HERITAGE ACADEMY

Health and Safety Policy

Allah is He, than Whom there is no other God;- the Sovereign, the Holy One, the Source of Peace (and Perfection), the Guardian of Faith, the Preserver of Safety, the Exalted in Might, the Irresistible, the Supreme: Glory to Allah! (High is He) above the partners they attribute to Him.
(Quran 59:23)

Written/ updated: September 2026	Next Review: September 2027 (or sooner if required)
Person Responsible:	Headteacher
Health & Safety Officer:	Mr Shakeel Akhtar

This policy should be read in conjunction with our:
Safeguarding and Child Protection Policy
Asbestos Management Plan
Uniform Policy (contained within the Behaviour, Rewards and Sanctions Policy)
First Aid and Supporting pupils with medical conditions Policy
Fire Policy
Medications Policy
Accessibility plan
Remote learning
Emergency or critical incident plan
Legionella and Asbestos Management Plan

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1. Aims

Our school aims to:

- provide a secure environment, allowing all members of Heritage Academy to feel safe and confident;
- encourage all individuals to be aware of safety and to assess risks to their working/learning environment;
- ensure all members of staff create a safe workplace for their students and assess risks in every situation;
- maintain clear procedures to be taken in the event of injury and for reporting of accidents and hazards;
- maintain clear procedures for action to be taken in case of a fire and other emergencies;
- comply with all statutory requirements;
- facilitate joint consultation between professional representatives and management on health and safety, reviewing procedures where appropriate;
- ensure information, instruction, training and supervision are provided to staff and students;
- maintain and improve the high degree of safety consciousness and responsible attitudes to health and safety throughout the school.
- provide and maintain a safe and healthy environment
- establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- have robust procedures in place in case of emergencies
- ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

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

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to visitors on the school premises
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out display screen equipment assessments and set out users' entitlement to an eyesight test

- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

The school follows national guidance published by the UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

2.1 Risk Assessments

Risk assessments will be undertaken in accordance with DfE health and safety guidance and HSE guidance: https://www.hse.gov.uk/education/sensible-leadership/sensible.htm

Risk assessments will:

- cover pupils, employees, visitors, volunteers and contractors
- identify hazards, who might be harmed, existing controls and any further action required
- consider people who may be particularly at risk, including those with disabilities, medical conditions, pregnancy-related risks or other individual needs
- record significant findings
- identify an action owner and, if required, completion date
- be reviewed annually and following an incident, significant change, new activity, new equipment, change in guidance or reason to believe the assessment is no longer valid.

This reflects the DfE requirements for proportionate, recorded and regularly reviewed assessments.

At Heritage Academy, activities on and off the school premises will be assessed for foreseeable risks, and appropriate controls put in place before they begin. Risk assessment and management will be proportionate to the nature of the activity.

3. Roles and responsibilities

3.1 The proprietor board

The proprietor board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher, Shakeel Akhtar.

The proprietor board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The proprietor, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

Staff are consulted about health and safety during termly INSET training and informed how to raise concerns with the headteacher or the proprietor responsible for health and safety.

The proprietor who oversees health and safety is Sahdia Akhtar.

3.2 Headteacher

The headteacher is responsible for health and safety day to day. This involves:

- Implementing the health and safety policy
- Ensuring there are enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the proprietor board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, Sajjaad Hamid assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety

The nominated health and safety lead is Shakeel Akhtar.

The nominated competent person is Shakeel Akhtar.

3.4 Staff

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents/carers

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

- dress in a manner that is in accordance with the uniform policy and is consistent with safety and hygiene standards. Please see the Uniform Policy (contained within the Behaviour Policy)
- respond to the instruction of staff given in an emergency

- observe the health and safety rules of the school
- not misuse, neglect or interfere with items supplied for their, and other students', health and safety.

3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Contractors will receive relevant emergency instructions and information about hazards in their work area before work begins.

4. Site safety and security

Sahdia Akhtar, Shakeel Akhtar and Sajjaad Hamid are responsible for the safety and security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Sahdia Akhtar, Shakeel Akhtar and Sajjaad Hamid undertake routine premises inspections termly or sooner where required. Findings, remedial actions, responsible persons and completion dates are recorded.

The headteacher tracks actions to completion and ensures urgent defects are isolated or made safe immediately.

Sahdia Akhtar, Shakeel Akhtar and Sajjaad Hamid are key holders and will respond to emergencies.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term. The fire alarm is a loud continuous bell. Fire alarm testing will take place once a week. New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point which is clearly labelled on multiple posters around the building. Also, see our fire policy
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The fire marshal will take a register of all staff, visitors, volunteers and contractors
- Everyone will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

See our fire policy for the arrangements for the evacuation of people with mobility needs. Any students or staff who have mobility issues will have an appropriate personal emergency evacuation plan (PEEP).

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including but not limited to:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or Legionnaires' disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Shakeel Akhtar and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products will be stored in locked cabinets with the key only available from the school office. Teachers collect keys and supervise use of hazardous substances as per the relevant risk assessment and then lock the cabinet and return the key.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

All staff, students and visitors must wear protective eyewear and a laboratory coat if required, e.g. in the science laboratory. Staff and students will use any protective equipment provided, and care for it according to the instructions and training given. They will also report any loss or defects to the teacher or health and safety officer. Any concern that protective equipment creates an additional risk must be reported, and the activity must not proceed until suitable protective measures have been agreed.

Personal protective equipment includes protective clothing, safety footwear, gloves, eye protection and respiratory protective equipment, as required by the relevant risk assessment.

Thorough risk assessments are carried out by the class teacher to determine the suitable protective equipment to be used for each hazard, and these are reviewed on a regular basis.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store protective equipment, and how to detect and report faults.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

6.2 Legionella

- A water risk assessment is by Shakeel Akhtar who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's legionella management plan.
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following controls/checks that are in place, e.g. temperature checks, heating of water. For more detail see our Legionella Risk Assessment and Management Plan

6.3 Asbestos

In accordance with HSE guidance, an asbestos management survey is done by an accredited surveying organisation. As a result of the asbestos management survey, risks identified are dealt with on a priority basis.

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site. See our full Asbestos Management Plan

7. Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. Unsafe or faulty equipment must be taken out of use and reported to the headteacher. Maintenance and repairs will be recorded.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

- Any potential hazards will be reported to Shakeel Akhtar or Sajjaad Hamid immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Computer rooms and science labs will have an emergency push-button isolator switch
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. We have risk assessments for all PE activities.
- Any concerns about the condition of the equipment, gym or other apparatus will be reported to Shakeel Akhtar

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. ‘Significant’ is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

8. Lone working

Lone working may include:

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

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

Before lone working, staff must agree arrangements with a designated school contact, including their location, expected finishing time, check-in arrangements and action if contact is missed. Confidential pupil or family information must not be routinely shared with personal contacts.

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

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

We will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

In addition:

- The caretaker, who is also the headteacher at Heritage Academy, retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as a roof, is only permitted by trained and competent persons

10. Manual handling

The procedures related to manual handling apply to activities where there is a foreseeable risk of injury.

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

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

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

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

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed and evaluated where off-site visits and activities require them

- All off-site visits are appropriately staffed
- Staff take an appropriate portable first aid kit, information about the specific medical needs of pupils, medication, along with the parents/carers' contact details

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

13. Violence at work

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

All staff will report any incidents of aggression or violence (or near misses) directed at themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff. Where an incident raises a safeguarding concern about an adult, the reporting arrangements in section 7.7 of the Safeguarding and Child Protection Policy apply.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

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

15.1 Handwashing

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

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

15.4 Cleaning of the environment

The Headteacher will ensure that the premises are kept clean. Special consideration will be given to hygiene areas. Waste collection services will be monitored by the Headteacher. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The Headteacher is responsible for ensuring that the school is at a safe temperature for staff and students to work in. Rooms will be kept at a minimum of 18°C with a constant supply of fresh air.

15.5 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately, and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

15.6 Laundry

Wash laundry in a separate dedicated facility

Wash soiled linen separately and at the hottest wash the fabric will tolerate

Wear personal protective clothing when handling soiled linen

Bag children's soiled clothing to be sent home; never rinse by hand

15.7 Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals

We do not have any animals at Heritage Academy. However, in the event that an animal is on the premises, e.g. with an external visitor, we will:

- Wash hands before and after handling any animals
- Dispose of animal waste hygienically
- Supervise pupils when playing with animals
- Ensure veterinary advice on animal welfare and animal health issues has been taken by the owner, and risk assess the suitability of the animal being in school.

15.9 Infectious disease management

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

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

Following good hygiene practices

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

Implementing an appropriate cleaning regime

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

Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors where safe to do so and mechanical ventilation. Fire doors must not be wedged open; any hold-open devices must be suitable for the fire-safety arrangements. Ventilation measures must not compromise security or window restrictors.

15.10 Pupils vulnerable to infection

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

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/public-health-exclusion-periods-in-children-and-young-peoples-settings

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever anyone notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to their antenatal care provider and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal care provider and GP immediately to ensure investigation

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care provider and GP as this must be investigated promptly

Some pregnant women will be at greater risk of severe illness from COVID-19

17. Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads:

- Manageable teaching loads with appropriate planning and preparation time.
- Low bureaucracy – paperwork only where it has a clear purpose.
- Respect for staff time – avoid unnecessary meetings, emails and tasks.
- Reasonable deadlines with sufficient notice for significant work.
- Protected breaks and encouragement to take lunch/rest periods.
- Clear expectations so staff know what is required without unnecessary uncertainty.
- Supportive leadership – approachable leaders who listen and respond to concerns.
- Professional trust and autonomy – avoid unnecessary micromanagement.
- Fair distribution of workload across staff.
- Strong behaviour systems so teachers are supported in maintaining good discipline.
- Staff Code of Conduct providing clear professional boundaries and expectations.
- Recognition and appreciation of staff effort and achievement.
- Flexible and compassionate approach to genuine personal or family difficulties where practicable.
- Effective induction and mentoring for new staff.
- Access to relevant training and CPD without creating excessive additional workload.
- Opportunities for staff voice through informal conversations, surveys or meetings.
- Positive staff culture where colleagues support one another and concerns can be raised without fear.

18. Accident reporting and First Aid

The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site. All our staff have first aid training. Our senior first aiders are:

Name	Location
Mr Abdullah Ahmed	School Office
Mr Sajjaad Hamid	Science Lab
Mr Shakeel Akhtar	SLT Office

First-aid boxes are located as follows:

Location	Responsible Person
School Office	Mr Abdullah Ahmed
Science Lab	Mr Sajjaad Hamid

Please see our First Aid Policy.

18.1 Accident record

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an accident. Information about injuries will also be kept in the pupil's educational record.

All accidents and near misses must be reported to the headteacher promptly and reviewed proportionately to establish causes and prevent recurrence. Findings and corrective actions will be recorded. Where an injury or incident raises a child-protection concern, staff must follow the safeguarding reporting procedures and ensure a separate, restricted-access safeguarding record is made.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years for adults and, for children, for 3 years after the child reaches the age of 18, and then securely disposed of in accordance with the school's approved retention schedule, unless a longer period is required. Related safeguarding records are retained under the safeguarding records-retention arrangements.

18.2 Reporting to the Health and Safety Executive

The headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Reportable deaths, specified injuries, non-worker injuries requiring hospital treatment and dangerous occurrences must be notified to the HSE without delay, with the report received within 10 days. Reports will normally be submitted online; telephone reporting is available for deaths and specified injuries to workers. Over-seven-day injuries must be reported within 15 days. Reportable occupational diseases must be reported as soon as the school receives the diagnosis.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
    - Cover more than 10% of the whole body's total surface area; or
    - Cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Certain near-miss events are reportable dangerous occurrences, even where no injury results. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

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

These include:

- Death of a person that arose from, or was in connection with, a work activity

- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment
- An accident “arises out of” or is “connected with a work activity” if it was caused by:
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE

19. Training

The school will ensure that staff members are provided with the health and safety training they need for their job at induction and on an ongoing basis. This may not mean attendance at training courses. It may simply involve providing staff with instructions and information about health and safety in the school. Staff members will be provided with regular training opportunities and have access to support where needed. The headteacher will ensure that there are an appropriate number of first-aid-trained staff members in the school at any given time. Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

20. Monitoring

This policy will be reviewed by the headteacher every year.

At every review, the policy will be approved by the proprietor board.