

RAMILLIES HALL SCHOOL AND NURSERY

HEALTH AND SAFETY POLICY



Introduction

References in this document to “the school” includes the Nursery unless otherwise stated.

At Ramillies Hall School and Nursery we aim to provide and maintain a safe and healthy environment, so far as it is reasonably practicable, for all the students, parents staff, temporary contractors and any visitors on site. We have robust procedures in place in case of emergencies. We aim to ensure that the premises and equipment are maintained safely and are regularly inspected.

Our commitment:

Safety and suitability of premises, environment and equipment; providers must ensure that their premises are fit for purpose and suitable for the age of the children cared for and the activities provided. Providers must comply with health and safety legislation. Providers must promote the good health of children and have policies and procedures in place.

The school is fully committed to maintaining the safety and protection from harm to all the pupils, parents, visitors and employees at all times. The school recognises its responsibility to provide adequate control of the health and safety risks that arise.

To achieve this Ramillies has resolved to:

1. Comply with relevant legislation,
2. Ensure that the health and safety responsibilities of all employees on behalf of the business, are clearly defined, allocated and understood.
3. Encourage and enable all employees to carry out those responsibilities through an effective health and safety management system, with safe premises, and clearly defined processes.
4. Enhance employee’s capabilities to manage and work safely through education and training.
5. Promote effective participation and involvement of all employees in the health and safety performance of Ramillies and the pursuit of a healthy and safe way of life.
6. Monitor and review the effectiveness of health and safety deployment. Arrangements to implement these aims are contained within the Safety program.

Legislation

The Health and Safety at Work Act 1974(HSWA) is the main piece of legislation affecting the management of health and safety in educational establishments across all sectors. This act provides a framework for ensuring the health and safety of all employees in any work related activity. It also provides for the health and safety of anyone who may be affected by work activities in e.g. pupils/students and visitors to educational sites, including parents and contractors.

The Management of Health and Safety at Work Regulation 1992 introduced the specific duty to identify and assess the risks faced and to carry out risk assessments and develop measures to control significant risks.

Policy Statement

The Policy Statement sets out our intentions, both to achieve legal status compliance and meet Ramillies Hall business requirements. The statement sets out the importance that Ramillies places on fulfilling its business mission safely by making health and safety a way of life. The pursuit of this aim reflects the high value that Ramillies places on its employees and pupils.

Ramillies Hall School Limited will follow Ramillies Hall Health and Safety Policy consistently throughout its working practices, led by its Proprietors and Head Teacher and the Safety Committee.

Ramillies Hall School and Nursery believes that: -

- All incidents are preventable
- Management is committed to preventing injuries
- All risks can be managed to an acceptable level
- Training employees to work safely is essential
- Prevention of injuries is good business

Roles and responsibilities

Health and safety is the responsibility of everyone at Ramillies Hall School and Nursery. However a Safety Committee has been established to ensure that our health and safety policy is embedded as the norm and is part of everyday activity, not just an annual occurrence.

The organisational structure is set out below:

- The implementation of the Health and Safety policy - The proprietors, Anne Poole and Diana Patterson, the Estates Manager, Robert Poole, the Head Teacher, Denise Anthony and the Nursery Manager, Lindsey Vincent.
- The promotion of the Health and safety culture and securing the implementation – The Safety officers Robert Poole and Dermot McCallion.
- The safety performance – The Safety committee - Chair: Robert Poole (Safety Officer), Diana Patterson (Proprietor), Denise Anthony (Head Teacher), Dermot McCallion (Safety Officer), Lindsey Vincent (Nursery Manager), Neil Mather (Head of Sport), Deborah Hall (First Aid Leader), Colin Richards (Director of Studies)

The Managers' Duties

The implementation of the Health and Safety Policy is ultimately the responsibility of the Proprietors, the Estates Manager, the Head Teacher and the Nursery Manager as part of their normal duties. They are accountable for ensuring, so far as is reasonably practicable, the safety and freedom from risks to health of the staff and others working in areas of Ramillies Hall School and Nursery.

Particular responsibilities will include ensuring that:

- Staff are aware of their health and safety responsibilities
- Safe systems of work exist; they are known by staff and are enforced
- Work is carried out in a safe manner in accordance with appropriate Health and Safety legislation and Ramillies instructions; and that the risk assessments are carried out in respect of the workplace in order to identify and minimise all risks and from there to develop and implement control measures as appropriate.
- Staff are adequately informed, instructed, trained and supervised to carry out work for which they are employed.
- Accidents are reported promptly and properly investigated to identify any shortcomings and to implement all necessary remedial action.
- Faulty equipment, tools and materials are reported for repair as soon as practicable and if unsafe taken out of service immediately.
- Safety training needs of staff are identified, appropriate safety training arranged and comprehensive records of all training given are maintained.

- New employees and staff changing roles are given adequate training, instruction and information to ensure, as far as is reasonably practicable, their health and safety at work.
- The health and safety of members of the public and people not employed by Ramillies is not jeopardised by the activity on the site. The responsibility for the day to day implementation and management of the above is vested in the Safety Committee Team.

The Safety Officers' Duties

The Safety Officers are responsible for promoting a health and safety culture and securing the implementation and continued development of the health and safety strategy and for ensuring the Safety Committee Team and all employees carry out their safety responsibilities. These individuals are given the necessary resources, authority and competence to carry out these duties effectively as they are accountable to the Managers and the Safety Committee for Ramillies safety performance.

The Safety Officers will:

- Establish and help maintain safety management within Ramillies.
- Promote cooperation between individuals, safety representatives and groups so that safety becomes a collaborative effort.
- Ensure the communication of necessary information throughout Ramillies.
- Ensure competence of all employees in all matters of Health and Safety.

Responsibility for the monitoring and reviewing of safety policy and strategy is entrusted to the Safety Officers.

The Safety Committee's Duties

The Safety Committee Team are responsible for the health and safety of all staff, pupils, parents and any person who attends the school site, workplaces and activities under their control and reporting any issues to the Health and Safety Officers. They will meet once term to ensure the Health & Safety policy and process is maintained at Ramillies

The Safety Committee Team will:

- Ensure that Ramillies Hall Policy statement is being adhered to.
- Ensure that the health and safety managerial processes are being adhered to.
- Be one of the primary roles in securing adequate risk assessment of the workplace by carrying out regular inspections.
- Contribute towards identifying activities undertaken in their area and in assessing the risks arising there from.
- Provide a coordination and communication role between their team and The Safety Officers and the Safety Committee.
- Be the team's first point of contact for any H&S issue or deployment of the policy, procedures and guidance.
- Liaise with each other as required to secure cooperation and meet termly to monitor and review the risk assessments.
- Prioritise improvement activities when conflict arises.
- Respond to recommendations of the Safety Officers.
- Decide where funding should be allocated for improvement.

The Employee's Duties

All individual employees have a responsibility to conduct their work with due regard for health and safety. Accountability is limited to those matters, which are within the individual's control as defined, for example, by area of responsibility and safe working practices. High standards of health and safety at work can only be achieved with the active support and cooperation of ALL STAFF, who are expected to take reasonable care to avoid injury to themselves and others.

All individual employees must:

- Cooperate with Safety Committee Team in creating and maintaining safe working conditions by observing local health and safety procedures and duties imposed by law.
- Not intentionally or recklessly interfere with, or misuse anything provided in the interests of health and safety.
- Wear or use protective clothing or equipment that may be issued to them as directed by their Safety Officers/Assistants.
- Report immediately any defect in premises, tools, plant equipment or systems that may affect health and safety to their Safety Officer. All issues must be recorded on a Health and Safety form and kept in a H&S file in the School Office. Failure to comply with these requirements may be regarded as a disciplinary matter.

Pupils and parents

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

Contractors

A "contractor" is someone who is a party to a contract, but in the health and safety sense, it is usually a person or a company that agrees to carry out some operation for another person or company not under a contract of employment but as an independent business.

Further advice is available from the Estates Manager in this respect.

Unsafe Conditions

Contractors themselves have a duty to conduct their work with due regard to the safety of others. If you have reason to believe that a contractor is working unsafely the following actions should be followed in ascending order, the start and finish points are a matter of judgement.

- As first priority is to ensure that you or any of your staff are not at risk.
- Refuse to enter dangerous areas, even if work has to stop.
- Speak to individuals and their supervisor to express your concerns, do not instruct.
- If in your judgement the risk is sufficiently serious, request the person in charge of the contractors to stop the work.
- Advise the contract administrator (usually the Estates Manager) by the quickest, practical means of the unsafe working practice or condition and then follow up with a written report. If the Contract Administrator is not available, speak with the most senior representative of the contractor on site and make written record of the conversation.

Note: Whenever you become aware of an apparent failure by a contractor's staff, to comply with health and safety legislation, it is appropriate to take certain action to bring this deficiency to the notice of the

appropriate person. DO NOT instruct other persons on what to do or not to do or you will be taking on personal liabilities if an accident occurs.

Health and Safety Areas of Responsibility:

Areas	Room Specific	Responsible Persons
Oak House	Teaching Kitchen, Science Lab and Science Storage Room, Cloak Room, Toilet, Design and Technology Room and English Room	David Buckingham Robert Poole
Junior school	Three Classrooms	Margot Archer Robert Poole
Main Building	Art Room, Maths Room, Library, Learning Support, French, LS Office, Maths LS, SENCO’s Office, Staff Room, Shower Room, Walk Through Room, Toilet, Columbus Room, Music Room, Study, DMP’s Office, Visitor’s Cloak Room, Sport’s Changing Room and Shower Area.	Diana Patterson Robert Poole Dermot McCallion Debbie Hall
Nursery Buildings	Baby Nursery, Toddlers, Early Years, Staff Room and Nursery Office	Lindsey Vincent Dermot McCallion
Kitchen, Servery and Dining Areas	Cooking Kitchen, Larder, Kitchen Storage, Laundry Room, Service Area and Dining Area	Margaret Wragg Robert Poole
External Play Areas	Playground, Toddler’s Play Area, Baby Nursery Play Area and Early Year’s Play Area.	Robert Poole Dermot McCallion
Hall and Playing Fields	The Main Hall and Playing Fields	Neil Mather Robert Poole
External	Building Structure and Grounds	Robert Poole
Storage and Cleaning Areas	Paint Shed, Cleaning Storage Room, Containers and Gardening Shed.	Robert Poole Dermot McCallion

Risk Assessment

Health and Safety at Work Acts and other Health and Safety Regulations govern health and safety management in the workplace. In every case it is a legal requirement to identify hazards, carry out risk assessments and develop measures to control any significant risk.

Risk assessment is the main way to prevent accidents, to be proactive and identify all the things that may cause injury, and then having assessed the risks, put controls in place to remove or reduce those risks to an acceptable level. A major part of Ramillies safety strategy is to both secure legal compliance and reduce workplace injury and ill health by controlling hazards and risk. There are two types of assessments are Workplace and work activities assessment.

The Process

Ramillies Hall School Ltd uses a number of steps to successfully identify and assess work related risks and ensure a safe workplace. It has been designed to reduce both unsafe conditions and unsafe acts. These being:

- Identify hazards -
- Assess the risk
- Develop and deploy control measures
- Monitor that they work
- Check that the assessment process remains valid by reviewing it regularly

Definitions

Hazard: The presence of something that could cause harm i.e. broken electrical plug on a computer.

Risk: The likely hood of that hazard actually causing harm – and then degree of harm that could arise i.e. with the broken plug the likelihood of someone actually touching it and getting an electric shock is the key issue

Having identified the hazards associated with the activity or place it is now necessary to risk assess that hazard. This is done by estimating the probability of it happening and the likely outcome if it did. The Safety Officers would carry out a full risk assessment. Any rating determined as HIGH risk would result in an action to remove or reduce the risk; this must be taken as a matter of urgency. Any activity with a risk rating medium to high must have control measures developed to reduce the risk. The control measures take the form of safe systems of work.

Workplace assessment

This involves members of the Safety Committee, conducting a termly inspection of their nominated work areas. They are tasked with identifying potential hazards, defects, faults or unsafe conditions. If any are identified they are brought to the attention of the appropriate person, in most cases the room owner for remedial action. These should be recorded and then assessed. Occasionally it may be necessary to develop temporary measures to control the risk whilst awaiting the remedial work; in this case the relevant Safety Committee team member will develop the temporary measures in conjunction with The Safety Officers and the person directly responsible for the area whose charges are affected by the hazard.

Work Activities Assessment

The Safety Committee Team will need to identify and assess any activities which are undertaken, which may cause or have the potential to cause injury. They will develop a collection of assessment results and corresponding control measures.

Specific regulations apply to Visual Display Units (VDU) and user's workstations must comply with detailed technical specifications. In order to ensure that all workstations comply with these regulations form DSE (Display Screen equipment workstation self assessment) and have been developed for individuals to self-assess their own workstations. The Safety Officers are responsible for ensuring any defect identified on the forms is corrected. Young persons (under 18's) pose greater risk in the work place, these are assessed as work activity risk where they are just visitors, but where they are employed (temporary or permanent) separate procedures apply. New or expectant workers are also subject to greater risk, special procedures apply.

Control Measures

Control measures are designed to reduce the chance of accidents and injury. At Ramillies these control measures will take the form of written instructions - known as safe systems of work. Safe systems of work (SSWO) will endeavour to either, remove, reduce or control to an acceptable level any work activity or workplace risk. These SSOW will be made available to everyone who works at Ramillies; induction training will ensure new entrants are told about them.

The safe systems of work initially seek to remove the hazard, but if this is not practicable the following methods are employed:

- Physical safeguards such as, barriers, mechanical aids or engineering solutions.
- Systems of working, including written safe systems of work, communicated to staff, training, instruction or supervision.
- Personal protection such as gloves, footwear etc. Note this should be a last resort and carries with it an obligation to ensure your staff know how to correctly use it, are aware of its limitations and do actually use it.

Special Circumstances

Special risk assessment procedures apply for young workers or pregnant workers. Please contact the Human resources manager – Alexandra Poole

Review

The risk assessments and control measures will be reviewed by the Safety Committee Team:

- Upon any significant change in the workplace.
- Upon the introduction of any new activity.
- Periodically, at least once a year.
- When a new manager takes over an area on a permanent basis.
- When there is a change of work pattern or an introduction of new equipment.
- In the event of any failure (accident/incident).

Risk assessments must remain up to date. It is the Safety Officers' role to ensure that the workplace and activity assessments are reviewed:

- Periodically, at least every 12 months
- Whenever a new person takes over an area on a permanent basis.
- When there is a change of work pattern or on the introduction of new equipment.
- In the event of any failure

See also Risk assessment policy

Site and security

The Estate Manager Robert Poole is responsible for the security of the school site in and out of school hours. He is responsible for visual inspection of the school, and for the intruder and fire alarm system. He is also the main key holder and will respond to an emergency.

See also Security Policy and Lockdown Policy and Procedure

Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

- For Nursery outings, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

See Outings Policies for School and Nursery

Fire

The school's Fire Safety Officer is Robert Poole and the school's Fire Marshalls are Mark Mather, Dermot McCallion and Clare Thomas. There are also deputy fire marshalls in each department and a list of these is displayed in each department.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. 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 siren. Fire alarm testing will take place once a week and is the responsibility of the Fire Safety officer. New staff will be trained in fire safety as part of their induction 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. This is the school playground
- Class teachers and department leads will take a register of pupils, which will then be checked against the attendance register of that day
- The head teacher and nursery manager will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services and Fire Marshalls 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 also: Fire Marshall flow chart, Fire Procedure Policy and Fire risk Prevention Policy

COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- 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 Robert Poole (Safety Officer) and Clare Thomas (Nursery Deputy) these are circulated to all employees who work with hazardous substances. A copy of these are in the Health and Safety folder in the main school office and nursery office. Staff will also be provided with protective equipment, where necessary.

Staff will 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. All Hazardous materials are stored safely in a locked area and are not accessible to pupils.

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 that they have adequate ventilation

See also Gas Safety policy

Legionella

Legionnaires' disease is one of a group of diseases collectively known as Legionella, others are Pontiac fever and Lochgoilhead fever. Legionella bacteria are very commonly found in natural sources of water, including rivers, streams and ponds and may even be found in soil

A water risk assessment has been completed Robert Poole (Safety Manager). He is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint.

See also Legionellosis Policy

Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that 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
- A maintenance form must be completed and returned to the nursery or main school office for any necessary repairs.

Electrical equipment

- All staff are responsible for ensuring that 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 Robert Poole (Safety Officer) immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs

- All electrical equipment is portable appliance test (PAT) yearly and carried out by a competent person. Electrical equipment must not be used if it is not PAT tested unless it has been approved by the Safety Officer.
- All isolators switches are clearly marked to identify their machine
- 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

See also: Electrical Safety - Fixed Installation Policy

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
- Any concerns about the condition of the playground or hall floor or other apparatus will be reported to the Maintenance caretaker (Dermot McCallion)

See also: Work Equipment Policy, Workplace Environment policy, Maintenance Policy and Portable Electrical Appliances Policy

Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Estate manager duties
- Site cleaning duties
- Working in a single occupancy office

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.

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

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

See Lone Worker Policy

Visitors

As an employer and occupier of premises, we have a duty of care towards all visitors, including contractors, and we need to have regard to their health and safety, particularly as they may be unfamiliar with our premises, activities and hazard controls.

See also: Visitors Policy

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.

In addition:

- The Maintenance Caretaker, Dermot McCallion, retains and maintains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- All staff receive Ladder and Step Ladder training as part of their induction

Manual handling

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

The school will ensure that proper mechanical aids and lifting equipment are available in 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

See Manual Handling Operations Policy

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 to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

See also: Violence to Staff Policy and physical contact and restraint policy

Smoking, Alcohol and Drugs

Smoking, Alcohol or drugs is not permitted anywhere on the school premises.

See also No Smoking, Alcohol or Drugs Policy

Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow good hygiene practices.

See also Health and Hygiene Policy, Food and drink policy (nursery), Animal policy and intimate care policy (nursery)

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 or bins
- Clinical waste is removed by a registered waste contractor
- Clinical waste bags are removed when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Exclusion periods for infectious diseases

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.

The school will follow recommended exclusion periods outlined by Public Health England in the guidance on infection controlling schools and other childcare settings

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action

See also Medicine policy and procedure

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant by the headteacher or line manager. Appropriate measures will be put in place to control risks identified.

See also Pregnancy at work policy

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.

See also Mental Health and Wellbeing Policy

Accidents and incidents

Prevention

Ramillies Hall School and Nursery accident prevention programme includes:

- Full investigation of the accident to determine cause and prevent a recurrence.
- Risk Assessment of the work hazards from which safe systems of work will be designed.
- Employees trained in the use of those safe systems of work and safety requirements of the employee's job.
- Termly inspections of the workplace by Safety Committee Team

- Continuous monitoring of workplace conditions by Safety Committee Team, the Safety Officers and the Proprietors and Head Teacher.
- Analysis of accident statistics to identify trends/improvement opportunities.
- Good Housekeeping

Accident record

- For children - 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.
- Information about injuries will also be kept in the pupil's educational record
- As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of
- For staff - Croner Simplify Accident Reporting Tool is filled out by the Admin Team in the Main Office. This must be completed for every injury.

Reporting to the Health and Safety Executive

The Safety Officer and Proprietors 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).

The Safety Officer or Proprietors will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These 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)
 - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done

- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.

Arrangements for dealing with Major Incidents

The Management of Health & Safety at Work Regulations 1992 requires sites to have a major incident/disaster plan. It is the responsibility of the Safety Officers to develop and communicate the plan which is intended to provide flexible guidance to cover a wide range of potential events.

The plan covers the following events:

- Where fire, explosion, collapse of building plant, food or other catastrophic event results in fatalities or multiple casualties to Ramillies employees, contractors or parents visiting the premises.
- Where an employee, contractors or parents suffers a fatal injury or there are multiple casualties directly resulting from a site disaster.
- Where a serious hazardous situation has occurred or is developing, the control of which is clearly beyond the local resources of Ramillies and which requires assistance from the emergency services. This would include hostage situations on Ramillies premises.
- Any other hazardous situation which will clearly attract widespread public alarm and media interest. Generally, the Safety Officers will manage the procedure in place. In the event of a full evacuation of Ramillies Hall School and Nursery, all evacuees will assemble at Cheadle Hulme Methodist Church, where a full fire safety procedure will take place.

See Critical Incident Policy and Plan

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

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Accidents in the nursery

The Nursery Practitioners will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Nursery Manager will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

See also First Aid Policy, Accident and Injury Policy, Accident and Incident Procedure (nursery), Critical Incident Policy and Plan.

Training

Our staff are provided with health and safety training as part of their induction process. 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.

See also: Training policy

Links with other policies

This health and safety policy links to the following policies:

- Visitors Policy
- Pregnancy at work policy
- Food and drink policy
- Workplace Environment Policy
- Health and Hygiene Policy
- Security policy
- Medicine policy and procedure
- Lockdown policy and procedure
- Workplace equipment policy
- No Smoking, Alcohol or Drugs Policy
- Training policy
- Legionellosis Policy
- Fire Procedure Policy
- Fire risk Prevention Policy
- Health and wellbeing policy
- Gas Safety policy
- Work equipment policy
- Lone Worker Policy
- Electrical Safety - Fixed Installation Policy
- Manual Handling Operations Policy
- Violence to Staff Policy
- First aid policy, accident and injury policy
- Accident and incident procedure (nursery)
- Crisis management policy
- Risk assessment policy
- Security policy
- Outings Policy for School and Nursery

Reviewed and updated by	Diana Patterson and Robert Poole
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