changes to who holds these positions when they occur.

<u>Day</u>	<u>Club</u>	<u>First Aider</u>	<u>Location</u>	<u>Extension</u>	<u>Expiry</u>
MONDAY	Before School 08.00-08.40	Dave Vickers	D/T Office	1234	Mar 27
		Sam Iddles	Data Office	1228	Sept 25
		Richard Tattersall	Crucible Office	1242	Oct 26
	After School 14.55-16.00				
		Sam Iddles	Data Office	1228	Sept 25
		Tracey Nixon	Science Office	1218	May 26
		Richard Tattersall	Crucible Office	1242	Sept 26
TUESDAY	Before School 08.00-08.40	Dave Vickers	D/T Office	1234	Mar 27
		Sam Iddles	Data Office	1228	Sept 25
		Vicky Bates	Food Tech	1256	Oct26
	After School 14.55-16.00				
		Sam Iddles	Data Office	1228	Sept 25
		Tracey Nixon	Science Office	1218	May 26
		Richard Tattersall	Crucible Office	1242	Oct 26
WEDNESDAY	Before School 08.00-08.40	Dave Vickers	D/T Office	1234	Mar 27
		Sam Iddles	Data Office	1228	Sept 25
		Vicky Bates	Food Tech	1256	Oct 26
	After School 14.55-16.00				
		Sam Iddles	Data Office	1228	Sept 25
		Nicola Gaughan	Monty Office	1271	Dec 25
THURSDAY	Before School 08.00-08.40	Dave Vickers	D/T Office	1234	Mar 27
		Nicola Gaughan	Monty Office	1271	Dec 25
		Sam Iddles	Data Office	1228	Sept 25
	After School 14.55-16.00				
		Sam Iddles	Data Office	1228	Sept 25
		Tracey Nixon	Science Office	1218	May 26
		Richard Tattersall	Crucible Office	1242	Oct 26
FRIDAY	Before School 08.00-08.40	Dave Vickers	D/T Office	1234	Mar 27
		Sam Iddles	Data Office	1228	Sept 25
		Richard Tattersall	Crucible Office	1242	Oct 26
		Vicky Bates	Food Tech	1256	Oct 26
	After School 14.55-16.00				
		Sam Iddles (until 15:30)	Data Office	1228	Sept 25
		Tracey Nixon (until 15:30)	Science Office	1218	May 26

School staff

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's **health and safety policy**, and basic first aid. Staff should:

- Ensure that they are familiar and up to date with the school's first aid policy and standard procedures
- Keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- Ensure that all the correct provisions are assessed and in place before the start of any activity
- Ensure that activities in school that they are supervising, or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury
- Cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- Ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.
- Be aware of the needs of Students with medical conditions that they teach
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Where appropriate to the needs of the pupil, teachers and other school staff may be asked to provide support, including the administering of medicines for Students with individual healthcare plans. Where this is the case, staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions
- Staff will not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). The school recognises that a first aid certificate is not appropriate training in this instance
- A designated member of staff (SENDCo and HLTA) will be responsible for ensuring that all supply staff and new staff members are fully briefed as to the needs of any pupil with individual healthcare plans which they are likely to encounter.

Volunteers at the school have the same responsibilities for health and safety as any other staff and, will be expected to be familiar with the school's health and safety policy and procedures.

Students

Students at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. If they are unsure, they should ask a member of staff. Students can help the school ensure first aid provision is effectively put into practice by:

- Reporting any medical emergencies or incidents to a member of staff immediately.
- Reporting anything that they feel to be a hazard to health and safety on or near the school premises. Taking care for their own safety and the safety of others. Students that put themselves, staff, or any other members of the school community or visitors to the school in danger through reckless behaviour may be dealt with under the school's behaviour policy
- Make sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (*for example diabetes, epilepsy*). This is particularly important in circumstances where Students will be travelling off the school premises, for example for a sports match or a school trip
- Where a pupil has a health condition which requires an individual healthcare plan the pupil will be involved wherever practicable in discussions as to their medical support needs and will be required to act in a way which is compliant with the plan
- All Students are expected to act in a way which demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow pupil is unwell

Parents

Parents can help the school maintain effective first aid provision by:

- Alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school in writing of such circumstances. Where medicine has been prescribed either for a set timescale or as an ongoing provision, the school must be notified in writing. This medicine will be kept in the Medical Room unless there is a specific reason for the child to have it on them at all times. It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff
- Where their child requires an individual healthcare plan, the parent will be involved in the development and review of the plan. They will be expected to carry out any action which they have agreed to as necessary as a part of its implementation, e.g. provision of medicines and equipment, ensuring that they or a nominated adult are contactable at all times
- Working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home
- Making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises
- Familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason

Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school **health and safety policy**.

2. First aid boxes

First aid boxes are situated:

- Medical Room
- Admin Office
- Science office and teaching rooms
- DT rooms
- Student Reception
- School Minibus

First aid boxes should only be used by qualified first aiders and can be used in the time it takes for the emergency services to arrive.

For off-site activities, first aid boxes should be taken from the Medical Room and returned back to the same place. These will be taken on any off-site activity and should be signed out and in from the Medical Room.

Where the school has a minibus, there will be first aid boxes permanently kept on board. These must be maintained by the Premises Manager and should be kept in good condition, ready for use at all times.

3. Information on Students

Parents must provide written consent for the administration of first aid and medical treatment by school staff to their child before their child is admitted to the school.

The school takes pupil privacy and confidentiality very seriously. The DSL will be responsible for sharing medical information to other staff on a need-to-know basis – for example, ensuring that information regarding pupil allergies is shared with staff taking a class on an off-site trip. Pupil medical records will be kept locked in the Data office electronically and will only be accessed by authorised staff.

All staff will be made aware of which Students have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the child is.

4. Policy for Students with medical conditions that are known to the school

Please see separate policy.

5. Managing Medicines on school premises

Please see separate policy.

6. Procedure in the event of an accident or injury

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. A first aider should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

Emergency services

An ambulance should always be called by staff in the following circumstances:

- A significant head injury
- Fitting, unconsciousness, or concussion
- Difficulty in breathing and/or chest pains
- A severe allergic reaction
- A severe loss of blood
- Severe burns or scalds
- The possibility of a serious fracture
- In the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive.

Students who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents and injuries must be reported.

7. Procedure in the event of contact with blood or other bodily fluid

The school understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other Students and staff:

- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or other bodily fluids
- Wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water
- Wash splashes out of eyes with tap water or an eye wash bottle
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- Record details of the contamination
- Report the incident to a first aider and take medical advice if appropriate. The first aider will then arrange for the proper containment, clear-up and cleansing of the spillage site.

8. First aid in the physical education department and off-site provision

The risk of injury is increased during increased physical activity. It is the responsibility of the head of the physical education department to ensure that first aid boxes in this department are kept fully stocked. All staff in this department should be aware of where these boxes are stored, what should be in them, and appropriate use.

Signs alerting all members of staff to where these first aid boxes are kept should be displayed within the Sports Hall and/or on a notice board at the entrance to the games hall/PE department.

For off-site activities and away fixtures, first aid boxes will be taken from the Medical Room and returned back to the same place. These will be taken on any off-site activity. The first aid boxes within the school's physical education department are for use in school only and should not be removed from the site. This is to ensure that boxes are always where they are expected to be in case of an emergency.

It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host school that there is adequate first aid provision in place. Risk assessments should be carried out. If an accident or injury does occur, first aid should be sought from the host school's first aiders. If the pupil must be given first aid treatment elsewhere, a member of staff from our school should be with them at all times. Where necessary in an emergency situation, Students should be taken to the nearest Accident and Emergency Department.

Injuries that occur off-site should be reported on return to the school.

Where Students have individual healthcare plans, sufficient active support will be provided to permit them to take part within sporting and off-site activities as fully as possible. Students will be encouraged to participate according to their own abilities and reasonable adjustments will be made to ensure that this is practicable. A separate risk assessment will be carried out as appropriate prior to off-site activities and consultation will take place with appropriate parties (Students, parents, health specialists) during this process.

9. Reporting accidents, emergencies, and first aid administration

The Accident Book (also known as a Welfare Book) is an essential document for employers and employees, who are required by law to record and report details of specified work-related injuries and incidents. It is strongly recommended that schools and colleges keep a record of **all** incidents involving staff, pupils, students and visitors, which require first aid staff to be in attendance.

Any first aider who has administered first aid or medication and for both minor and major incidents, the first aider should ensure an entry is made in the welfare book which is retained in the medical room and logged in SIMS. The date, time and place, what happened, name of injured person, details of injury or illness, details of first aid administered, what happened after the incident, name and signature of first aider or person dealing with the incident.

If the incident requires formal follow up by a GP, A&E treatment or is considered major an **incident report form should be completed immediately**. These are available from the medical room. These are reviewed by the Headteacher and the BSM. The BSM will formally record and report to the Sheffield Health & Safety Team via the online reporting system (Sheffield CC School Point), review trends and areas for improvement and will store the form securely in a folder in the BSM's office according to the Data Protection Act 1998.

If the parent, guardian or carer does not need to be notified if their child visits the medical room, as the incident is not considered major; or the child does not need to be collected, a 'Bump Note' is available to be completed with details of the child, the reason for the visit and any first aid administered so the child may take this home with them.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school **health and safety policy and Accident Investigation SOP**.

Serious incidents

Serious incidents that have been recorded and the types of minor accidents reported (no personal details discussed) will be reviewed at school senior leadership team meetings to determine whether there are any accident trends that could be avoided.

Investigations are carried out to identify immediate and underlying causes of accidents with a view to preventing recurrence. Measures that are identified as part of the investigation are implemented and communicated to employees.

Serious incidents will also be recorded and reviewed by Minerva Learning Trust senior leaders. They will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed

at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

Reporting to HSE

Schools have a legal responsibility to record and report all incidents required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive (HSE). This includes accidents to service users, pupils and members of the public, where there is a fatality or major injury this should be reported through the Sheffield City Council online system.

Sheffield City Council will report to the HSE when necessary. Incidents that need to be reported include but are not limited to:

Involving staff

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- Work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- Cases of work-related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health)

Involving Students, parents, or school visitors

- Accidents which result in the death of a person that arose out of or in connection with the school's activities, or
- Accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital.

Physical Violence

Physical violence to a member of staff which results in their death, a major injury or prevents them from carrying out their normal duties for over 7 days is reportable. In the case of an over 7-day injury, the incapacity must arise from a physical injury (not as a result of a psychological reaction to the violent act).

Incident investigations

- Accidents that result in more serious injuries may need to be reported to the Health and Safety Executive (HSE). This includes accidents to service users, pupils and members of the public. Contact the Trust Estates Manager, Chief Finance Officer or the CEO for advice, SCC Health, Safety & Wellbeing Team will report to the HSE on your behalf.
- An investigation may be launched by the relevant external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed.
- Senior leaders and Minerva Learning central staff may also decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.