



Date	Review Date	Coordinator	Nominated Governor
December 2016	December 2019	First Aider	Health and Safety Governor

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Occupiers' Liability Act 1957
- Health and Safety at Work Act 1974
- Occupiers' Liability Act 1984
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following documentation is also related to this policy:

- Accident Book (HSE)
- Fire Safety Risk Assessment - Educational Premises (HSE)
- Guidance on First Aid for Schools (DCSF)
- Health and Safety Management in Schools (HSE)
- Risk Assessment: A Brief Guide to Controlling Risks in the Workplace (HSE)

We acknowledge that under the Health and Safety at Work Act 1974 we have overall responsibility for health and safety.

We have in place procedures, following guidance from the local authority (LA) and the Health and Safety Executive (HSE), to deal with any accident or emergency involving staff, pupils or school visitors either on school premises or on educational visits.

We believe it is essential to provide significant health and safety training for all school personnel in order to communicate the school's accident and emergency procedures and to have in place a system to report all accidents and emergencies. All accidents and dangerous occurrences that result in near misses, injury or death will be investigated and reported to the LA and to the HSE.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To have in place accident and emergency procedures to deal with any accident or emergency that takes place at school or on an educational visit.
- To ensure compliance with all relevant legislation connected to this policy.

Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Executive Headteacher and the coordinator;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Executive Headteacher

The Executive Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide health and safety training for all school personnel;
- have in place a system to report all accidents and emergencies;
- keep records of all accidents and emergencies for a statutory time;
- provide an accident and emergency procedures document for all school personnel;
- ensure that all school personnel are aware of the above document;
- report the following work-related accidents and dangerous occurrences to the Health and Safety Executive:
 - accidents resulting in death or major injury
 - acts of violence to staff
 - diseases and medical conditions
 - accidents causing incapacity of more than three days
 - near misses
- report to the LA immediately any incident involving significant personal injury that:
 - occurs at school
 - occurs off site

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- ensure confidentiality of the details of any incident in the event of any subsequent legal proceedings;

Role of the Health and Safety Representative

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Executive Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;

Role of School Personnel

School personnel must:

- comply with this policy;
- attend health and safety training;
- know what to do in the event of an accident or emergency;
- must ensure the safety of all pupils and other members of staff.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- report all accidents and emergencies to a member of the school personnel;
- listen carefully to all instructions given by the teacher;
- liaise with the school council;
- take part in questionnaires and surveys

Accident and Emergencies Procedures Document

The accident and emergency procedures document will include:

- the names and responsibilities of staff;
- names of all first aiders;
- location of first aid equipment;
- location of medical room;
- accident procedures:
 - accidents dealt with by a member of staff
 - accidents dealt with by a qualified first aider
 - accidents that need the assistance of paramedics
- emergency procedures:
 - location of alarm systems
 - list of names of who to contact in an emergency

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- plan of assembly points
- the names and responsibilities of staff
- evacuation procedures

- records of accidents or dangerous occurrences:
 - date and time;
 - location;
 - name of injured person;
 - description of accident;
 - date when accident was reported to the:
 - Local Authority
 - HSE
 - Police

- Reporting

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- report any accident or emergency that takes place on the school site to a member of the school personnel;
- be asked to take part periodic surveys conducted by the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- information displays in the main school entrance

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Health and Safety
 - Health and Safety - Responsibilities
 - Risk Assessment
 - Medical and First Aid
 - Dealing with Critical Incidents
 - Reporting of Injuries, Diseases and Dangerous Occurrences
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Linked Policies

- Health and Safety
- Medical and First Aid
- Risk Assessment

Headteacher:		Date:	
Chair of Governing Body:		Date:	