CROFTY EDUCATION TRUST



Crofty Health and Safety Arrangements

Health and Safety Arrangements

Audience:	All Crofty staff
Reviewed: **Approved:** **Effective From:**	May Estates Team 14 July 2026 01 September 2026
Equality Impact Assessment:	Completed July 2025 reviewed May 2026
Other related policies / procedures	Health and Safety Policy Statement and Organisation. Allergens & Anaphylaxis. AssessNET reporting procedures. Crofty Asbestos Policy. Crofty COSHH Procedure. Crofty Food Policy. Crofty PEEP. Display Screen Equipment checklist. Crofty Minibus Policy. Crofty Lone Worker Policy. Crofty Educational visits and school trips policy. Crofty Near Miss Policy. Infection control. Crofty Letting Policy. Staff Code of Conduct. Crofty Critical Incident Policy. Visitors Policy.
Owner	Crofty Estates.
Policy / procedure model	Trust and school policy: all Crofty schools use this policy.
Next Review:	July 2027
Version Number	2026-27 V1

Health and Safety Arrangements for the following:

Crofty Education Trust Offices	
Garras Primary School	Godolphin Primary School
Halwin Primary School	Illogan School
Lanner School	Marazion School
Parc Eglos Primary School	Pencoys Primary School
Pennoweth Primary School	Penpol Primary School
Porthleven Primary School	Portreath Primary School
Rosemellin School	Roskear Primary School
Sithney Primary School	Trannack Primary School
Treloweth Primary School	Weeth Primary School

Equality Impact Assessment

The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken inclusive of protected characteristics.	√
Adjust the policy to remove barriers identified by the EIA or better promote equality.	√

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Accidents/Incidents & Near Misses and Dangerous Occurrences

In line with the requirements of the reporting of Injuries, diseases, and dangerous occurrence regulations (RIDDOR) each school within the Trust will ensure it has local systems in place by which to report and analyse accidents/incidents and near misses that occur because of its activities or operations.

The school will report accidents/incidents that involve staff, members of the public, contractors, and pupils.

Reporting Systems & Timelines

Schools within the Trust will use the AssessNET as its accident/incident and near miss reporting platform. Each school will nominate Reporting Officers who will have access and authority to report accidents/incidents and near misses and dangerous occurrences**.**

Reporting Officers responsibilities

Staff nominated as Reporting Officers will.

- Ensure they undertake training in the use of AssessNET.
- Ensure they report incidents/accidents/near misses within the allotted time scales.
- Ensure they attach any relevant documentation to the report.
- Ensure they communicate any received remedial actions requests to the appropriate employee.
- Ensure they compile quarterly accident/incident/near miss reports for the Executive Lead Headteacher/Headteacher/SLT/Curriculum Leader.

When to Report

Accidents/incidents/near misses should be reported as soon as possible. However, the following guidance should be followed when this is not possible.

	Reporting timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case on the same day as the incident
Reporting Officers will complete the online report	Usually within 48 hours and in any case within 7 days.

What to Report & Where

All accidents/incidents/nears misses should be reported in some manner.

Dangerous occurrences include any incident which results in requiring hospital treatment or further attention.

Schools within the Trust will report accidents/incidents/near misses that cause injury or damage other than very minor on the preferred system (AssessNET).

Accidents/Incidents that result in minor injury or damage will be reported within the individual school. See Appendix 1.

Accident/Incident/Near miss Investigation

To learn why an accident/incident/near miss, however small, has occurred some form of investigation needs to be conducted.

The level of effort put into the investigation will be dependent on several factors including the severity or potential severity of any injury or damage and the likelihood of a re-occurrence of the incident.

The purpose of any investigation is to discover why an accident/incident/near miss occurred and act on any lessons learnt to prevent a re-occurrence.

A risk assessment may need to be developed or reviewed considering the investigation's findings.

It is not to apportion blame.

After School Lettings

Unless specifically agreed in the Letting Agreement, the School does not provide supervision of any groups using its facilities as part of a letting/hiring arrangement. Hirers must familiarise themselves with the Health and Safety arrangements for the school. Please see Crofty Lettings Policy.

Allergens and anaphylaxis - See separate policy.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies.

Information regarding pupils' and staff members' allergies will be collated and stored securely.

All Staff will receive appropriate training and support relevant to their level of responsibility, to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

Pupils will wear a yellow lanyard when having a lunch in school to identify that they have an allergen issue.

Asbestos

The Trust will seek information regarding any Asbestos Containing Materials (ACM's) within premises occupied by, or under the control of, the Trust and take appropriate measures to protect employees, visitors, clients, contractors, and other persons who may be affected by the Trusts activities from unsafe exposure to ACM's within those premises.

Where necessary, employees will be provided with adequate training to ensure that they are aware of the properties of asbestos and its effects on health; the types, uses and likely occurrence of asbestos and ACMs in buildings and plant; the general procedures to be followed to deal with an emergency; and how to avoid the risks from asbestos.

The Trust will develop adequate procedures for the discovery of any previously unknown suspected ACM's and emergency procedures for the disturbance of suspected ACM's which may have resulted in the release of asbestos fibres into the air.

Contractors working on premises occupied by, or under the control of, the Trust will be provided with adequate information regarding the location and type of any known ACM's on the premises, and will be required to take all necessary precautions to prevent the disturbance of known and previously unknown ACM's. They will read and sign the Asbestos Management Plan (AMP's), upon arrival to the school prior to any commencement of any works. The school must ensure they keep their Asbestos register up to date and ensure all changes are recorded within the register.

All Contractors' staff working in areas or premises where there is a foreseeable presence of ACM's will be required to have received adequate asbestos awareness training, and to report any previously unknown ACM's to the Trust as soon as practicable.

For all construction and refurbishment projects, a Refurbishment and Development (R&D) survey should be undertaken. The Asbestos Register should not be relied upon alone to determine the presence of ACM's as it is non-evasive.

The Trust has instructed surveys & re-inspection surveys to be conducted, the reports are available on Parago. The Trust will also conduct 6 monthly inspections of the AMP's.
Please see Asbestos Policy.

Body Fluid Spillages

The staff member who is cleaning the spillage must always use the correct PPE.

It is important that spillages of blood, faeces, vomit, or other bodily fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g., blood borne viruses and diarrhoea/vomiting illnesses, such as norovirus. This should be done as per DFE requirements by all staff.
A spillage kit must be available in school to deal with blood and body fluid spillages, and a designated member of staff will be responsible for checking and replenishing the kit regularly. This should be stored in an area where it can be accessed quickly. Each school must have a biohazard kit to deal with body fluid spillages.

Spotty Book - The 'Spotty Book' provides guidance on controlling infection risk in schools and should be referred to for more information.

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons. PPE should not be shared.

PPE should be used in this process.

Spillage Procedures

- Cordon off the affected area.
- The spillage must be cleaned up promptly by staff onsite at the time.
- Put bio hazard soluble powder on spill and sweep and disposed of in accordance with the supplier's safety DATA sheet for this product.
- Clean the underside and legs of desks/tables/chairs in the affected area with disinfectant & paper towels or disposable wipes.
- After use - PPE must be removed and disposed of into the biohazard binbag or double bagged.
- If a further specialist clean is required, this can be arranged by the Estates team.

Cleaning

Contract cleaners will be monitored daily by the school and monthly by the Trust. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

The Trust will monitor waste collection services. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Contractors

The Trust will coordinate, control, and monitor the activities of contractors to effectively minimise any risks presented to employees, children, staff, visitors and volunteers and members of the public.

The Trust recognises that they have a duty of care to those contractors' employees working on their premises and will retain and maintain a register of approved contractors including holding information for each including their Health and Safety policy and procedures, letter of assurance, insurances, risk assessments, and safe working practices. The Trust must ensure all contractors who require being part of a trade body are checked for their registration; this must be documented and kept on the contractors' file.

<u>Construction and maintenance contractors</u>

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations. Construction work means the conducting of any building, civil engineering, or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair, or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Estates Manager will ensure that all construction projects have a formally appointed principal designer and principal contractor. The Estates Manager will consult with the principal contractor to identify if the scope of the project means that it should be notified to the Health and Safety Executive.
The Estates Manager will also ensure that:

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

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

Employee Liaison with Contractors

Employees working in proximity to contractors on any Crofty Education Trust Site have a responsibility to take appropriate action and report the matter to the school reception or Headteacher if they observe the contractor, or their operative, using any working practice or item of equipment which the employee considers to be dangerous or potentially dangerous.

Employees must ensure that contractors arriving on site report to reception so that all contractors are checked against the School's Single Central Record, any contractor not on the school's central record must be always accompanied or refused entry to the school and its grounds. The asbestos register is to be read and signed at each visit by a contractor and before approval for any work to begin is given.

Control of Noise

The Academy will take all reasonably practicable measures to comply with the Noise at Work Regulations 2005, and to prevent or reduce risks to health and safety from exposure to noise at work.

The Academy will assess the risks to employees from noise at work and, where applicable:

- Take action to reduce the noise exposure that produces those risks.
- Provide employees with hearing protection if the noise exposure cannot be sufficiently reduced by using other methods.
- Make sure the legal limits on noise exposure are not exceeded.
    - Provide employees with information, instruction, and training.
    - Conduct health surveillance where there is a risk to health.

Where possible, noise will be reduced at source using noise-efficient equipment, or through enclosure or other noise-reducing measures.

Where the lower exposure action value of daily or weekly exposure of 80 dB, or a peak sound pressure of 135 dB is exceeded, the Academy will inform employees and provide them with hearing protection.

Where the upper exposure action value of daily or weekly exposure of 85 dB, or a peak sound pressure of 137 dB is exceeded the Academy will identify hearing protection zones and mark them with signs and provide employees with hearing protectors & ensure they use them properly.

Where necessary, employees will be provided with training and information on how to use and care for the hearing protection.

COSHH (Control of Substances Hazardous to Health)

All schools in the Trust must act in accordance with the Trust COSHH Procedures at all times.

Trust employees must not use any substance or material which may be hazardous to health without referring to the required control measures identified in the COSHH assessment for that substance or material.

Minimal risk products, such as corrective fluid or air fresheners, which are used for short periods of time do not require a COSHH assessment – but must still be used in accordance with the manufacturer's instructions.

Use of such products by children must always be directly supervised.

All products are to be purchased through the school office and from a reputable supplier – safety data sheets are to be emailed to the Trust office (M Griffiths) to be put through the COSHH system. All staff using this item will need to sign to say they have read and understood the contents of the COSHH sheet.

Disabled Persons

The Trust will give full and proper consideration to the needs of disabled employees, volunteer's, pupils, and visitors.

The school will:

- Treat all disabled employees, pupils and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to all the school's facilities.

- Ensure that Risk Assessments are undertaken to ensure all needs are met and conduct reasonable adjustments to the premises and/or employment arrangements were possible.
- Report any employees found treating their disabled colleagues with less than the expected standards of respect and dignity.
- In an emergency evacuation, ensure suitable plans are in place which will assist disabled. people to leave the premises, ensure this information is shared with the Employees and Fire Marshalls.
- The disabled or adapted toilet must have a disabled call alarm fitted; this will require weekly testing and recording.

Display Screen Equipment

The Trust will take all reasonable steps to assure the Health and Safety of employees and pupils who work with display screen equipment.

All employees who work with Display Screen Equipment as a large part of their working day will be required to undertake DSE training on Flick Learning; this will include the completion of a DSE Risk Assessment form for their workstation.

Any indifferences noted from the assessment must be raised with their line manager for review. Once the review is complete the indifferences will require updating on the risk Assessment, this will require reviewing should any changes be made to the working station. All DSE Risk Assessments must be reviewed every twelve months.

Driving at work

Driving is an integral part to some roles within the Trust and as such requires driving on company business. Drivers will remain responsible for their own safety and that of others and must always comply with the Highway Code and Road Traffic Act.

All drivers claiming mileage allowance must hold valid business insurance on the vehicle they are claiming mileage allowance for.

All drivers are reminded they should not drive if they are feeling unwell or if they know the vehicle they are using is not road worthy.

<u>Line Managers' Responsibilities</u>

It is the responsibility of Line Managers to ensure that staff understand their responsibilities as set out in this policy. They must:

- Support random sampling and checking of driver and vehicle related documentation.
- Challenge unsafe attitudes and behaviours and encourage staff to drive safely, leading by personal example.
- Take account of any health or personal concerns that could impair an employee's ability to drive safely whilst on Trust business.
- Review motoring convictions reported to them by staff and assess the impact this may have on the ability of the employee to fulfil their duties.

Fatigue

Trust employees must not drive on Trust business while tired. They should not start a journey if overtired nor drive for an excessive number of hours:

- Journey timings should be planned to enable a break of at least 15 minutes to be taken every two hours of driving.
- When driving long distances for work employees and/or their Line Managers should risk-assess the entire day, considering the amount of time spent working and travel times, traffic, and weather conditions; lone working and sexual harassment implications must also be factored in when compiling a risk assessment.
- If the journey destination is likely to take more than three hours to reach, an overnight stay must be considered.
- The law requires that drivers must tell the Licensing Authority without delay about the onset or worsening of any health condition likely to impair their ability to drive safely; examples are giddiness, fainting, blackouts, epilepsy, diabetes, angina, coronaries, high blood pressure, vision disorders, mental illness, alcoholism, drug taking, and loss of (or loss of use of) a limb.

Minibus Driving

Any Trust employee driving a minibus on Trust business must comply with the Trust's Minibus Policy.

Minibuses must not be used for private use.

Educational visits and trips

Each school in the Trust must have an appointed an Educational Visits Coordinator (EVC) and it is their responsible for ensuring that they receive the training necessary to conduct the role. Where there is no Educational Visits Coordinator, the Headteacher will perform this duty. All Educational Visits Co-ordinators must undertake a DFE approved training course and ensure that they attend refresher training at least every three years.

There must be a Level 3 first aider present on each trip. Where this is not achievable the headteacher/ EVC will determine the level of first aid training required based on a risk assessment following consolation with Steve / Mel.

The Educational Visits Coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

All schools within the Trust will follow the policy and procedures set out by Cornwall Outdoors in the publication "Policy Guidance for the Management of off-site visits and outdoor learning."

All residential trips will be uploaded to Cornwall Council portal for oversight & approval.

Electricity

All reasonable steps will be taken to secure the Health and Safety of employees, volunteers and pupils and members of the public who use electrical equipment. This includes the provision, regular testing, and maintenance of safe electrical equipment.

All employees must visually inspect electrical equipment before use for obvious defects and treat all leads and cables with care. Any equipment they see is damaged, defective, worn or abused must be reported to the Premises Manager/Headteacher or members of staff responsible for Health and Safety immediately for repair or replacement and not used, or disposed of correctly.

Personal items of electrical equipment must not be bought into the school.

Equipment must be presented to the person responsible for managing compliance for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device.

Enforcement of Health and Safety

The Health and Safety Executive is the Enforcing Authority for the Trust for all health and safety matters except food safety. The enforcing authority for food safety is the Public Protection Service of Cornwall Council. If any enforcement officer arrives at a Trust School, the school must inform the Trust's Estates Manager. Enforcement Officers have legal rights to access all areas of the school but should be always accompanied.

Evacuation and bomb/terrorist threats

Headteachers are responsible for ensuring that school employees are familiar with the procedure outlined in the Bomb Threat Procedures, the Invacuation, Lockdown and Evacuation Procedures and Personal Emergency Evacuation Plan.

In the event of an emergency, the procedures outlined in the Bomb Threat Procedures and the Invacuation, Lockdown and Evacuation Procedures, will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat procedure.

An Actions to be taken on receipt of a bomb threat crib sheet should be kept by each external phone.

Fire

All staff fully understand and effectively implement the Fire Evacuation Plan, which will be implemented in the event of a fire.

The Headteacher of each school is responsible for certifying that procedures for ensuring that safety precautions are effectively managed will be discussed, formulated, and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will evaluate evacuation procedures on a termly basis. A debrief will be held after each test to address any issues arising.

Firefighting equipment will be formally checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested on an annual basis, and records

will be maintained and held in the school office. Fire-related equipment will also be visually inspected as part of routine premises inspections.

All visitors will be provided with details of the school's evacuation procedures and will be required to follow them. The evacuation of visitors will be the responsibility of the person they are visiting or working for.

Crofty Education Trust will ensure an external Fire Officer or suitably qualified and competent person will conduct a Fire Risk Assessment every other year and the school SLT will review this on the in between year. This will also be done in the light of significant changes to the building.

First Aid

Assessment of Needs

In line with the requirements of The Health and Safety (First Aid) Regulations each school within the Trust will conduct a First Aid Assessment of Needs to identify as part of the Training Assessment of Needs which helps identify appropriate numbers of suitably trained employees and the equipment they require.

The resulting provision of First Aid should ensure that all "foreseeable" medical emergencies are supported and is maintained at all reasonable times i.e., during school activities and operations.

First Aiders

In line with current best practice nominated First Aiders have the following responsibilities:
- Assess the situation quickly and calmly.
- Protect themselves and any casualties from danger, never put themselves in danger.
- Prevent cross infection.
- Assess the condition of all casualties.
- Deal immediately with life threatening conditions.
- Obtain medical aid if necessary.
- Always comfort and reassure casualties.
- Only administer treatment according to their training.
- Ensure their FA kits are complete, in date and report any deficiencies.
- Ensure they complete the First Aid Log.
- Ensure they provide appropriate information on reportable incidents/accidents.
- Ensure they arrange and carry out refresher and/or requalification training in suitable time.

Nominated First Aiders will provide First Aid support for:
- Anyone injured or falling ill on-site during school operations.
- Where identified by risk on external school visits/trips.
- Where identified by risk on extra curriculum school activities.
- Where identified by risk School organised events.

Note: The school will not provide first aid for 3rd party organised events i.e., Evening activities/clubs or fetes.

Co-ordination/Management of First Aid

Each school will nominate an individual with responsibility to co-ordinate and oversee the sites first aid provision (First Aid Co-Ordinator)

The responsibilities of the First Aid Co-Ordinator are:

- Ensure appropriate signage, including the names of the nearest First Aider(s), are posted appropriately.
- Maintain records of training, refresher, and requalification dates of each first aider.
- Maintain appropriate stocks of replacement First Aid equipment and sundries.
- Ensure equipment such as AEDs are periodically checked for condition and power.
- Compile quarterly reports on first aid incidents for the Executive Head/Headteacher/SLT.

Notification of Parents/Guardians/Next of Kin

Should the injury/illness require it, parents, guardians, next of kin will be notified by the quickest means possible. This would normally be by telephone (Land or Mobile).

Should the injury/illness require it the phone call will be followed up by written communication in the form of a letter, email, or form.

All records of communication will be recorded and maintained in line with current data protection requirements. These records will be kept on Edupay (the HR system).

Transport to Hospital

When it is necessary for a student, member of staff or member of the public to be taken to hospital they may be accompanied by a member of staff. This will either be in the ambulance or if that is not possible in their own or school transport.

The member of staff will remain with the pupil, member of staff or member of the public until the arrival of parents, guardians or next of kin.

The member of staff will report the condition of the student, member of staff or member of the public to the Headteacher as soon as is possible.

Gas

The Estates Manager will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the safety in the installation. The Trust will be responsible for ensuring ALL approved contractors are a member of the gas safe body. No work is to be carried out in any school on any gas installation or appliance by an unqualified engineer. To verify a gas engineer, visit www.hes.gov/gassaferegister.

Gym and play equipment

Every school in the Trust that has gym and/or play equipment will receive an annual assessment of that equipment by a competent contractor. The Trust and Headteacher is responsible for implementing any required safety measures identified by that assessment.

The school must conduct daily recorded checks of the equipment prior to use.

Health and Safety Audits and monitoring

The objective of health and safety auditing is to check the adequacy of the health and safety policy, organisation, and arrangements; and to measure the Trust's performance against these. The Trust will arrange health and safety audits as necessary, which will include a systematic examination of the health and safety management of the business and include the following areas:

- Policy
- Organisation
- Arrangements
- Implementation and Monitoring.

This will be done in a variety of ways-

- Internal – Trust H&S co-ordinator will conduct site visits, audits both face to face and digitally providing support.
- External- The Trust will employ Cornwall Council to conduct Bi-Annual inspections and targeted inspections in the interim periods.

Health & Safety Training

The Trust will ensure that all employees, pupils, supply teachers, volunteers, and other relevant persons are provided with adequate information, instruction & training to enable them to carry out their work and activities safely.

Health and training will include instruction regarding:

- The Health & Safety Policy and their responsibilities within it.
- Their responsibility to take reasonable care of themselves and others who may be affected by their acts or omissions.
- Fire & emergency procedures applicable to the area in which they are working.
- Information regarding significant hazards at the Academy, and the precautions in place to eliminate those hazards, or the risks arising from them.
- The importance of following risk assessments & safe working practices, and of using any equipment, substance or safety device provided by the Academy in accordance with any training or instruction provided.
- The importance of using any Personal Protective Equipment provided, ensuring that such equipment is maintained in a condition fit for that use, and that any defects are reported immediately to management.
- The procedures for reporting accidents, dangerous occurrences and near misses.
- The requirement to report any condition, which in his or her opinion is hazardous to their immediate manager.

Home Working

The Headteacher will assess the risks to employees working from home and take measures to eliminate or reduce those risks.

The Headteacher will provide information and training to home workers regarding the hazards associated with working from home.

The Headteacher will consider the specific risks to New and Expectant Mothers working from home and implement the appropriate controls.

Induction

The Trust will ensure that all new employees are provided with induction training appropriate to their role. Employees transferring to a new role within the organisation will be provided with induction training appropriate to their new role.

Induction training will include:
- Overview of the Academy Health & Safety Policy.
- Responsibilities and lines of reporting relating to health & safety.
- Information regarding the hazards and risks associated with the role.
- Procedures for serious and imminent danger e.g. fire.
- Safe systems of work including Permits to Work and safe working practices.
- Accident reporting procedures and first aid arrangements.
- Procedures for consultation in matters of health & safety.

Infection control

The school will actively prevent the spread of infection through the following measures:
- Promote routine immunisation.
- Maintaining high standards of personal hygiene and practice.
- Maintaining a clean environment.

The school will keep up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff will be subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

For further information see HSE and Spotty Book

Information for pupils, visitors, contractors, and volunteers

Information for pupils will be given at assemblies and in lessons as required.

Information for parents will be given on the school website, in parent handbooks and through letters and newsletters sent home.

Information on safeguarding and fire procedures for visitors and volunteers will be provided during the signing in procedure at school reception.

Information for contractors will be passed to them via email from the school or Estates Manager.

Legionella

The Trust will adopt as far as reasonably practicable the principles of control and management identified in the current edition of the H.S.E Approved Code of practice and Guidance Document L8 "The Control of Legionella Bacteria in Water Systems" (ACOP L8).

To comply with its legal duties the Trust will:

- Identify and assess sources of risk.
- Prepare a scheme for preventing or controlling the risk.
- Implement, manage, and monitor all precautionary control measures identified.
- Keep records of precautionary measures.
- Identify responsibilities of employees and contractors within the Academy.

Water testing is to be conducted monthly by a qualified and competent contractor and quarterly, 6 monthly and annual tasks as set out in ACOP L8.
A Legionella Risk Assessment has been carried out for each school by an independent assessor. The Trust is responsible for actioning any issues identified in the legionella risk assessment. Some actions will be the responsibility of the school such as weekly flushing of little used outlets and shower heads are periodically flushed to current legislation.

Lone Working

Headteachers are responsible for ensuring that school employees are familiar with the Trust Lone Working policy.

Each school is expected to have procedures in place for lone working which comply with the Trust's lone working policy.

Maintaining equipment

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues **annually**:

- All electrical appliances.
- All fixed gymnasium equipment.
- AED if installed.
- Lifts, hoists, & changing beds.

It will be the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Any portable electrical equipment will be visually inspected on a **daily** basis by the user and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

Manual Handling

The Trust is committed to reducing the risk to employees from moving and handling activities. Each school will assess manual handling activities with a view to eliminate the need for manual handling wherever possible. Where it is not possible to eliminate the need for manual handling, schools will be expected to introduce suitable controls to reduce the risk as far as reasonably practical. Such controls may include:

- Redesigning the work activity.
- Rearranging the work area.
- Providing manual handling aids (e.g. trollies).
- Providing suitable training.

Manual handling risks must be assessed and controlled using the Trust's risk assessment procedures.

Where training is required, it shall be appropriate to the nature of the activity and the level of risk.
Moving and Handling of People

The general principals of safe manual handling also apply to the moving and handling of people. However, for the moving and handling of people employees will have specific training tailored to the needs of the person being moved. The moving and handling risk assessment will be specific to the person being moved.

Medicines

The Trust recognises that some students will require medication during the school day or for trips and visits.

The schools will adopt and follow the Department for Education's guidance on managing medicines in schools and early years:
http://www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-settings

Trust schools will not keep or dispense any medication other than salbutamol for use with emergency asthma kits. The school will dispense medication for pupils who have been prescribed medication by a medical practitioner, and it is accompanied by a consent form, signed and dated by the parent or guardian. All medicine must have the child's name and class clearly indicated. If a parent/guardian wishes their child to have access to non-prescription medication whilst in school they will need to complete, sign and date a consent form and provide the medication with the child's name and class clearly identified. The school will not hold any medication other than that supplied by the Parent/Guardian accompanied by the appropriate consent. All medication except for Asthma pumps, Epipens and Diabetic equipment will be kept in a locked container.

Emergency Asthma Kits and Epipens

The School's procedures for managing the use of the emergency asthma kit are based on Department of Health guidance:
Guidance on the use of emergency salbutamol inhalers in schools (publishing.service.gov.uk)

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains salbutamol and will only be available to pupils who have been.

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication.

Prescribed Epipens are kept, they are only available to those pupils who have had them prescribed. Emergency EpiPens are for use by individuals who have not previously experienced an allergic reaction (subject to medical professionals advise and for pupils who own AAi which are out of date).

In addition, parental consent must be obtained for use of the emergency inhaler and emergency Epipen. However, if a medical practitioner/paramedic advises the Epipen/inhaler should be administered this will take precedence in all cases.

The emergency asthma kit and emergency Epipen will be stored and managed in the same way as any other prescription medication following the procedures above.

<u>Roles and Responsibilities:</u>

Each school within the Trust will ensure that:

- They follow the Trust's Administration of Medicines procedures.
- Identify and nominate a responsible person to receive and dispense prescription medicines provided by parents/carers and ensure the correct permission forms are filled out with the correct information and consent, the forms must be kept on record for information and audit purposes.
- Checks are in place to ensure that all medicines carry the prescriber's name, instructions, dosages, and check expiry dates.
- Medicines are stored in a secure location, or in the case of medicines which need to be accessed quickly, (e.g., asthma inhaler, EpiPens and Diabetic equipment), to ensure that other staff and the pupil concerned knows the location of the medicines.
- All medicines are administered in accordance with the prescriber's instructions.
- All administration of medicines is appropriately documented, and records maintained including the use of asthma inhalers.
- Parents/carers are notified of any concerns e.g., increased inhaler use.
- Parents/Carers are requested to:
- Notify the school of any medical needs that their child might have, whether short term or long term, this needs to be in writing or by email. A copy will be held on the child's school records.
- Keep children at home if they are actively unwell or a GP has advised them to do so.
- To bring any prescribed medicines to be administered to the school office at the beginning of the school day and to fill in the necessary consent forms.
- To ensure that prescribed medicines are brought to schools are in the container in which they were prescribed and with the prescriber's original instructions.
- To ensure that a prescription is obtained if the use of a non-prescription medicine (e.g., Calpol, or other pain relievers) is recommended by a doctor or dentist. This will enable the school to administer the medicine.
- To collect medicines from school at the end of each school day. In the case of preventative medicines such as inhalers, to ensure that they are collected from the school when the child leaves, e.g., at the end of Y6 or if they have an expired use by date.

- In the case of preventative medicines such as asthma inhalers, to ensure that the school is notified when an inhaler is needed by filling in a consent form.
- To label all inhalers clearly with their child's name.
- To give the inhaler to their child's class teacher or inform the class teacher if the child carries their own inhaler.
- To notify the school if a child's medical condition or medication needs change.
- If a parent/carer has informed the school a child has a sickness or diarrhoea bug, the parents must ensure they do not return to school until there is a full 48 hours clear of all symptoms.
- For more information, please refer to the Trust's Supporting Medical Needs Policy.

New and expectant mothers

The Trust recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should an employee become pregnant or be returning to work after having a baby, then the employee should notify the Headteacher and or line manager at the earliest possible opportunity, so a risk assessment can be carried out. The risk assessment will require updating every four weeks, these will need to be printed and signed by both parties. A copy is to be issued to the expectant mother and a copy held on her personal file for reference.

Once a mother returns to work, a new risk assessment may need to be compiled depending on her individual needs and requirements.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work.

New or expectant mothers should inform their Head Teacher of any changes which may affect the risk assessment including any medical conditions, incidents, or medical recommendations.

Personal protective equipment (PPE)

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be conducted by the Headteacher to determine the suitable PPE to be used for each hazard and these are reviewed on a **termly** basis.

Staff and pupils will receive appropriate health and safety training to ensure they know how to effectively use, maintain, and store PPE, and how to detect and report faults. Equipment manuals are readily available, and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

When not in use, PPE will be safely stored, kept clean, and in good repair.

The school will cover the costs of purchase, cleaning and repair for all clothing that is:
- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

Radon

The Trust will ensure, that radon surveys are conducted periodically on all its premises. Any recommendations arising out of these radon surveys will be action by the Trust to ensure that the risk to all users of the premises is adequately controlled.

Where appropriate, radon control measures have been installed and will be maintained as part of the wider building services procedures.

Risk Assessments

There is a legal requirement to undertake Risk Assessments and record findings under the H&S at Work etc Act 1974.

The Headteacher of each school has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of their school. Risk assessments will be completed for all activities where a significant risk is identified.

Curriculum-based activity risk assessments will be conducted by the employee responsible for, or in charge of that activity.

Responsibility for conducting non-curriculum-based activity risk assessments will reside with the Headteacher. The Headteacher may delegate the function of completing these risk assessments to suitable employees in the school.

The Health and Safety Officer will be available for support and advice when risk assessments are being conducted.

Risk assessment review.

Risk assessments will be reviewed periodically, or if:
- There is any reason to suspect that they are no longer valid.
- There has been a meaningful change in related matters.
- An incident or accident has occurred.

In the absence of any other reason to review risk assessments – risk assessments will be reviewed at least annually.

Recording risk assessments

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

- The identified hazards.
- Those groups who might be affected by these hazards.
- How people might be affected by these hazards.
- The control measures that have been introduced to control these hazards.

As a minimum all schools to have in place the following risk assessments:

Classroom.
Playground/playtime/supervision.
Individual behaviour.
Medical- e,g pregnancy, or medical condition.
Before school and after school club.
PE.
Premises.
Trips as required- See EVC Policy and trip checklist.

Safety Inspections (Compliance checks)

The Trust will arrange for active monitoring of health and safety standards to be conducted at regular intervals.

The Trust will ensure that premises and equipment are thoroughly inspected for defects and that any such defects are rectified as soon as practicable, or that suitable measures are taken to ensure that employees, pupils, visitors, and contractors are not exposed to risks arising from those defects.
All documentation of compliance works will be stored on Parago and ready for inspection if required.

Security

The Trust recognises and accepts their corporate responsibility to provide a safe and secure environment for pupils, employees, visitors, contractors, and volunteers and will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

Each school will:

- Put in place suitable procedures for opening and closing the premises securely each day.
- Provide employees with enough resources, information, and training to implement the security procedures.
- Be informed of breaches and failures of the security system to enable them to take any corrective action as necessary to ensure the safety and security of the pupils and employees.

All schools should have procedures in place should a breach in security take place in the school day, a lockdown procedure will be required to be implemented immediately (see Evacuation and bomb/terrorist threats). Staff will require regular training to ensure they are fully aware of their roles and responsibilities.

Out of hours security issues will be dealt with by WillSecure in the first instance. If they require a key holder to attend with them, they will contact the Estates Team.

Sharps

For the purposes of this policy, "**sharps**" is defined as sharp objects such as needles, scalpels, razor blades, and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes.
- Where an individual within the school requires injections to manage a health condition.
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises.
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises.

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be managed in line with the School Security Policy.

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed **annually**. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration.' They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on

the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Stall will wear protective gloves and will not manage sharps with bare hands.
- Staff will not manage sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be managed at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water.
- Wash the wound using water and soap.
- Avoid scrubbing the wound while washing.
- Avoid sucking the wound.
- Dry the wound and cover it with a waterproof dressing.
- Seek medical advice.

Injuries will be managed in line with the First Aid Procedure

Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school uses the following procedure:

- Identify the hazards – risk factors considered include:
    - Environmental (floor, steps, slopes, etc.)
    - Contamination (water, food, litter, etc.)
    - Organisational (task, safety, culture, etc.)
    - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
    - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how.
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced.
- Record the findings.

- Review the assessment regularly and revise if necessary.

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

Smoking, drugs, and alcohol

The Trust operates a strict no smoking policy on all its sites.
Smoking or being in possession of lit cigarettes, cigars, pipes, or use of electronic cigarettes is not permitted on Trust premises inside or outside of any buildings or minibuses.

The Trust recognises the importance of the effective management of drug and alcohol abuse on their premises. The Trust will not knowingly permit any employee or individual working on its behalf to report for work under the influence of alcohol or drugs nor to consume them whilst at work.

Please refer to the Trust Code of Conduct Policy.

Stress

The Health & Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed upon them."

The Trust will:
- Identify workplace stressors and take reasonably practicable measures to control the risks from stress.
- Provide information to all managers and supervisory staff in good management practices.
- Provide support to assist staff to access counselling for stress caused by either work or external factors.
- Provide adequate resources to enable managers to implement the Trust's agreed stress management strategy.

Supervision of Students

Each school shall have a supervision plan in place for their premises based on:
- The age range of the students.
- Any individual needs of any students.
- The configuration of the school buildings and play areas.
- Any risks from adjacent premises, natural features, roadways, etc.

Training

All staff are to complete Mandatory Training decided by the Trust within 2 weeks of starting, Child Protection Tier 2 and Cyber Security must be completed on day one, followed by any training from the list that is particularly pertinent to their role. All staff will also undertake Allergens and Anaphylaxis training.

Violence & Aggression

The Trust will not tolerate violence towards its employees. Any acts of violence towards an employee by parents, guardians, contractors, or other visitors will not be tolerated and will be reported to the police. The Trust will take all necessary actions to prevent repeat offenders from accessing Trust sites as appropriate.

The school will treat all complaints of violence and abusive behaviour directed toward staff and contractors seriously, investigate each case carefully and take appropriate action to protect staff and contractors.

Violence towards employees by students will be actioned through the Trust's Abuse Against Staff Policy All acts of violence (including all forms of non-physical violence) towards employees must be reported following the Trust's incident reporting processes.

Visitors

These procedures are outlined in the schools Visitors Policy; this will also apply to anyone hiring the school in the schools Letting Policy.

Welfare

The Trust will provide adequate welfare facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. These provisions will include:

- Adequate ventilation, either natural or mechanical.
- Adequate working temperatures, or the provision of suitable clothing and PPE.
- Sufficient lighting to enable people to work and move about safely.
- Appropriate cleaning of the workplace, furniture, furnishings, and finishes.
- Appropriate storage and removal of waste.
- Adequate room dimensions and space to allow people to move about with ease.
- Suitable and ergonomically efficient workstations and seating.
- Sufficient traffic routes to allow people and vehicles to circulate safely and with ease.
- Protection of translucent surfaces against breakage, and markings to make it apparent if there is danger of people coming into contact with it.
- Windows and skylights that can be cleaned safely and, where required, are openable.
- Doors and gates that are suitably constructed and fitted with safety devices if necessary.
- Suitable and sufficient sanitary conveniences and washing facilities.
- An adequate supply of drinking water.
- Adequate, suitable, and secure space to store employees' own clothing and special clothing.
- Suitable and sufficient, readily available rest facilities.
- Maintenance of the above.

Work Equipment

The Trust will take all reasonable steps to ensure the safety of all employees working with equipment provided to assist them in their work as well as others who may be affected by the machinery, or electrical equipment. Each school will be responsible for ensuring that any new equipment is designed, supplied, and maintained to work in a safe manner recommended by the manufacturer and will inform and train employees to safely and competently use the equipment provided for them.

Working at Height

The Trust will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

All work undertaken at height within the school must be conducted safely and comply with all current guidance and legislation in relation to the task. This will require a risk assessment to be conducted for the work at height. No member of staff is to use a step ladder or to work at height if they have not undergone the correct training required.
All ladders must be in good condition and rated as either "commercial" or "industrial." They will require a visual inspection prior to use.

All schools should have sufficient step ups (elephant foot) stools.

Young Persons – Risk Assessment Requirements

The Trust will assess the risks to any young persons (under 18 years old) before they commence work, considering their lack of experience and training. These assessments should also take account of any specific restrictions (use of dangerous machinery, etc). The findings of the risk assessments should be provided to the young person's parents and guardians if they are below the minimum school leaving age (16 years). Adequate supervision and training must be provided.

The Trust will satisfy itself that, prior to any work experience placement, the applicable working environment is suitable for the relevant student(s), and that the placement provider (employer) has taken all reasonable steps to ensure the health, safety and welfare of the student, taking into account their lack of experience, absence of awareness of potential risks and their relative immaturity.

Monitoring and review

The effectiveness of this policy will be monitored continually by the headteacher and the Trustees. Any necessary amendments will be made immediately.

The next scheduled review date for this policy is **July 2027**.

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

Appendix 1 - The Reporting and Investigation of Incidents

Introduction

This document is designed to provide advice and guidance for managers to enable them to comply with the Council's Policy on the Reporting and Investigation of Incidents.

Training

Managers are recommended to attend the following training: -

Managers Incident and Accident Training (New)

What Needs to be Reported?

If in doubt – report it!

Contact number Melanie Griffiths 01209 311135 option4 or County H&S 01872 323138

Type of Injury	Report online?	Call HSW services	Call Crofty
Minor Injuries Any injury to anybody arising out of a work or school activity. This will include incidents which: • Occur during any organised work or school activity • Occur due to a defect in property or equipment. • Required first aid treatment This WILL NOT include very minor injuries. For example, injuries to pupils occurring in the playground such as bumps, scrapes & bruises are not included. A papercut to someone working in an office is not included, etc.	Yes	No	No
Violent Incidents Any instance of violence (physical or verbal) to an employee, trainee or contractor must be reported (regardless of whether an injury is sustained.	Yes	No	No
Over 7-day injuries	Yes	No	Yes

Any injury to an employee, trainee or contractor which results in the injured party being unfit for normal duties for 7 or more consecutive days (excluding the day of the incident).			
Specified Major Injuries. Any injury which meets the criteria for specified major injuries as set out in the schedule of RIDDOR (below).	Yes	No	Yes
Death Death of anyone arising out of, or in connection with, any of the Council's undertaking.	Yes	Yes	Yes
Specified Dangerous Occurrences Any incident which meets the criteria for dangerous occurrences as set out in the schedule of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.	Yes	Yes	Yes
Specified Occupational Diseases Any incident which meets the criteria for an occupational disease as set out in the schedule of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.	Yes	Yes	Yes
Near Miss Any incident that, while not causing harm, has the potential to cause injury or ill health.	Yes	No	No

How should Incidents be Recorded?

Incidents should be recorded on the Council's on-line Incident Reporting system - AssessNet https://app1.assessweb.co.uk/version3.2/security/login/frm_lg_entry.aspx

To report an incident, you will need to be registered on the system. If you are not registered or wish to find out who is registered for your establishment, please contact the HSW helpdesk on healthsafetyandwellbeing@cornwall.gov.uk – who will be able to set you up or put you in touch with a registered user.

The Headteacher should not be the reporter as they might have to conduct an investigation.

How Should Incidents be Investigated?

Finding out how and why an incident occurred can provide valuable information to prevent a similar incident in the future. Managers are expected to carry out preliminary incident investigations. In addition, all incidents will be reviewed by a qualified Safety Professional and, if necessary, a detailed investigation will be conducted.

Penpol School

Name	Sign & date	Name	Sign & date