



Health and Safety Policy

Signed by:

_____	Headteacher	Date: _____

_____	Chair of Governors	Date: _____

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Statement of intent

At Jasmine House School, we are committed to the health and safety of our staff, pupils/young people and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment, policy and training.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the School's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our School.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014, as amended
- The Personal Protective Equipment at Work (Amendment) Regulations 2022
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Regulatory Reform (Fire Safety) Order 2005

1.2. 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 'Keeping children safe in education' 2026
- 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'

1.3. This policy should be used in conjunction with the following School policies and procedures:

- First Aid Policy
- Risk Assessment Policy
- Educational Trips and Visits Policy
- Lone Working Policy
- Smoke Free Policy
- Adverse Weather Policy
- Bomb Threat Policy

- Lockdown Procedure
- Personal Emergency Evacuation Plan
- Fire Evacuation Plan
- Accident Reporting Procedure
- BCP Business Continuity Plan Sept 2026

2. Duties of the governing body

2.1. The governing body, in consultation with the **Headteacher** will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the School.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy annually and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.
- Ensure they provide a safe place for all users of the site including staff, pupils/young people and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-School familiarity with the requirements of the appropriate legislation and codes of practice.

2.2. The governing body endeavours to provide:

- A safe place for all users of the site including staff, Young People and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

3. Duties of the Headteacher

- 3.1. The **Headteacher** has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, Young People and visitors.
- 3.2. The **Headteacher** will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of the appropriate departments and other members of staff.
- 3.3. The **Headteacher** will designate a **health and safety officer** to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the **LA** and the Health and Safety Executive (HSE) where necessary.
- 3.4. Set the direction for effective health and safety management.
- 3.5. Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- 3.6. Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- 3.7. Designate a competent person who will be responsible for ensuring the School meets its health and safety duties – the competent person will be the health and safety officer.
- 3.8. Review this policy and its effectiveness annually.

The health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the **LA** and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

4. Duties of supervisory staff/department heads

- 4.1. Supervisory staff will be familiar with the requirements of health and safety legislation.
- 4.2. In addition to general duties, supervisory staff will be responsible for the implementation and operation of the School Health and Safety Policy in their department, and for areas of responsibility delegated by the **Headteacher**.

- 4.3. Supervisory staff are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- 4.4. Supervisory staff will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, Young People and visitors comply with its requirements.

5. Duties of all members of staff and Young People

5.1. All members of 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.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, Young People and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the School can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of Young People.

Pupils/young people will:

- Exercise personal responsibility for the health and safety of themselves and others.

- Dress in a manner that is consistent with safety and hygiene standards.
- 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 Young People', health and safety.

6. Construction and maintenance of the premises & Obligations of Contractors

When undertaking construction or maintenance work, the School will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the School wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the School expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of the nearest A&E department

- The principal contractor draws up a [Construction Phase Plan](#) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the School manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The Headteacher will hold **weekly** progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

7. Training

- 7.1. The School will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the School.
- 7.2. The **Headteacher** will ensure that there are an appropriate number of first-aid trained staff members and Fire Marshals working within the School.
- 7.3. Staff members will be provided with regular training opportunities and have access to support where needed.
- 7.4. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of **Jasmine House School**.

8. First-aid

- 8.1. **Jasmine House School** will act in accordance with the **First Aid Policy** at all times.
- 8.2. The School will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

- 8.3. Where appropriate the School will teach Health Education to pupils/young people, including further first aid, such as how to administer CPR and the purpose of defibrillators.

9. First Aid Boxes

- 9.4. At Jasmine House First-aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
Classroom 1	Jordan Handley/ Chris Hodgkinson
First Aid Room (Education)	Jordan Handley/ Chris Hodgkinson
Staff Room (Education)	Jordan Handley/ Chris Hodgkinson
Main Office	Matt Storey/Paul Emmerson / Jonathan Bunting
Laundry Room	Matt Storey/Paul Emmerson / Jonathan Bunting
Care Office	Matt Storey/Paul Emmerson / Jonathan Bunting
Vehicles	Matt Storey/Paul Emmerson / Jonathan Bunting
Main entrance	Matt Storey/Paul Emmerson / Jonathan Bunting

- 9.5. At Daisies care home first aid procedures are slightly different and a separate local procedure is in place around First Aid and the storage of equipment. (Appendix 4)

10. Contacting the emergency services

- 10.1.1. Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the Casualty.
- 10.1.2. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.
- 10.1.3. Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios

11. Fire safety

- 11.1.1. All staff members fully understand and effectively implement the Fire Evacuation Plan.
- 11.1.2. The **Headteacher** is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- 11.1.3. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 11.1.4. The School will test evacuation procedures on at least a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the School (both sites, main School), and records will be maintained and held in the School office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the School office.
- 11.1.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 11.1.6. Firefighting equipment will be checked on an **annual** basis by an approved contractor.
- 11.1.7. The School will implement its Fire Safety Policy to ensure that staff, pupils/young people and visitors are safe and aware of the potential risks of fire.

12. Accident reporting

- 12.1.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated **health and safety officer** using the standard **Accident Report Form on the online system- Sleuth**.
- 12.1.2. The Health and Safety Officer will ensure that the Headteacher is informed promptly of any serious accident, injury, dangerous occurrence or occupational disease. The Health and Safety Officer, acting on behalf of the responsible person, will determine whether an incident meets the statutory reporting criteria under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 12.1.3. More in-depth information concerning reporting accidents and near-misses can be found in the **Accident Reporting Procedure** and **Near-miss Policy**.
- 12.1.4. All accidents, injuries and near misses will be recorded internally in accordance with the school's procedures. An incident will only be reported externally to the Health and Safety Executive (HSE) where it meets the statutory reporting criteria under RIDDOR 2013.
- 12.1.5. **Head injury incidents**
- There is a separate protocol for any suspected Head Injuries and the Flow Chart for this should be followed (Appendix 2)
- There is also a separate section on the Accident Form around monitoring of Head Injuries. (Appendix 3)

13. RIDDOR – Reportable Incidents

- 13.1. Jasmine House School will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Not every accident or injury that occurs in school is reportable to the HSE.
- 13.2. **Incidents involving employees**
- The school will report incidents involving employees where the relevant RIDDOR criteria are met. This includes work-related deaths; specified injuries; injuries which result in a worker being unable to undertake their normal duties for more than seven consecutive days; diagnosed occupational diseases where the statutory criteria are met; and specified dangerous occurrences.
- 13.3. **Incidents involving pupils, visitors and other people who are not at work**

An accident involving a pupil, visitor or other person who is not at work will be reportable where:

- the person dies as a result of an accident arising out of or in connection with a work activity; or
- an injury arises out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment.

Examination or diagnostic tests alone do not constitute treatment for the purposes of RIDDOR. Being taken to hospital as a precaution does not, by itself, make an incident reportable.

When determining whether an accident arose out of or in connection with a work activity, the school will consider factors including the way an activity was organised or supervised, the way equipment or substances were used, and the condition of the premises.

13.4 **Dangerous occurrences**

A dangerous occurrence is a specific near-miss event prescribed within RIDDOR. A near miss does not become a reportable dangerous occurrence simply because medical attention or hospital treatment is required. The Health and Safety Officer will check the current HSE criteria where there is uncertainty as to whether an event is reportable.

13.5 **Occupational diseases**

Where the school receives a written medical diagnosis that an employee has a disease or condition that is reportable under RIDDOR and there is evidence that this is linked to occupational exposure, the responsible person will make the appropriate report to the HSE.

14. **Reporting procedure**

- 14.1.1. Where an incident is identified as reportable under RIDDOR, the responsible person, or a competent person authorised to act on their behalf, will make the report to the HSE within the statutory timescale.
- 14.1.2. Reports will normally be submitted using the appropriate online reporting form provided by the HSE.
- 14.1.3. Fatal accidents and specified injuries to workers may also be reported to the HSE Incident Contact Centre by telephone on **0345 300 9923**, in accordance with current HSE reporting arrangements.

- 14.1.4 The school will retain appropriate records of reportable incidents and will review relevant risk assessments, procedures and control measures following any serious or reportable incident.
- 14.1.5 Where there is uncertainty as to whether an incident is reportable, current HSE RIDDOR guidance will be consulted before a report is submitted.

15. Reporting hazards

- 15.1.1. Staff, Young People, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 15.1.2. In the main, reporting should be conducted verbally to the **site manager** as soon as possible, who will then inform the **Headteacher** as appropriate.
- 15.1.3. Serious hazards will be reported using the appropriate form available in the **School office**.

16. Accident investigation

- 16.1.1. All accidents, however small, will be investigated by an appointed party, and the outcomes recorded.
- 16.1.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 16.1.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 16.1.4. The **health and safety officer** will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

17. Our active monitoring system

- 17.1.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
- Regularly examining documents to ensure compliance with standards.
 - Regularly (daily) inspecting premises and equipment.
 - Annual audits, including fire risk assessments and health and safety audits.
 - Regular reports and updates to the **Headteacher**.

- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

18. Bomb threat procedure

- 18.1.1. All staff members fully understand and effectively implement the School **Bomb Threat Policy**.
- 18.1.2. In the event of an emergency, the procedures outlined in the **Bomb Threat Policy** and **Lockdown Procedure** will be followed.
- 18.1.3. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure.
- 18.1.4. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
 - Where is it?
 - In which building is it and on what floor?
 - What time will the bomb go off?
 - What does the bomb look like and what colour is it?
 - What type of bomb is it and what type of explosive?
 - Who are you?
 - Why are you doing this?
 - Do you have a code word?
- 18.1.5. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not,
- 18.1.6. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 18.1.7. Staff should note the time of the call and write down exactly what was said by the person calling as this may be useful for the police.
- 18.1.8. Where possible, recording devices will be used whilst receiving a bomb threat.
- 18.2. The staff member receiving the call will contact the **Headteacher** immediately, who will then alert the police and the LA.
- 18.3. The **Headteacher** will decide whether or not to evacuate the building.

19. Evacuation

- 19.1.1. **Jasmine House School** will follow the procedure outlined in the **Personal Emergency Evacuation Plan** in the event of a crisis.
- 19.2. In the event of a fire, the **Fire Evacuation Plan** will be implemented.

- 19.2.1. If an evacuation is deemed necessary, the following procedure will take place:
- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
 - Take all personal items with them, to avoid unnecessary searching.
 - Staff and Young People will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
 - Staff will be positioned at all gates leading into the School and nobody will be allowed in or out except for emergency personnel.
 - Once the police have arrived, staff will await further instruction from the emergency services.

20. Visitors and Contractors to the School

- 20.1. All visitors will sign in to reception.
- 20.1.1. Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the School concerned.
- 20.1.2. No contractor will carry out work on the School without the express permission of the **Headteacher** other than in an emergency or to make the site safe following theft or vandalism.
- 20.1.3. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, Young People or visitors to the School.
- 20.1.4. Visitors and contractors will wear a visitor's badge at all times while on School site.
- 20.1.5. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 20.1.6. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- 20.1.7. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

- 20.1.8. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

21. Personal protective equipment (PPE)

- 21.1.1. PPE means all equipment worn, or held, by staff or pupils/young people which is designed to protect them from specified hazards. Jasmine House School provides employees and Young People who are exposed to a hazard at the School, which cannot be controlled by other means, with PPE.
- 21.1.2. PPE means all equipment worn, or held by, staff or Young People which is designed to protect them from specified hazards.
- 21.1.3. All staff and Young People will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- 21.1.4. Staff and Young People will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their superior/class teacher.
- 21.1.5. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 21.1.6. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- 21.1.7. PPE includes laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment (RPE).
- 21.1.8. Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. School uniform.
- 21.1.9. Thorough risk assessments are carried out by the **class teacher** or subject leader to determine the suitable PPE to be used for each hazard, and these are reviewed on a **6 monthly** basis.
- 21.1.10. Staff and Young People can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 21.1.11. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 21.1.12. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

22. Maintaining equipment

- 22.1.1. When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained **health and safety technician**, will inspect the following equipment for health and safety issues **annually**:
- All electrical appliances (PAT testing)
 - All fixed gymnasium equipment
 - Any workshop equipment, e.g. lathes and kilns
 - All fume cupboards
- 22.1.2. It is the responsibility of the **department leader** to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.
- 22.2. A **health and safety technician** should be consulted as necessary.
- 22.3. Any portable electrical equipment will be visually inspected on a daily basis by the site manager and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

23. Hazardous materials

- 23.1.1. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 23.2. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 23.2.1. Storage life will be considered by **department leaders**. All control of substances hazardous to health (COSHH) and ionising radiations regulations will be adhered to.
- 23.2.2. The **site manager** is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- 23.2.3. No hazardous substances will be used without the permission of the **Headteacher**. The health and safety officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- 23.2.4. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

- 23.2.5. Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- 23.2.6. No staff member or Young Person should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 23.2.7. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit. The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the School. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with School procedures.
- 23.2.8. Control measures will be checked and reviewed on a **termly** basis to ensure continued effectiveness, even when they are known to be reliable.

24. Asbestos management

- 24.1 Jasmine House School will comply with the Control of Asbestos Regulations 2012, including the duty to manage asbestos in non-domestic premises.
- 24.2 The person or organisation holding the duty to manage asbestos will ensure that suitable arrangements are in place to identify, assess and manage any asbestos-containing materials (ACMs), or materials presumed to contain asbestos, within the premises.
- 24.3 The school will maintain an up-to-date **asbestos register and asbestos management plan**. These will identify the location and condition of known or presumed ACMs, areas that have not been accessed or inspected, the assessed level of risk, the controls required and the persons responsible for implementing those controls.
- 24.4 The asbestos register and management plan will be reviewed **at least annually and sooner where circumstances require**, including following building works, changes to the condition of an ACM, accidental disturbance or changes in those responsible for managing asbestos.
- 24.5 The condition of known or presumed ACMs will be monitored at frequencies determined within the asbestos management plan. Where materials remain in good condition and are unlikely to be disturbed, they may remain in situ subject to appropriate monitoring and controls.
- 24.6 Before any maintenance, installation, refurbishment or other work that could disturb the fabric of the building begins, the asbestos register

will be checked and relevant information will be provided to the persons undertaking or planning the work.

- 24.7 Where the existing management survey does not provide sufficient information for planned intrusive work, an appropriate refurbishment or demolition survey will be undertaken before work begins.
- 24.8 Contractors and employees undertaking work which could disturb building materials will be appropriately competent and trained. Work involving asbestos will only be undertaken by persons with the appropriate training, competence and licence where licensing is required.
- 24.9 If material suspected of containing asbestos is unexpectedly discovered or disturbed, work will stop immediately, the area will be made safe and access restricted. The school's asbestos emergency arrangements will be followed and competent specialist advice obtained before the area is reoccupied or work resumes.
- 24.10 Relevant asbestos information will be made available to staff, contractors, maintenance personnel and emergency services where necessary. Staff will be instructed not to undertake work that could disturb building materials unless authorised through the school's asbestos management arrangements.
- 24.11 The school's asbestos survey, register, management plan, condition-monitoring records and associated documentation will be retained within the school's premises and health and safety records.

25. Medicine and drugs

- 25.1.1. The School **Supporting Young People with Medical Conditions Policy** will be read, understood and adhered to by all staff.

26. Smoking/Vaping

- 26.1.1. The School is a non-smoking and non vaping premises and no smoking or vaping will be permitted on the grounds, signs will clearly state this for visitors and staff.
- 26.1.2. The School's **Smoke Free Policy** will be read, understood and adhered to by all staff.

27. Housekeeping and cleanliness

- 27.1.1. Contract cleaners will be monitored by the **site manager**. The standard required will be clear in the service level agreement held with the contracted cleaners.
- 27.2. Special consideration will be given to hygiene areas.
- 27.3. Waste collection services will be monitored by the **site manager**.
- 27.3.1. Special consideration will be given to the disposal of laboratory materials and clinical waste.
- 27.4 Premises, Heating, Ventilation and Temperature
 - 27.4.1 The proprietor will ensure that the school premises, accommodation and facilities are maintained to a standard that, so far as is reasonably practicable, ensures the health, safety and welfare of pupils, in accordance with Part 5 of the Education (Independent School Standards) Regulations 2014, as amended.
 - 27.4.2 The school will ensure that teaching and working spaces have suitable heating and ventilation and that indoor temperatures are reasonable, taking account of the nature of the activity taking place and the individual needs of pupils and staff.
 - 27.4.3 In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and HSE guidance, workplace temperatures will be managed through a proportionate risk-based approach. The Approved Code of Practice indicates that indoor workplace temperatures should normally be at least 16°C, or 13°C where the work involves rigorous physical effort. These figures are guidance and do not remove the requirement to consider individual circumstances and thermal comfort.
 - 27.4.4 There is no statutory maximum workplace temperature. Where high or low temperatures may affect health, safety or welfare, the school will assess the risk and introduce appropriate controls. Consideration will be given to factors including air temperature, air movement, ventilation, humidity, physical activity, clothing, medical conditions and the particular needs or vulnerabilities of pupils and staff.
 - 27.4.5 Particular consideration will be given to pupils whose SEND, sensory profile, physical health or communication needs may affect their ability to recognise, communicate or respond to thermal discomfort.

28. Infection control

28.1.1. **Jasmine House School** actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

28.1.2. **Jasmine House School** employs good hygiene practice in the following ways:

- Displaying posters throughout the School, encouraging all Young People, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the School.
- Employing cleaners or using staff members to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any Young Person's soiled clothing to go home, and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of Young People, for the disposal of sharps
- Discouraging Young People, staff members and visitors from touching any stray animals that may come onto the School premises.

28.2. Staff and Young People displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be assessed as to the risk and supported in the best location according to this, This will usually be in their own bedroom and recommended to see a doctor.

28.2.1. All staff are required to complete a 'fitness for work' declaration before starting employment at Jasmine House School. If any reasonable adjustments need to be made to support a member of staff due to their individual health needs these will be discussed at this stage. Occupational Health will be involved in this process if required.

- 28.2.2. **Jasmine House** keeps up-to-date with national and local immunisation scheduling and advice. All Young People' immunisation status is checked at School entry and at the time of any vaccination.
- 28.2.3. **Jasmine House School** encourages parents/carers to have their children immunised.
- 28.3. All cuts and abrasions should be covered with waterproof dressings.

29. Risk assessment

- 29.1.1. The **Headteacher** has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the School, The health and safety officer will be consulted when risk assessments are being carried out.
- 29.1.2. Termly assessments of high risks areas, such as the outdoors and food tech areas, will be undertaken.
- 29.1.3. **Annual** risk assessments will be conducted for all other areas of the School.
- 29.1.4. Risk assessments will consider the needs of staff, pupils/young people, visitors and contractor and will identify all defects and potential risks along with the necessary solutions or control measures.

The **governing body** and directors will be informed of risk assessments allowing issues to be prioritised and actions to be authorised, along with funds and resources. Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The School will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the School has implemented to control the risk

- 29.1.5. **A designated staff member (Education Trips Coordinator)** will ensure risk assessments are completed by staff leading any activity and all trips or stays off site day trips or residential stays.
- 29.1.6. A Risk Assessment Policy will be developed as per the Education (Independent School Standards) Regulations 2014.

30. Slips and trips

30.1.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The School utilises the following procedures:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
 - Decide who might be harmed and how
 - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
 - Record the findings

Review the assessment regularly and revise if necessary

- The School will remain especially vigilant to the following hazards:
 - Members of staff or pupils/young people running or carrying heavy or awkward items
 - Wearing unsuitable footwear
 - Poor lighting – particularly where there are uneven surfaces and level changes
 - Contamination
 - Obstructions, e.g. bags and trailing cables

31. Security and theft

- 31.1.1. Money will be held in a safe/locked container and banked on a regular basis to ensure large amounts are not held on-site.
- 31.1.2. Money will be counted in an appropriate location, such as the School office, and staff should not be placed at risk of robbery.
- 31.1.3. Staff and Young People are responsible for their personal belongings and the School limited for loss or damage.
- 31.1.4. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 31.1.5. All members of staff are expected to take reasonable measures to ensure the security of School equipment being used. The School will install access control and security measures to ensure the safety of the School, e.g. security glazing on windows, controlled entry/egress points etc

- 31.1.6. Missing or believed stolen equipment will be reported immediately to a senior staff member.

32. Severe weather

- 32.1.1. The **Headteacher**, in liaison with the **governing body**, makes a decision on Schools closure on the grounds of health and safety.
- 32.1.2. If a closure takes place, the **governing body and all placing local authorities** will be promptly informed.
- 32.1.3. **Jasmine House School** will act in accordance with the **Adverse Weather Policy** at all times.

33. Safe use of Vehicles

- 33.1.1. The **health and safety officer** is responsible for arranging the annual maintenance of the **vehicles**, including MOTs and road tax.
- 33.1.2. The driver will have a current license, be aged 25 years or over, and hold a full licence in Group A or passenger carrying vehicles.
- 33.1.3. Drivers will complete the driving induction/practical assessment and complete the relevant form from the **School's office** and supply a photocopy of their driving licence.
- 33.1.4. Internal damage to the vehicle is the responsibility of the individual using it. The School will decide who is responsible for covering the cost of any repairs.
- 33.1.5. The vehicle will carry strictly one person per seat and seat belts will be worn at all times.
- 33.1.6. Fines accrued will be paid by the driver at the time the offence was committed.
- 33.1.7. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the School.
- 33.1.8. The full list of staff members that hold the required licence and have completed specific training allowing them to drive the vehicle is located in the main office.

34. School trips and visits

- 34.1.1. Health and safety policy and procedures concerning School trips and visits, including trips abroad, are contained in the School's **Educational Trips and Visits Policy**.

35. Manual handling

- 35.1.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- 35.2. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.
- 35.3. The School will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the School's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.
- 35.4. In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

36. Lone working

- 36.1.1. Policy and procedures concerning employees' lone working are addressed in the **Lone Working Policy**.
- 36.1.2. Staff members are required to sign statements confirming that they have received, read and understood the relevant policy/policies, prior to being allowed to undertake lone working.

37. Workplace health and safety: stress management

- 37.1.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy/Staff handbook.

38. Workplace health and safety: display equipment

- 38.1.1. Display screen assessments will be carried out by the **health and safety officer** for teaching staff and administrative staff who regularly use laptops or desktops computers.

39. Near misses

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health.

If staff members, pupils/young people, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the Headteacher as appropriate.

The School will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

40. Allergens and anaphylaxis

- Parents/carers will be required to provide the School with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the Headteacher with a list of their allergies. Information regarding pupils/young people' and staff members' allergies will be collated and stored securely.
- Under The Human Medicines (Amendment) Regulations 2017, the School is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils/young people who are at risk of anaphylaxis, but whose device is not available or is not working. If required, the School will

purchase spare AAls from a pharmaceutical supplier, such as the local pharmacy. As outlined in Benedict's Law.

- The Headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the School site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. A list of all pupils/young people with any allergies will be kept up to date and shared with the catering team. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law.
- Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils/young people with managing their allergies.

41 Working at heights

- 1.1. Policy and procedures concerning employees working at heights are addressed in the **Working at Heights Policy**.
- 1.2. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

42 Water Management

- 42.1 Jasmine House School will manage the risk of exposure to Legionella bacteria in accordance with the Health and Safety at Work etc. Act 1974, the Control of Substances Hazardous to Health Regulations 2002, HSE Approved Code of Practice L8 and HSG274 Part 2.
- 42.2 A competent person will be appointed to take responsibility for the day-to-day management of water hygiene. The school will maintain a current Legionella risk assessment and a written control scheme proportionate to the design, operation and risk profile of the school's hot and cold water systems.
- 42.3 Where temperature is used as the primary means of controlling Legionella risk, hot water will normally be stored at **60°C or above** and distributed so that it reaches at least

50°C within one minute at appropriate monitoring points. Cold water will be maintained, so far as reasonably practicable, below **20°C**.

- 42.4** Where thermostatic mixing valves (TMVs) are installed to protect pupils or others from scalding, the temperature of the hot-water supply will be monitored at an appropriate point before mixing. The temperature of hot water at the point of use will not present a scalding risk to users, in accordance with the Independent School Standards.
- 42.5** Sentinel outlets and other representative outlets will be identified within the written control scheme and monitored at frequencies determined by the risk assessment and current HSE guidance. Where temperature control is used, sentinel hot and cold water outlet temperatures will normally be checked monthly.
- 42.6** Outlets that are infrequently used will be identified and flushed at least weekly, or at an alternative frequency identified by the Legionella risk assessment and written control scheme. Additional flushing will take place following periods when the premises or particular outlets have been unused.
- 42.7** Showerheads and hoses will be cleaned and descaled at least quarterly, or more frequently where the risk assessment identifies this as necessary.
- 42.8** Water storage vessels, calorifiers, outlets and associated systems will be inspected, monitored and maintained in accordance with the written control scheme. Any results outside the required control parameters will be investigated and remedial action taken promptly.
- 42.9** Records of monitoring, flushing, inspection, maintenance, cleaning, remedial works and reviews of the water hygiene risk assessment will be maintained in the school's Water Management File.
- 42.10** The Legionella risk assessment and written control scheme will be reviewed whenever there is reason to believe they may no longer be valid, including following significant alterations to the water system, changes in building use, prolonged periods of low occupancy, identified failures in control measures or other relevant changes.

43 Monitoring and review

The effectiveness of this policy will be monitored continually by the Headteacher and the governing board. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is September 2027

The School will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Appendix 1 – Jasmine House Checklist

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
Movement around the building (slips and trips)	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways and corridors ie between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. food, water and blood from cuts?		
	For stand-alone classrooms:		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
Work at height (falls)	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. work surfaces, cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?		

Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?		
	Have Young People been advised about good practice when using computers or game consoles?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Asbestos	If the School contains asbestos, have details of the location and its condition in the classroom been provided and explained to you? Jasmine House does not contain any asbestos as far as we are aware		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
Fire	If there are fire exit doors in the room, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the room?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace (ventilation and heating)	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the room?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of any room in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your School.

Appendix 1 Construction Phase Plan

Under The Construction (Design and Management) Regulations 2015, the School, as a client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced. You have been appointed under CDM 2015 by the client and should be aware of your duties and obligations under these regulations. You should complete this Construction Phase Plan or submit your own before starting work. Completion of this form will indicate that you are aware of your duties under CDM 2015 and will discharge them accordingly.

N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

Your name/company:		Name of principal contractor			
Name and address of client:					
Name of School					
Address line 1					
Address line 2					
Town/city					
Postcode					
Principal designer					
Name of principal designer:					
Address:					
Phone number:					
Email address:					
What is the job?					
Is there anything the client has made you aware of?					
Key dates					
Start:		Finish:		Other:	
Where are your toilets, washing and rest facilities?					
What are your fire and emergency procedures?					
Other employees of the contractor working on site					
Name			Contact details		

What are your site induction arrangements?
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How will you keep everyone on site updated during the job?
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Risk assessment

What are the main dangers on site?	Is hazard present? (Y/N)	What controls do you have?
Falls from height		- Ladders are kept in good condition, at the correct angle, and secured. - Guardrails, midrails and toeboards are used to prevent people and materials falling from roofs, gable ends, working platforms and other open edges.
Collapse of excavations		Excavations are shored, either with a cover or a barrier, to stop people and plant from falling in.
Collapse of structures		Props are installed by a competent person to support structures.
Exposure to building dusts		- Dust is prevented by using cutting and vacuum extraction on tools. - Vacuum cleaners are used instead of sweeping. - Suitable and well-fitted masks are used.
Exposure to asbestos		- Where the presence of asbestos is suspected, work is not started until a demolition/refurbishment survey is carried out. - Everyone on site is made aware of the outcome of the survey,
Activities or workers requiring supervision		The appropriate supervision is provided.

Electricity		• The electricity supply and other services are turned off before drilling into walls. • Excavators and power tools are not used near suspected buried services.
Risks to members of the public, the client and others		• The site is kept secure in order to prevent unauthorised access. • Net scaffolds are used. • Rubbish chutes are used.

Register of Construction Phase Plans (CPP)

[illegible]



44 Accident / Injury Form

Name of Home:	
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Name of Child		D.O.B / Age	
Date of Accident / Injury		Time of Accident / Injury	
Date Recorded		Person reporting	
Location of Accident / Injury			

1 Details of Injuries Suffered (please tick)

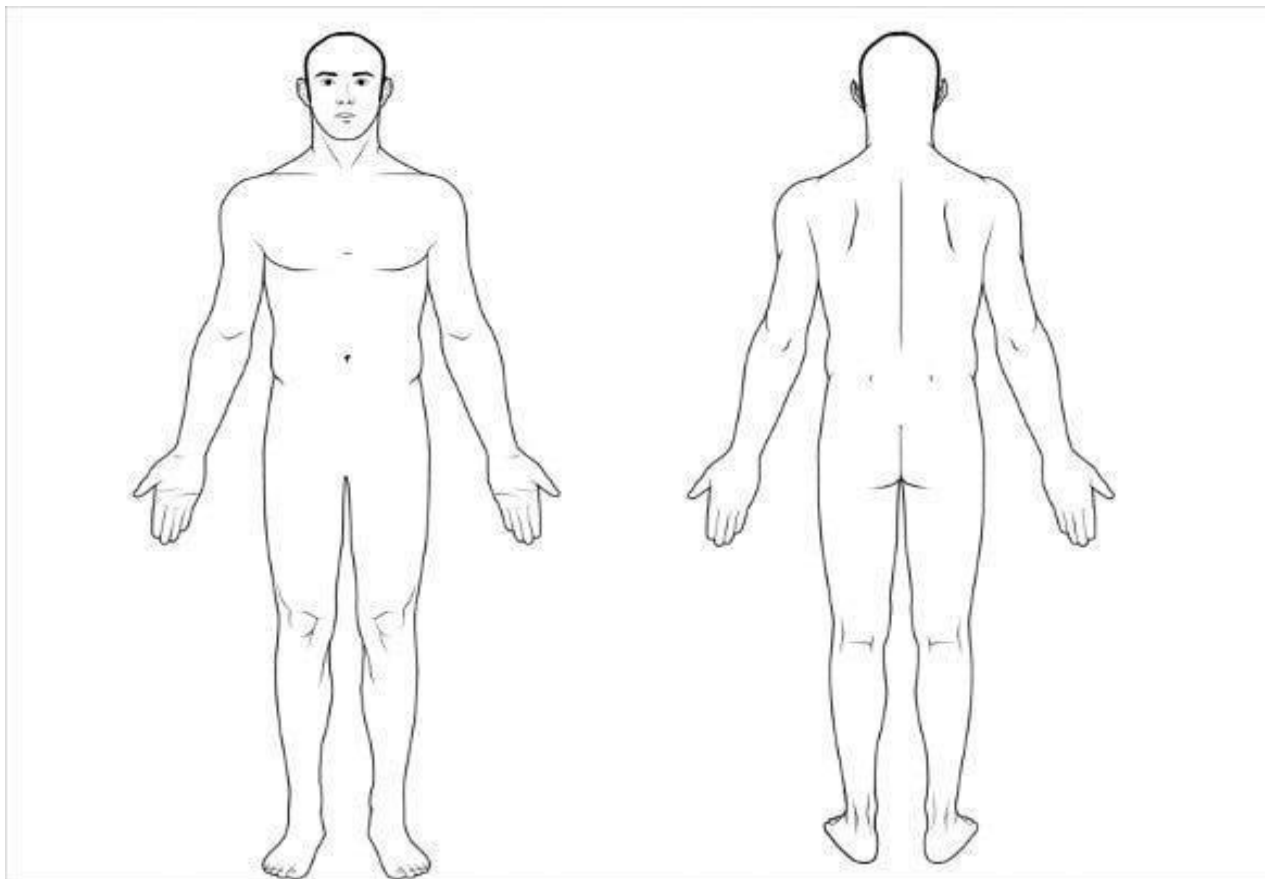
Broken Bone	Bruise/ Bump	Burn
Cut / graze	Electrocution	Eye Injury
Head Injury (complete additional section)	Puncture Wound	Repetitive Strain Injury
Trip / Slip / Fall	Other (please specify)	

Staff or other Adults Witness to Accident / Injury (Name, job title)	
Other Children/Witness(es) Witness to or involved in Accident / Injury (Initials only)	
Circumstances Preceding the Accident / Injury : Detail description of the preceding timeline, where staff members and other YP were, reasons for Accident / Injury etc.	
Description of Event Who, what when, where, Accident or injury caused. Give accurate and precise timeline of events.	

Date and Time Medical Treatment Offered:			
Medical Treatment Used : i.e Plaster, Wipe, Cool pack, Dressing etc			
Does this incident require further investigation or reporting ie Riddor / sig form		Does the risk assessment need updating and sharing?	
Is this a potential head injury ? (if so please follow attached flow chart for procedure)			

Head Injury Monitoring Record If Head Injury please record monitoring for at least 24 hours in case of concussion / compression / other injury See Flow chart for		
Date	Time	Signs / symptoms
Name and job title of staff writing report:		
Date Report was completed:		

Body Map for injury or marking's to a young person - please follow directions for this below
 (Select insert / then go to shapes / use circle then reduce and place in set area)
 If staff receive injury please ensure this is logged in relevant section and use staff Accident Book to record



People Notified Please state time and date:

On Call Manager notified (state who)		RIDDOR	
Key Worker		Parent/Carer/Guardian	
Social worker/ YOS case manager		OFSTED (If required – recorded on the Ofsted Notification Form)	

Health authority or GP		Emergency Services called (specify which services)	
EDT		Safeguarding (LADO)	

Signature of Registered Manager or Deputy with oversight:	
Date:	

Smoothstone Care and Education Head Injury Flow Chart

This flowchart is to guide through the processes and expectations of Smoothstone protocols

