HEALTH & SAFETY POLICY
(including FIRST AID and STRESS AT WORK)

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HEALTH AND SAFETY POLICY

1. Introduction

1.1 This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity.

1.2 Stone Soup Academy will comply with the legal requirements as a minimum and will strive towards continual improvement. It will maintain high standards by continually reviewing its operations against developing legislation and codes of practice.

1.3 The academy is dedicated to providing a safe and healthy working environment for the health, safety and welfare of students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the academy.

1.4 We will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and Governing Body cannot prevent accidents but will instil the adoption of safe methods of work and good practice.

1.5 The Headteacher, Governors, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and pupils must be aware of their own and others' personal safety, and in any of the school's activities, both on and off site.

2. General Guidelines

It is the duty and policy of the Governing Body and Headteacher so far as reasonable and practicable to:

2.1 Make yourself familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice that are relevant to schools, in particular the Management of Health and Safety at Work Regulations 1999.

2.2 Establish and maintain a safe and healthy environment throughout the academy.

2.3 Establish and maintain safe working procedures among staff, students and other users

2.4 Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

2.5 Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the academy.

2.6 Ensure that any organisation or individual using the facilities for community use can demonstrate that they have appropriate levels of Personal Injury Insurance in place before they are allowed to book.

2.7 Ensure that any outside agency working on construction within the academy provides a detailed health and safety plan relating to the protocols outlined within this policy and where appropriate discharge their responsibilities with regards the Construction Design and Management regulations (CDM) 2007.

2.8 Ensure that all staff and students receive information, instruction and supervision to enable them to recognise and avoid hazards minimising potential personal risk and that of others.

2.9 Make sure that any health and safety training requirements are met.

2.10 Ensure that all staff and students have a safe place to work including means of safe entry and exit.

2.11 Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all users.

2.12 Ensure effective procedures are in place in case of fire and for evacuating the premises.

2.13 Ensure accident and emergency procedures are in place.

2.14 Practice safe emergency evacuation procedures at least once per term and the results to be recorded.

2.15 Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.

2.16 Ensure that any health and safety working conditions take account of the appropriate statutory requirements and codes of practice and guidance (statutory and advisory) from the competent H&S advisor.

2.17 Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.

2.18 Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.

2.19 Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe is safely removed and repaired or replaced.

2.20 The Governing Body through the Headteacher will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.

2.21 Report any defect in the state of repair of the buildings or their surroundings that is identified as being unsafe or likely to cause harm, and to make any interim repairs or arrangements to limit the risk of harm.

2.22 Collate accident and incident information and, when necessary, carry out accident and incident investigations.

2.23 Monitor first aid and welfare provision.

2.24 The Headteacher has responsibility for the day-to-day health and safety conditions for all staff, students, visitors and anyone else using the premises or grounds whilst engaged on school business.

3. Staff responsibility

The staff will support the Headteacher and Governors and will be responsible for the implementation and operation of the academy's health and safety policy and in helping other members of staff, students and visitors to comply with its regulations. As part of their day-to-day duties they will:

3.1 Assist the Headteacher with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within the academy.

3.2 Carry out risk assessments of teaching practices and activities including equipment and substances, ensuring that any general advice on safety matters given by the competent H&S advisor and other relevant bodies in relation to the school is implemented, and that this will be translated into written safe methods of working practice and every department is informed.

3.3 Inform students, staff and visitors about their own personal safety responsibilities and make sure they are aware of the Health and Safety procedures in place.

3.4 Investigate any specific Health and Safety issue that has been identified in regard to any academy provision and implement any recommended or remedial action reasonably required.

3.5 Perform regular Health and Safety inspections within their area of responsibility as required by the Headteacher or as necessary by law.

3.6 Ensure that any failure to meet Health and Safety requirements is recorded and that appropriate action will be taken to cease the provision until the issue is resolved according to Health and Safety requirements.

3.7 Ensure appropriate protective clothing and equipment including fire appliances and first aid are provided and readily available in all areas of the school where required.

3.8 Ensure hazardous, flammable and toxic materials and substances are correctly assessed, used, stored and labelled.

3.9 Ensure any signage in relation to Health and Safety is clear and up to date and that everyone is able to understand the label and instructions.

3.10 Attend regular training to ensure that they are up to date and informed of existing and any new requirements in regard to Health and Safety.

3.11 All staff are responsible for the Health and Safety arrangements in relation to the site, staff, students and visitors under their supervision. They should make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other safety legislation and codes of practice which are relevant to the work of the department in which they work.

They should:

3.12 Exercise effective supervision over all those they are responsible for.

3.13 Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.

3.14 Ensure any equipment, tools or materials used are appropriately used and that usage complies with any Health and Safety directives required.

3.15 Familiarise themselves with the school's Health and Safety policy and any relevant safety regulations.

3.16 Ensure all equipment, tools and materials and any protective equipment and safety devices are in good order.

3.17 Report any defects and faults with any tools and materials, the building fixtures and fittings and any protective equipment and safety devices to the appropriate Health and Safety person.

3.18 Report accidents irrespective of any injuries to the Headteacher or designated Health and Safety person and that the report is logged.

3.19 Attend training and awareness courses in regard to Health and Safety.

3.20 Make sure that if they find themselves in an unfamiliar environment, they perform an initial Health and Safety check and seek further advice to clarify any issues arising.

3.21 Ensure all emergency firefighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

4. Safety Education

The DfE has published guidance on Safety Education which shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people. At Stone Soup Academy, Health & Safety education will be delivered through the PSHE programme.

4.1 One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.

4.2 This DfE guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education which the school will follow.

5. Fire Safety

Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include fire drills and the use of fire extinguishers.

5.2 The academy's evacuation procedure is highlighted in the Academy Business and Continuity plan. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire or bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

5.3 All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

6. Reporting Accidents

All accidents to staff, students and visitors must be reported, in writing, using the school's accident report form. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Headteacher will ensure that the Health and Safety Executive is informed of reportable incidents.

7. Coping with the sudden death of a student

A copy of the DfE guidance notes on coping with the sudden death of a student is given in Appendix 1.

8. First Aid (see First Aid Policy)

8.1 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers must ensure that there is adequate and appropriate equipment and facilities for providing first aid in the workplace.

8.2 A DfE good practice guide, `Guidance on First Aid for Academies', has been written to provide advice on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular, it includes a checklist of issues, which the school may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice.

8.3 The Headteacher will ensure that the number of certified first-aiders will not, at any time, be less than the number required to provide swift response as recorded in a risk assessment. In addition, supplies of first aid material will be held at various locations throughout the academy. These supplies will be checked on a regular basis by a qualified first-aider.

9. Equipment

9.1 All equipment in the academy will be fit for purpose and be subject to regular checks and maintenance. Protective clothing, gloves, masks and helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

9.2 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:

- fume cupboards
- all electrical appliances

- workshop equipment, e.g. lathes, kilns
- fixed gymnasium equipment

9.3 When new equipment is purchased, it is the responsibility of the departmental manager to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

9.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations will be kept in the Science Department where the School students are being taught.

10. Housekeeping

10.1 The Head of Business and Operations will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

10.2 The Head of Business and Operations will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

11. Visits

Educational trips and visits must be organised in accordance with the academy's Off-Site Activities Policy.

12. Minibuses

Users of minibuses must be aware of and observe the following requirements:
Where we use accredited taxi/coach/other transport companies, the company will need to be aware of and then follow all guidelines below. The company should provide written receipt of having received these guidelines.

12.1 The driver must have a current licence and not been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV.

12.2 Drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence.

12.3 Where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation.

12.4 When a charge is being made to passengers, the minibus permit must be displayed in the vehicle.

12.5 Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the school will decide upon the repairer to be used).

12.6 Only one person per seat is to be carried.

12.7 Seat belts are to be worn by the driver, and all passengers, at all times.

12.8 The driver at the time when an offence was committed is responsible for the payment of fines incurred.

12.9 A log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the academy reception.

12.10 The driver will follow the EU Drivers Hours Rules with regards to rest periods and hours of driving (see below).

12.11 The main EU rules on driving hours are that you must not drive more than:

- 9 hours in a day – this can be extended to 10 hours twice a week
- 56 hours in a week
- 90 hours in any 2 consecutive weeks

All driving you do under EU rules must be recorded on a tachograph.

The main points of EU rules on breaks and rest are that you must take:

- at least 11 hours rest every day – you can reduce this to 9 hours' rest 3 times between any 2 weekly rest periods
- an unbroken rest period of 45 hours every week – you can reduce this to 24 hours every other week
- a break or breaks totalling at least 45 minutes after no more than 4 hours 20 minutes driving
- your weekly rest after 6 consecutive 24-hour periods of working, starting from the end of your last weekly rest period taken
- Coach drivers on an international trip can take their weekly rest after 12 consecutive 24-hour periods, starting from the end of the last weekly rest period taken.

13. Visitors to the Academy Site

13.1 All visitors to the school will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the academy.

13.2 Hirers of the academy premises must use plant equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.

13.3 Whilst on site, all visitors and contractors must wear an academy visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the school by reporting to reception.

13.4 If a member of staff meets someone on site who they do not recognise and who is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to reception or off the site, as appropriate.

13.5 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

14. Security

14.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

14.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

14.3 Staff will be required to wear their Stone Soup Academy Identity Badges at all times.

15. Critical Incidents

As part of its commitment for the wellbeing of staff, students and visitors, the academy has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school premises or on an activity away from the school site.

16. Healthy Eating

It is the policy of the academy to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the academy works with the catering contractor in providing menu options that support these aims.

17. Training

The academy will ensure that any new members of staff or visitors will be given appropriate training so that all relevant Health and Safety matters are drawn to their attention at the earliest possible stage of their induction.

18. Students and staff

18.1 All students are expected to be aware of the academy's surroundings and to exercise personal precautions to mitigate any possible injury to themselves and others around them. They are also required to observe the safety rules of the academy, especially any instructions from teaching staff in the event of an emergency.

18.2 Where staff and students are accessing education outside the academy guidance in the academy's Offsite and Residential Activities Policy should be followed.

19. Lettings

In cases where the academy's equipment, buildings or grounds are to be let the Governors and Headteacher will ensure that:

19.1 Any means of access and egress are safe for the use of hirers.

19.2 Any equipment to be used by hirers is safe and any operating instructions and Health and Safety precautions are clearly identified.

19.3 All emergency doors are clearly identified and fire drill/evacuation procedures are understood.

19.4 Telephones, alarms, firefighting equipment and other safety equipment are pointed out and that users are familiar with how to use them.

19.5 After the hirers have vacated the premises a full security check of the site including any equipment used takes place and any faults are reported and recorded.

19.6 Any Health and Safety signage is clearly displayed and uses are clear as to the meanings.

19.7 There is a contact person available for hirers to contact should there be any issues that may require attention.

20. Construction and Maintenance Work

20.1 Where construction or maintenance work is being carried out on site the Governors and Headteacher will agree with contractors or service providers that appropriate Health and Safety plans are in place including an Access Plan.

20.2 Contractors or Service Providers will be made aware of the Health and Safety policy in place at the academy and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the school and Contractor/Service Provider before any works commence to confirm specific Health, Safety and Welfare issues applying the works to be carried out.

20.3 Where works fall within the scope of the Construction Design and Management (CDM) regulations 2007, the Governors and Headteacher will cooperate fully with the Contractor/Service Provider and their appointed safety coordinator and will ensure that the academy's safety manual is made available at the start of the project. The Governors and Headteacher will also ensure that the Contractor/Service Provider updates the safety file on completion of the works and conducts an appropriate handover.

21. Asbestos management

It is the law that asbestos-containing materials shall not be introduced into the school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, the school shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ the school shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal

standards using the best working practices by licensed contractors.

The condition of asbestos in the building has been cleared and neither building has asbestos. There is a log at high Pavement to outline the removal and confirmation that there is none present at either site.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

21. Review

21.1 The Governing Body and Headteacher will review this policy statement annually and update, modify or amend it as necessary to ensure the Health and Safety welfare of all individuals using the site.

21.2 The Headteacher will ensure that risk assessments and related procedures are reviewed annually or sooner, especially after an incident or accident

21.3 The Governing Body and Headteacher will implement all Health and Safety precautions required by law and those advised procedures required by Local Government.

23. Consultation with employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.
Employees are encouraged to report any health, safety or welfare concerns to the Headteacher and the Head of Operations.

24. Curriculum

Risk assessments are undertaken on all lessons and offsite activity where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

25. Display screen equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online system provided on the schools' safety manual.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

26. Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' contractor who is on the GasSafe Register.

Gas supplies are capable of being isolated and 'locked off' when not in use.

27. Inspections

The following inspection/servicing contracts are in place:

Type	Frequency	Contractor
Air conditioning	Annually	Lake Refrigeration
Catering equipment	Annually	Nottingham City Council
Electrical installation	3/5 Years	Nottingham Electrical
Gas boilers	Annually	MLS Heating Services - Andy
Electric cookers	Annually	Paul Smith Electrics
Gym equipment	6 months	Allbuild
Emergency lighting	Annually	Nottingham Electrical
Fire alarm	Every 3 months	Protec
Fire extinguishers	Annually	Nottingham Fire Protection
Fire exits/shutters	Every 3 months	Allbuild
Lifts	Every 6 months	Ideal lifts

28. Lone working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

29. Manual handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided from the Safety Manual.

30. New and expectant mothers

New and Expectant mothers are given special protection by health and safety legislation i.e.

Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Headteacher is made aware by the employee and reviewed as necessary.

31. Positive Handling / De-escalation

Positive handling training is provided annually to staff. Outside agencies accredited in the training and qualification is sourced externally. Positive handling training is then logged in the staff training document. The outline of this training can be found in the behaviour policy and the staff code of conduct.

32. Water management / control of legionella

The Academy complies with the requirements of the legionella Approved Code of Practice (L8).

The following company have been employed to review the Academy's legionella risk assessment

on a 2 year basis: **Compliance Surveys**

33. Working at height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height whilst lone working.

Kick stools and sets of small step ladders have been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose. The larger step ladders are for the use of the Site Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Head of Business and Operations. Employees are instructed to report damage / defects immediately to head Business and Operations

Condition Survey

Condition surveys are carried out by suitably qualified professionals on a five yearly basis for the purpose of strategic estate management. Condition surveys assist the Trust to:

- identify what work is needed to maintain the estate
- consider how much works might cost
- prioritise work within available funds
- understand if the nature of the buildings change

APPENDIX 1 - DfE Guidance - Coping with the sudden death of a pupil

Unfortunately, some Headteachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a pupil at school or elsewhere. In such circumstances, Headteachers may feel on their own and may need advice at that moment.

Accordingly, the Department has been asked to make advice available to help Headteachers cope with the immediacy of a pupil's sudden death at school.

Working with the Police

Very soon after the death is announced the Police should visit as they must carry out an investigation into the circumstances.

- You will need to clear rooms or spaces for them to work in.
- They may want to collect evidence.

The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at school.

The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

Telling Pupils

When a pupil collapses during the school day when other pupils are present, is rushed to hospital and subsequently dies, those pupils will need to know what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to pupils so as to meet the needs of the pupils whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friends who need to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The pupils will listen intently until you tell them that the pupil has died. Then they stop hearing. If the pupil has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some pupils will contact the local press.

If you want teachers to tell other pupils, you should have a statement ready for them to read out before you advise them.

Telling Teachers

This may have to be after you have told the key pupils. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other pupils for you, have a statement ready for them to read out before you advise them.

Telling Parents

The police will tell the parents of the child.

Getting a letter to other parents, which expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other pupils, parents and teachers.

Dealing with the Media

Headteachers at community and voluntary controlled schools should contact their LA as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the school should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the LA may advise the school not to speak to the media and direct all enquiries to an appointed LA officer.

If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

You may find you have no time to prepare interviews and certainly no time to filter statements through the Head of Education even if the LA wants you to do this.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death. Ensure you are advised of the results of any post mortem as soon as possible.

Your LA may want to hold onto this information, but you will need it. The best way to stop media speculation is to give them facts.

Helping the School Recover

This is a long-term issue. You can help a school recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest.
A brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.

FIRST AID POLICY

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, 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, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 First aiders

The school's first aiders are:

D. Bennett, R. Burton, M. Cabardo, M. Campion, J. Cassidy, L. Hendren, D. Maragh, C. Reid, D. Richardson, M. Rogers, F. Slaney, K. Smith, S. Stephens

and they are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2)
- Informing the Headteacher/Headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment

- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Receptionist will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Head of Engagement prior to any educational visit that necessitates taking pupils off school premises.

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

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

All medication will only be administered with written parental consent.

Type/s of medicine:
Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All Classrooms
- The school kitchens

A defibrillator is available on site located in the staff room at High Pavement and the Reception Area in Milbie House. R. Burton in High Pavement site and M. Cabardo in Milbie House site are responsible for replacing consumables, to replace after expiry date indicated on each consumable, or in the case of batteries, when the battery indicator shows that the battery is low – whichever is the sooner.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- 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

6.2 Reporting to the HSE

The Head of Business and Operations 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 Head of Business and Operations 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, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)

    - 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 (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- 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

All Our First Aiders have completed a one day Emergency First Aid Course.

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

6.3 Notifying parents

The Receptionist 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.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher/Headteacher 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 Designated Safeguarding Lead will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff can undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher/Headteacher annually.

At every review, the policy will be approved by the Board of Governors and by the Chair of Governors.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

STRESS POLICY

1. Introduction

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources.

2. Definition of stress

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

3. Policy

- The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The company will consult with Trade Union Safety Representatives on all proposed actions relating to the prevention of workplace stress.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

4. Responsibilities

Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

5. Occupational health and safety staff

- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

6. Human resources

- Give guidance to managers on the stress policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

7. Employees

- Raise issues of concern with your Safety Representative, line manager or occupational health.
- Accept opportunities for counselling when recommended.

8. Safety representatives

- Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety Representatives must be able to consult with members on the issue of stress including conducting any workplace surveys.
- Safety Representatives must be meaningfully involved in the risk assessment process.
- Safety Representatives should be allowed access to collective and anonymous data from HR.
- Safety Representatives should be provided with paid time away from normal duties to attend any Trade Union training relating to workplace stress.

9. Safety Committee

- The joint Safety Committee will perform a pivotal role in ensuring that this policy is implemented.
- The Safety Committee will oversee monitoring of the efficiency of the policy and other measures to reduce stress and promote workplace health and safety.