Health and Safety policy

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# 1. Aims

Our school aims to:

Provide and maintain a safe and healthy learning and working environment

Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site

Have robust procedures in place in case of emergencies

Ensure that the premises and equipment are maintained safely, and are regularly inspected

# 2. Legislation

All schools insert:

This policy is based on advice from the Department for Education on [health and safety in schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools) and the following legislation:

[The Health and Safety at Work etc. Act 1974](http://www.legislation.gov.uk/ukpga/1974/37), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](http://www.legislation.gov.uk/uksi/2002/2677/contents/made), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety (Display Screen Equipment) Regulations 1992](http://www.legislation.gov.uk/uksi/1992/2792/contents/made), which require employers to carry out digital screen equipment assessments and states users’ entitlement to an eyesight test

[The Gas Safety (Installation and Use) Regulations 1998](http://www.legislation.gov.uk/uksi/1998/2451/regulation/4/made), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform (Fire Safety) Order 2005](http://www.legislation.gov.uk/uksi/2005/1541/part/2/made), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](http://www.legislation.gov.uk/uksi/2005/735/contents/made), which requires employers to protect their staff from falls from height

[School name] follows [national guidance published by the UK Health Security Agency](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases) when responding to infection control issues.

Academies, including free schools, if applicable, add/amend: This policy complies with our funding agreement and articles of association.

# 3. Roles and responsibilities

Schools where Herefordshire Council is the employer insert 3.1 below, and amend if necessary:

3.1 The local authority and governing board

Herefordshire Council has ultimate responsibility for health and safety matters in the school. Responsibility for the strategic management of such matters has been delegated to the school’s governing board. The governing board must:

Take reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings.

Ensure staff receive adequate training to enable them to carry out their responsibilities.

Promote a sensible approach to health and safety, making use of competent health and safety advice when required.

Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate.

If applicable, insert:

The governor who oversees health and safety is [insert name].

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

Academies, including free schools, independent schools, voluntary aided schools and foundation schools insert 3.1 below:

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school. Responsibility for the day-today management of the school has been delegated to [the Headteacher/name of role].

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

The [governing board/academy trust – delete as appropriate], as the employer, also has a duty to:

Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks

Inform employees about risks and the measures in place to manage them

Ensure that adequate health and safety training is provided

If applicable, insert:

The governor who oversees health and safety is [insert name].

All schools insert 3.2 – 3.6:

**3.2 Headteacher**

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

Implementing the health and safety policy

Ensuring there are enough staff to safely supervise pupils

Ensuring that the school building and premises are safe and regularly inspected

Providing adequate training for school staff

Reporting to the governing board on health and safety matters

Ensuring appropriate evacuation procedures are in place and regular fire drills are held

Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

Ensuring all risk assessments are completed and reviewed at least annually, or where there are significant changes to work practices, materials or plant, legislation, following an accident/incident, or after enforcement action is taken.

Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher’s absence, [name of individual/role] assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety Representation

The nominated health and safety lead(s) in the school is/are [name of individual/role].

Contact details:

The Trade Union Safety Representatives in Herefordshire are [name of individual/role].

Contact details:

3.4 Staff

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

Staff will:

Take reasonable care of their own health and safety and that of others who may be affected by what they do at work

Co-operate with the school on health and safety matters

Work in accordance with training and instructions, and use all safety equipment provided appropriately

Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

Model safe and hygienic practice for pupils

Understand emergency evacuation procedures and demonstrate their ability to implement them

3.5 Pupils and parents

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

3.6 Contractors

Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

A record will be kept of all works carried out on site which will be signed by the Headteacher and the contractors, to confirm commencement and satisfactory completion of the works.

# 4. Site security

[Names of individuals and/or roles] are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

[Names of individuals and/or roles] are key holders and will respond to emergencies outside of business hours. Contact details for these key holders has been provided to the Health, Safety and Resilience Team, [resilienceteam@herefordshire.gov.uk](mailto:resilienceteam@herefordshire.gov.uk), for use by the Emergency Planning Duty officer.

Advice on designing in site security can be sought from your regional DOCO. Herefordshire’s Design Out Crime Officer is:

Charles Naylor

[charles.naylor@westmercia.pnn.police.uk](mailto:charles.naylor@westmercia.pnn.police.uk)

07961 909795

# 5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The fire risk assessment will be reviewed at least annually, or where there is a significant change to the work environment, work activities, materials or equipment being used, occupancy of the building, legislation, or following an incident or enforcement action.

Emergency evacuations are practised at least termly/half termly and recorded appropriately.

The fire alarm is a [loud continuous bell/buzzer, flashing lights, intermittent buzzers, etc. – give details as appropriate].

Fire alarm testing will take place [once a week/insert other], and be recorded in the [fire log book/property folder].

New staff, including supply staff, will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

Any contractors on site will be made aware of the relevant fire safety procedures.

In the event of a fire: [This section should be amended to reflect the evacuation procedures in place at the school].

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

Fire wardens will carry out sweeps of their designated areas and report to the head fire warden.

Staff and pupils will congregate at the assembly points. These are [assembly points]

Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day

The [Headteacher/name of individual/name of role] will take a register of all staff and visitors

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

[School name] has arrangements in place for the evacuation of people with mobility needs and fire risk assessments will pay particular attention to those with disabilities.

You should insert additional information on the arrangements you will have in place for the evacuation of people with mobility needs, such as the process in place for completing Personal Emergency Evacuation Plans (PEEPs), where they are stored, who is responsible for reviewing them.

If the school has any specific high risks areas, as highlighted in their Fire Risk Assessment, they may wish to list an outline of precautions here. These high risk areas could include, but are not limited to; Liquefied Petroleum/Natural Gas, Food Preparation Kitchens or Science and Design Technology Areas.

In the event on an alarm sounding outside of business hours/term times, the [Headteacher/name of individual/name of role]’s contact details have been provided to Herefordshire and Worcestershire Fire Rescue Service.

# 6. Control of substances hazardous to health 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

Pathogens that cause diseases, such as leptospirosis or legionnaires disease

COSHH risk assessments are completed by [name of individual and/or role] and circulated to all employees who work with hazardous substances. [School name] will follow the hierarchy of control measures to remove or reduce the risk posed by hazardous substances, and staff will be provided with protective equipment where necessary.

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

[Insert additional information on how hazardous products will be stored and details on pupil access to substances. This may include specific exceptions to be made for storage of chemicals in the original container for the purpose of Science lessons.]

Contractors will supply COSHH assessments and Material Safety Data Sheets for any substances they will be using on site, and comply with the schools requirements for substances banned from site.

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

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

6.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer and records will be kept

Gas pipework, appliances and flues are regularly maintained

All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella

A Legionella survey and management plan were completed on [date] by [name of individual and/or role]. [Name of individual and/or role] is responsible for ensuring that the identified operational controls are conducted and recorded in the school’s Legionella log book

This risk assessment will be reviewed every [frequency dictated by risk assessment] or when significant changes have occurred to the water system and/or building footprint

A written scheme has been completed to ensure that legionella is safely managed in the school.

6.3 Asbestos

An asbestos survey was completed [date] and will be reviewed annually.

An asbestos management plan has been completed to ensure the safe management of ACMs in the school.

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

Any staff who are required to complete maintenance tasks in the school, or who are required to carry out visual inspections of ACMs will be provided with Asbestos Awareness training.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately and inform [name of individual and/or role]. Work will not continue until the area is declared safe by a competent person.

A record is kept of the location of asbestos that has been found on the school site; this record will be made available to, and signed by, all persons carrying out work on the site

Visual inspection of this asbestos is carried out as described in the school's asbestos survey, and recorded appropriately.

# 7. 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 equipment is purchased, we will establish what level of statutory inspection is required, such as 12/6 monthly LOLER inspections or regular PAT testing.

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 contents and appropriate hazard signage

7.1 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

Sockets will never be obstructed while in use

Any potential hazards will be reported to [name of individual and/or role] immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained competent persons can carry out maintenance work on electrical equipment, and all work will be recorded by the school

Staff will conduct visual inspections of electrical equipment before use.

Where necessary a portable appliance test (PAT) will be carried out by a competent person at appropriate frequencies

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 and works are recorded

[Insert schools policy on personal (brought from home) equipment such as phone chargers, fans, radios etc. here]

7.2 PE and playground equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Pupils are taught how to use PE and Playground equipment safety, and with regard to other users.

Any concerns about the condition of the gym floor or other apparatus will be reported to the [caretaker/insert other]

Detailed annual inspections are carried out by competent person and records are kept

Regular visual inspections of PE equipment will be carried out prior to use.

7.3 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. ‘Significant’ is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

[Schools may want to provide more detail about the arrangements they have in place for eye test/corrective glasses provision]

[Special schools may want to insert the following section and adapt it to reflect their own circumstances.]

7.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children’s wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

# 8. Lone working

Lone working may include:

Late working

Home or site visits

Weekend working

Site manager duties

Site cleaning duties

Working in a single occupancy office

After school clubs

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.

# 9. Working at height

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

In addition:

All work at height will be carried out using appropriate equipment (i.e. ladder, steps)

Work at height will never be carried out using chairs, tables or other inappropriate pieces of furniture

The [caretaker/insert other] retains ladders for working at height

Pupils are prohibited from using ladders

Staff will wear appropriate footwear and clothing when using ladders

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

All ladders and equipment for working at height will be allocated a unique ID

Access to high levels, such as roofs, is only permitted by trained persons

Contractors are expected to provide their own ladders for working at height

# 10. Manual handling

Where a role is likely to include manual handling [school name] will provide appropriate manual handling training, but 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.

[School name] 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 in its natural curved position, 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

Pupils will be trained before undertaking, and always be supervised during, manual handling activities

# 11. 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

[School name] will share relevant information with the provider, including risk assessments, where it is pertinent to the Health and Safety of pupils, staff and providers in line with the General Data Protection Regulations 2018

[Schools without Early Years Foundation Stage provision add/amend:]

There will always be at least one first aider on school trips and visits

[Schools with Early Years Foundation Stage provision add:]

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.

[School name] will make appropriate arrangements for informing parents/guardians of emergencies or late returns.

The use of mini busses will be in line with national guidance available[here](https://oeapng.info)**.**

# 12. The natural environment

Access to the outdoors is an essential part of a child’s development, and is encouraged within the school. The grounds will be maintained to a high standard, with special care will be taken to ensure that hazards in the natural environment will be managed appropriately, including:

Harmful vegetation and fungus

Insect nests

Nesting mammals (e.g. foxes, badgers)

Drug paraphernalia

Waste that could attract rats

Discarded bottles, metalwork, woodwork etc.

Precautions will be taken to reduce risks as much as is practicable, through risk assessment, training of staff, lessons in outdoor safety, and supervision.

[Schools with a forest school or similar wooded area add/amend.]

Anyone using the forest school will follow the guidance laid out in the Forest School policy/procedure.

# 13. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school’s health and safety policy, and will have responsibility for complying with it. We will request relevant documentation including risk assessments, COSHH assessments and PAT certificates where appropriate.

# 14. 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.

14.1 Assaults

All staff will report any incidents of aggression or violence directed to themselves to their line manager/Headteacher immediately, regardless of how severe they perceive them to be. These incidents will also be securely reported to:

[Community and voluntary controlled schools] the Local Authority

[Academies, including free schools] the governing board.

This applies to violence from pupils, visitors and other staff. For further guidance, please see the “Assaults on Staff by Pupils Procedure” and the “Unacceptable Behaviour Policy”.

14.2 Weapons

Weapons of any kind are strictly prohibited on school property. Anyone found to be carrying one will face disciplinary action and, where necessary, the incident will be reported to the police.

Where weapons are brought in for educational purposes (history lessons, forest schools etc.), they will be stored securely and only handled by competent persons, or under their direct supervision.

14.3 Restraint

[School name] has in place a suitable behavioural policy, which outlines their approach to the restraint of pupils who may be a danger to themselves or others. This includes details on, among other things; what constitutes reasonable force, and when it should be used; safe methods of implementing reasonable force and handling of pupils who may become “dead weight”; and the requirements for recording and reporting of violent incidents.

Training will be provided for all staff expected to perform any sort of restraint or handling of pupils, and this training will be kept current.

[Schools may wish to add more details here based on their own violence at work procedures, behavioural policy, or occupational health and counselling arrangements]

14.4 Verbal abuse and e-Safety

[School name] will treat cases of verbal abuse as seriously as they would a physical assault. They will follow the procedures outlined in [insert schools disciplinary policy here], and serious or sustained incidents will be reported to the local authority. The school will take any steps reasonably practicable to combat online abuse and bullying, in the same way it would with face-to-face incidents. Incidents will be recorded and reported through the same channels. Ongoing threats and harassment may be reported to the police where appropriate.

# 15. Curriculum specific hazards

Some lessons will carry their own specific hazards, which either cannot be eliminated without impacting on the learning experience, or are difficult to effectively remove. Risk assessments will be carried out to assess the risks, and to decide on control measures that will need to be implemented. [Examples of risks specific to lessons could include;

Sharps used in art and science lessons.

Chemicals and radiation in Science lessons.

Swimming pools used in PE.

Ovens/Hobs used in Cookery.

Power tools used in wood and metal workshops.

Foodborne illnesses and food allergens.]

# 16. Smoking

Smoking is not permitted anywhere on the school premises.

# 17. Infection prevention and control

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

17.1 Handwashing

Wash hands with liquid soap and water, for at least 20 seconds, and dry with paper towels or electric hand dryers

Always wash hands after using the toilet, before eating or handling food, and before and after handling animals

Cover all cuts and abrasions with waterproof dressings

17.2 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

17.3 Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves, fluid resistant face masks and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, coughing/sneezing children or nappy/pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

17.4 Cleaning of the environment

Clean the environment frequently and thoroughly with appropriate cleaning materials

Primary schools may want to use the following statement instead of the above.

Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning following the suspected or confirmed viral case will be enhanced and in line with current guidance from Public Health

17.5 Cleaning of blood and body fluid spillages

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

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

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below (17.7)

Make spillage kits available for blood spills

17.6 Laundry

Wash laundry in a separate dedicated facility

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

Wear personal protective clothing when handling soiled linen

Bag children’s soiled clothing to be sent home, never rinse by hand

17.7 Clinical waste

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

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

Remove clinical waste with a registered waste contractor

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

17.8 Animals

Wash hands before and after handling any animals

Keep animals’ living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from pupils

Supervise pupils when handling with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

17.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. [School name] will normally have been made aware of such vulnerable children [how are you informed e.g. via new starter form completed by parents]. These children are particularly vulnerable to chickenpox, measles, Covid-19 or slapped cheek disease (parvovirus B19). If exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

17.10 Exclusion periods for infectious diseases

[School name] will follow recommended exclusion periods outlined by UK Health Security Agency. Guidance on recommended absence periods for preventing the spread of infection can be found [here](https://www.herefordshire.gov.uk/info/200227/information_for_education_professionals/432/school_health_and_safety).

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

# 18. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. These risk assessments should be discussed with the person concerned and reviewed frequently.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

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

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

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

Pregnant women are more likely to develop severe symptoms of Covid-19, and additional measures will be taken to protect them from infection, which are outlined in our Covid risk assessment

[Further information on the risks of infectious diseases and pregnancy](https://www.nhs.uk/conditions/pregnancy-and-baby/pregnancy-infections/).

# 19. 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.

[You should elaborate on how your school supports staff wellbeing. If applicable, cross reference to other policies/guidance that deal with stress at work.]

[Guidance on dealing with stress in the workplace](https://www.herefordshire.gov.uk/info/200227/information_for_education_professionals/432/school_health_and_safety).

# 20. Noise and vibration exposure

Exposure to noise and vibration in the workplace can have serious negative impacts on those directly affected such as raised stress levels, reduced concentration, Hand Arm Vibration Syndrome and increased fatigue. As a consequence, anyone under the supervision or care of these individuals may be put at risk.

20.1 Noise

[School name] will manage, so far as reasonably practicable, noise hazards falling under its control. We aim to achieve this by putting measures in place as to control noise exposure so far as is reasonably practicable. When selecting controls to manage exposure to noise risks, we will apply the hierarchy of controls as set out in the Management of Health & Safety at Work Regulations 1999 and the Control of Noise at Work Regulations 2005.

20.2 Vibration

[School name] will manage, so far as reasonably practicable, vibration hazards falling under its control. We aim to achieve this by putting measures in place as to control vibration exposure so far as is reasonably practicable. When selecting controls to manage exposure to vibration risks, the University will apply the hierarchy of controls as set out in the Management of Health & Safety at Work Regulations 1999 and the Control of Vibration at Work Regulations 2005.

# 21. Accident/Incident reporting

21.1 Accident record book

An accident/incident form will be completed as soon as possible after the accident occurs

[Community and VC schools] All accidents/incidents involving staff members must be reported to the Herefordshire Council via Anycomms.

As much detail as possible will be supplied when reporting an accident/incident

Information about injuries will also be kept in the pupil’s educational record

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 [You should check whether your insurer requires accident records to be retained for a longer period of time]

Accident and incident records involving pupils are kept in line with the schools retention policy

Staff members may wish to share information included in accident reports with their Trade Unions. Sharing of information must be done in line the General Data Protection Regulations 2018

21.2 Reporting to the Health and Safety Executive

The [job title of individual] 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 Health and Safety Advisor in Herefordshire Council 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 (must be reported using the quickest means possible)

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 (this includes days where the employee would not normally be working such as holidays and weekends)

Where an accident leads to someone being taken to hospital for treatment (this does not include precautionary visits to hospital that don’t lead to treatment)

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

[Schools with Early Years Foundation Stage provision add sections 21.3 and 21.4 below:]

21.3 Notifying parents

The [job title of individual] 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.

21.4 Reporting to Ofsted and child protection agencies

The [job title of individual] 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.

The [job title of individual] will also notify [insert details of local child protection agencies] of any serious accident or injury to, or the death of, a pupil while in the school’s care.

# 22. 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.

# 23. Monitoring

This policy will be reviewed by the [job title of individual] at least annually.

The policy will also be reviewed when there is:

A new premises, or significant change to the existing premises.

A significant change to procedures, materials or equipment being used.

A significant accident/incident.

A change of management or key roles.

An investigation or Enforcement action by HSE or the Local Authority.

A change in legislation which needs to be reflected in policy.

At every review, the policy will be approved by the [Headteacher/job title of individual/name of governing board committee/full governing board].

# 24. Links with other policies

This health and safety policy links to the following policies, procedures and guidance:

First aid

Risk assessment

Supporting pupils with medical conditions

Accessibility plan

[List any related policies that your school has here, if applicable.]