



## 11 Health & Safety Policy

<b>Review cycle:</b>	Every year
<b>Review by:</b>	SMT, G(H&S), G(Board)
<b>Last Governor Approval:</b>	<b>Autumn 2023</b>
<b>Next Governor Approval:</b>	<b>Autumn 2024</b>

### **Policies linked to:**

- School Trips Policy
- Fire Safety, Procedures and Risk Assessment Policy
- Critical Incident Plan
- First Aid and Medicines Policy and Procedure
- Special Education Needs and/or Disabilities (SEN/D)
- Accessibility Plan
- Safeguarding and Child Protection Policy
- Risk Assessment Policy

**This document should be read in conjunction with the following which contain additional requirements to address the implications of the Covid19 pandemic:-**

- Covid19 Risk Assessment for Opening in September (2021).

### **This document also appears on:**

- School Website
- Staff Intranet

THIS POLICY ALSO APPLIES TO EARLY YEARS

**HEALTH & SAFETY POLICY STATEMENT**

## 1 STATEMENT OF INTENT

### 2 1 LEGAL FRAMEWORK

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Risk Assessment Policy
- School Uniform Policy
- Invacuation, Lockdown and Evacuation Policy
- Personal Emergency Evacuation Plan (PEEP)
- Bomb Threat Policy
- Lockdown Procedure
- Visitor Policy
- Contractors Policy
- Manual Handling Risk Assessment
- Working at Heights Policy
- Lone Worker Policy
- Staff Wellbeing Policy
- Display Screen Equipment (DSE) Policy
- COSHH Policy
- Asbestos Management Policy
- Infection Control Policy
- Allergen and Anaphylaxis Policy
- Whole-School Food Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Smoke-Free Policy
- School Security Policy
- Data Protection Policy
- Adverse Weather Policy

- Minibus Policy
- Educational Visits and School Trips Policy
- Evacuation Procedure

As governors of The Beacon School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of The Beacon School by asking individual governors to sit on the Health and Safety committee in order to provide an overview of both Health and Safety issues as well as Estates issues. Day-to-day responsibility for the operation of Health and Safety at the school is vested with the Headmaster and the Director of Finance and Operations. However, as governors, we have specified that that the school should adopt the following framework for managing Health and Safety and therefore will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

- The governor/s as described above attend the meetings of the school's Health and Safety committee termly and receive copies of all relevant paperwork
- A report on Health and Safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Health and Safety Committee meeting.
- The minutes of the Committee's discussion on Health and Safety are tabled at each meeting of the full Governing Board together with any other issues on Health and Safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Estates Governor and referred to the Health and Safety Committee and Finance and General Purposes Committee as necessary. Recommendations (together with other defects) form the basis of the school's routine maintenance programme.
- The school's adherence to Health and Safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). The contract catering company arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year. In addition, the Facilities Manager organises regular external deep cleaning, pest control services, and for the kitchen equipment and refrigeration units to be serviced twice a year. The Facilities Manager reports on all these aspects to the Health and Safety Committee and the Director of Finance and Operations reports to the Finance and General Purposes Committee as necessary.
- The school has a fire risk assessment, carried out by a competent person which is reviewed every year for progress on completion of items in the action plan, and updated every two years, or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance and General Purposes Committee.
- An external Health and Safety consultant reviews the overall arrangements for Health and Safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation will be monitored by the Health and Safety Committee.
- The school has competent persons to undertake a risk assessment for legionella every year. There is a monthly in-house legionella testing program in place. The documentation in connection with the testing is checked four times a year by external contractors. The external contractors also carry out monthly water sampling of the swimming pool during the period that it is open for use.
- The school has a comprehensive policy in place for the training and induction of new staff in Health and Safety related issues which may include basic 'manual handling' and 'working at height training' and other training as appropriate to their roles. Health and Safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training is provided to all staff and minibus driver training is provided to any member of staff who may require it. Training records are kept for staff members to ensure their training has been completed and is up to date as required, which is regularly monitored for compliance and remediation as necessary.

- The school has a detailed policy in connection with school trips. The policy includes the roles and responsibilities of key parties involved in the provision of school trips, procedural requirements, trip planning and risk assessments.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Director of Finance and Operations (DFO), the Facilities Manager, the Compliance Officer and other members of the Senior Management Team ("SMT") in order to enable the governors to comply with Health and Safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Facilities Manager.

All employees are briefed on where copies of this statement can be obtained on the school's intranet and it is also displayed in the staff room. They will be advised as and when it is reviewed, added to or modified. The Policy itself is available to view on MySchoolBus , and each staff member is notified on the occasion of any amendments that they are required to login to record that they have read and understood the updated Policy. Compliance with this process is regularly monitored for compliance and remediation as necessary. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

A handwritten signature in black ink, appearing to read 'Charles Miller', with a horizontal line underneath it.

Signed: Charles Miller  
Chair of Governors, for and on behalf of the Board

Date: 30<sup>th</sup> November 2023

## ORGANISATION

### 2.1 Responsibilities of the Governing Body

The Board has overall collective responsibility for Health and Safety within the School. It has a responsibility to ensure that Health and Safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of Health and Safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. A Competent Person is someone who has sufficient training and experience or knowledge and other qualities that allow them to provide proper assistance.

### 2.2 The Headmaster will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness **annually**.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the DFO, acting as health and safety officer.

### The DFO, supported by the Facilities Manager & Compliance Officer will:

- Assist with the creation, amendments and implementation of this policy.
  - Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
  - Be the designated contact with the HSE where necessary.
  - Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments

- They will also act as the School Safety Co-ordinator, whose duties will include:
  - advising the Headmaster on maintenance requirements

- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring Health and Safety within the School and raising concerns with the Headmaster
- compliance with the Construction (Design and Management) Regulations
- chairing the School Health and Safety Committee

### **2.3 Heads of Department (Teaching) will:**

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities (including swimming) - Director of Sport
- Drama - Head of Drama
- Music – Head of Music
- Art (including harmful substances and flammable materials) - Head of Art
- Design & Technology - Head of Design & Technology
- Outdoor lessons – School Section Heads
- Trips and visits - Educational Visits Officer

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

### **All members of staff will:**

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and

adhering to any rules, routines and procedures in place.

- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

**Pupils will:**

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

## **2.4 Head of Pre-Prep**

The Head of Prep-Prep is specifically responsible for ensuring all EYFS Health and Safety requirements are met, in conjunction with the Facilities Manager and the Director of Finance and Operations.

## **2.5 Facilities Manager and Estates Department**

The Facilities Manager and Finance and Operations Co-ordinator will assist the Director of Finance and Operations with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities



- Swimming pool safety requirements, operational and equipment related

## **2.6 Head of Medical Centre**

The Head of Medical Centre will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive. Detailed information regarding the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) is included in Appendix 2.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Contacting the emergency services in a medical emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so.
- Calling an ambulance for a pupil, Medical Centre staff will contact the pupil's parent. In the case of an adult, nominated next of kin will be contacted as judged appropriate and where reasonably possible.
- Potentially escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished
- Arranging for first aid training and maintaining appropriate records
- Ensuring all staff are aware of any pupils with chronic medical conditions who may require urgent attention, and the related actions required.
- Ensuring central stockholdings are maintained in the Medical Centre of pupil-specific backup medical supplies dependent upon parent information and continuity of supply, as well as a supply of epi-pens and inhalers.

## **2.7 Responsibilities of all staff**

All staff employed at the school are required to:

- follow the Policy;
- take reasonable care for the Health and Safety of themselves and others when undertaking their work;
- check classrooms/work areas are safe;
- check equipment is safe before use;
- ensure safe working procedures are followed;
- follow requirements imposed on the school or any other person under Health and Safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their Health and Safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;

- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties;
- Report immediately to their Line Manager/ Facilities Manager/ Health & Safety Co-ordinator/ Director of Finance and Operations/Headmaster any serious or immediate dangers;
- Report to their Line Manager/ Health & Safety Co-ordinator/ Facilities Manager/ Director of Finance and Operations/ Headmaster any shortcomings in the arrangements for Health and Safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use and that they use Personal Protective Equipment (PPE) if this has been identified as a requirement once a risk assessment has been completed; and
- Participate in Health and Safety inspections and the Health and Safety committee where appropriate.

## **2.8 External Health and Safety Advisors**

The DFO or the Facilities Manager will arrange as appropriate for external consultants to advise on matters of Health and Safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists at least annually.
- Gym and fitness equipment and all types of machinery used in both design and technology and in the maintenance department are serviced at least annually.
- The school's adherence to Health and Safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Facilities Manager or the Catering Company arranges for:
  - an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year (organised by catering company).
  - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
  - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every two years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested at least annually by a qualified contractor.
- An external Health and Safety consultant reports every two years on the arrangements for Health and Safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The school has competent persons to undertake a risk assessment for legionella every year. There is a monthly in-house legionella testing program in place. The documentation in connection with the testing is checked four times a year by external

contractors. There is a maintenance contract in place for the swimming pool which includes regular water sampling of the swimming pool.

- The school maintains an asbestos register and the Facilities Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

## 1.9 Management Hierarchy

<b>Health &amp; Safety Committee</b>	
<b>Health &amp; Safety Co-ordinator</b> The Director of Finance and Operations	
<b>On Site Issues:</b> Head of Upper School Head of Middle School Head of Lower School Head of Pre-Prep Facilities Manager	<b>Off Site Issues (The Beacon Trips)</b>  Educational Visits Co-ordinator
<b>Chemical &amp; Hazardous Substances Protection</b> Head of Science Head of Art Head of DT/Cooking & Nutrition Facilities Manager	
<b>Fire Assembly:</b> Deputy Head Pastoral Facilities Manager	
<b>Welfare:</b> Head of Medical Centre	
<b>Dining Halls:</b> School Caterers	
<b>Sport:</b> Director of Sport	

## 2 ARRANGEMENTS

### 2.1 Health & Safety Committee

#### 2.1.1 Health and Safety Co-ordinator

The Deputy Head Pastoral of Staff in the School with special responsibility for Health and Safety Matters. The Health and Safety Co-ordinator is:	<b>The Director of Finance and Operations (DFO)</b>
---	---

#### 2.1.2. Health and Safety Representatives

The members of the school staff who are Health and Safety representatives for the professional associations are:

Professional Association/Training Body	Name
IOSH	Training to be undertaken by the DFO, the Facilities Manager, the Compliance Officer and the Deputy Head Pastoral

#### 2.1.3 Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his Association (or trade union) will be offered facilities in accordance with the school's Code of Practice. and is required to inform:	<b>The DFO</b>
---	----------------

#### 2.1.4 Health and Safety Committee Constitution, Membership & Minutes

The constitution, membership and the minutes of The Beacon Safety Committee are kept in:	<b>On Sharepoint, on Praefactus (governor's sharepoint site)</b>
--	--

## 2.2 Fire and Other Emergencies

### 2.2.1 Emergency Procedures

Emergency procedures covering a range of hazardous situations which may arise in the school can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	<b>Policies Sharepoint</b>
Lock Down Procedures	<b>Policies Sharepoint</b>
Gas Fault	<b>Policies Sharepoint</b>
Electrical Fault	<b>Policies Sharepoint</b>
Water Leak	<b>Policies Sharepoint</b>
Storm or Flood Damage	<b>Policies Sharepoint</b>

- The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headmaster, DFO, Senior Master and Facilities Manager or in their absence, a member of the school leadership team is informed immediately and that where appropriate the emergency services are summoned. The Facilities Manager or designated deputy will liaise with the emergency services when they arrive and take advice from them. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the Astroturf area. Staff will be aware of any pupils who have specific evacuation needs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

The person (and deputy) responsible for ensuring and supervising (where appropriate) :	Person	Deputy
<ul style="list-style-type: none"> <li>the controlled evacuation of people from the building or on the site to a place of safety,</li> </ul>	<b>Deputy Head Pastoral</b>	<b>ADSL</b>
<ul style="list-style-type: none"> <li>summoning of the emergency services</li> </ul>	<b>Facilities Manager (Fire) Head of Medical Centre (Ambulance)</b>	<b>DFO</b>
<ul style="list-style-type: none"> <li>that a roll call is taken at the assembly point (pupils only)</li> </ul>	<b>Deputy Head Pastoral</b>	<b>ADSL</b>
<ul style="list-style-type: none"> <li>that no-one attempts to re-enter the building until the "all clear" is given by the emergency services is:</li> </ul>	<b>Deputy Head Pastoral</b>	<b>ADSL</b>

**Note: The priorities are as follows:**

- to ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate;**
- to call the emergency services when appropriate;**

- ***to safeguard the premises and equipment, if this is possible without putting persons at risk.***

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	<b>Facilities Manager</b>
---	---------------------------

The person responsible for communicating emergency telephone numbers for use if an emergency occurs out of office hours is:	<b>Facilities Manager</b>
---	---------------------------

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	<b>Facilities Manager to arrange external consultant</b>
--	--

## 2.2.2 Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Location of Test Records	Person Responsible
Fire Alarm/Extinguishers	<b>Facilities Manager's Office</b>	<b>Facilities Manager</b>
Emergency Lighting System	<b>Facilities Manager's Office</b>	<b>Facilities Manager</b>
Smoke Detection System	<b>Facilities Manager's Office</b>	<b>Facilities Manager</b>

The person responsible for carrying out a monthly visual inspection of all emergency fire fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	<b>Facilities Manager</b>
--	---------------------------

The approved contractor responsible for conducting the annual test of fire detection/fighting equipment inspection and maintenance is:	Name <b>Fire Detection: Westronics</b> <b>Fire Fighting: Churches Fire</b>
--	--

	Telephone Number <b>Westronics: 0118-942-6726</b> <b>Churches Fire: 0870-608-4350</b>
--	---

### 2.2.3 Locations of Main Service Isolation Points

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	<b>Detailed in Building Registers located in Facilities Manager's office</b>
Electricity	<b>Detailed in Building Registers located in Facilities Manager's office</b>
Gas	<b>Detailed in Building Registers located in Facilities Manager's office</b>

## 2.3 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

### 2.3.1 Accident Reporting (Meditracker) & Investigation

All accidents and incidents will be reported as soon as possible on Meditracker.

Near misses or dangerous occurrences will be reported on the Daily Beacon, with auto-forwarded alerts to the DFO, Facilities Manager and Senior Master.

The Head of the Medical Centre is responsible for reporting any injuries and accidents relating to employees directly to the DFO and also will make the referral to RIDDOR; where appropriate, the Head of the Medical Centre will provide the necessary details to facilitate this process. The Head of the Medical Centre is responsible for reporting injuries and accidents relating to pupils directly to RIDDOR.

The DFO or Senior Master will be responsible for informing the headmaster if a staff accident is fatal or a 'major injury', as outlined by the HSE. In the case of a pupil, this responsibility lies with the Head of the Medical Centre.

In-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

#### Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest



opportunity.

The School will notify local child protection agencies of any serious accident or injury to, or the death of any child, whilst in its care and act on any advice given. All reports are subject to guidance provided in the Data Protection Policy.

See Appendix for detailed RIDDOR guidance.

The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of 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 that requires resuscitation or admittance to hospital for more than 24 hours

**Additional reportable occurrences include the following:**

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings

- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

### Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

### Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the headteacher as appropriate. Serious hazards will be reported using the appropriate form available in the [school office](#).

### Accident investigation

All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety officer will undertake termly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

### 3 Active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The school's procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- [Termly](#) examination of documents to ensure compliance with standards.
- [Termly](#) inspection of premises, plants and equipment.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and ISI.

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will ensure an entry is made

on Meditracker as soon as possible after the event:

Accident reporting is kept by the following people at the location(s) specified:

Location of Accident Reporting	Person in Charge of Accident Reporting
Medical Centre	<b>Head of Medical Centre</b>
Kitchen	<b>School Caterers Catering Manager</b>

### 3.1.1 Accident Reports

Accident reports should be drawn to the attention of The DFO on a termly basis by:	<b>Head of Medical Centre</b>
The Headmaster and Senior Master both have access to Meditracker.	<b>Deputy: Assistant School Nurse</b>

### 3.1.2 Accident Monitoring and Reporting

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	<b>Head of Medical Centre</b>
The person responsible for providing statistics and trend information to governors is:	<b>Head of Medical Centre / DFO</b>

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

### 3.2 Early Years Foundation Stage

The person responsible for ensuring that the Health and Safety policy and arrangements include suitable provision for the EYFS including fire safety and hygiene requirements	<b>Head of Pre-Prep (supported by the DFO and Facilities Manager as required)</b>
	<b>Deputy: Head of EYFS</b>

### 3.3 First Aid

#### 3.3.1 First Aiders

All employees are **first aiders** and have been trained in First Aid for Schools. Training for all new members of staff is the responsibility of the Head of Medical Centre.

The person responsible for ensuring first aid qualifications are maintained is:	<b>Head of Medical Centre</b>
---	-------------------------------

The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	<b>DFO</b>
---	------------

#### 3.3.2 First Aid Boxes

The First Aid Policy includes details of the location of First aid boxes at the School.

First aid record books are kept in the Medical Centre and on the Astro and at Oakway at break times.

A termly check on the location and contents of all first aid boxes will be made by.	<b>Head of Medical Centre</b>
---	-------------------------------

Use of first aid materials and deficiencies should be reported to (who is responsible for their replenishment):	<b>Head of Medical Centre</b>
---	-------------------------------

### 3.3.3 Defibrillators

There are two defibrillators located at the following points in The Beacon.

<b>Location of Defibrillator</b>
Willsfield Pavillion
Beech Barn South (Outside south end wall)

Termly (or after use) checks on defibrillator batteries will be made by:	<b>Head of Medical Centre</b>
--	-------------------------------

## 3.4 Administration of Medicines

### 3.4.1 Responsible Persons

The person responsible for dealing with the administration of medicines in accordance with Supporting Pupils with Medical Needs in The Staff Handbook, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	<b>First: Head of Medical Centre</b>
	<b>Deputy: Assistant School Nurse</b>

The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with Supporting Pupils with Medical Needs in The Staff Handbook, including keeping records of parental written permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	<b>First: Head of Medical Centre</b>
	<b>Deputy: Assistant School Nurse</b>

The person responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	<b>First: Head of Medical Centre</b>  <b>Deputy: Assistant School Nurse</b>
--	---

### 3.5 Risk Assessment

#### 3.5.1 Responsible Persons

The persons responsible for carrying out a general survey of The Beacon's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments are produced and appropriately communicated are:	<b>Deputy Head Pastoral Facilities Manager (Contractors)</b>
---	--

### 3.6 Maintenance of Site, Premises, House Keeping and Hazard Reporting

#### 3.6.1 Responsible Persons

All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas escapes, wet or slippery floors, including trip and fall hazards immediately, by telephone to:	<b>Facilities Manager</b>
Verbal reports should be followed up in writing using Enchant (grounds@beaconschool.co.uk):	

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	<b>DFO</b>
--	------------

### 3.7 House Keeping and Disposal of Waste

#### 3.7.1 Responsible Persons

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	<b>Facilities Manager</b>
--	---------------------------

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, classrooms, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	<b>Facilities Manager</b>
---	---------------------------

The person responsible for the safe disposal of any <b><i>hazardous substances</i></b> or <b><i>special wastes</i></b> is:	<b>Head of Science Facilities Manager IT Manager</b>
--	--

The person responsible for ensuring the safe and appropriate disposal of any <b><i>clinical waste</i></b> is:	<b>Head of Medical Centre/Facilities Manager</b>
---	--

### 3.8 Repairs and Maintenance

#### 3.8.1 Responsible Persons

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it by means of the hazard reporting procedure to:	<b>Facilities Manager</b>
---	---------------------------

Defective furniture should be taken out of use immediately and reported to: (who will arrange for its replacement or repair)	<b>Facilities Manager</b>
---	---------------------------

The person responsible for ordering repairs which are The Beacon's responsibility is:	<b>Facilities Manager</b>
---	---------------------------

### 3.9 Premises Security

#### 3.9.1 Responsible Persons

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	<b>First: Caretaker</b>
	<b>Backup Facilities Manager</b>

The persons who have been trained to deal safely with burglar alarm call outs are:	First: <b>Caretaker</b>
	Backup – <b>Facilities Manager</b>

### 3.10 Severe Weather

#### 3.10.1 Responsible Persons

During periods of severe weather (e.g. snow and ice), arrangements for maintaining safe access to, from and within the premises will be determined by:	<b>Headmaster</b>
--	-------------------

### 3.11 Health and Safety Training

#### 3.11.1 Responsible Persons

The person responsible for drawing to the attention of all employees the following Health and Safety matters as part of their induction training is:	<b>DFO</b>
--	------------

- Health and Safety Policies
- Health and Safety Documentation
- Risk Management Documentation
- Codes of Safe Practice and Guidance
- Education Visits Policy Document
- Premises Asbestos Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the Health and Safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	<b>DFO</b>
---	------------



The person responsible for co-ordinating the provision of the Health and Safety training needs of support staff in consultation with their line managers is:	<b>DFO</b>
The person responsible for compiling and implementing The Beacon's annual Health and Safety training plan is:	<b>DFO</b>
The person responsible for reviewing the effectiveness of Health and Safety training is:	<b>DFO</b>
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	<b>Facilities Manager</b>
Employees who feel that they have need for Health and Safety training of any kind should notify in writing the contact person who is:	<b>Line Manager</b>

### 3.12 Manual Handling of Loads

#### 3.12.1 Manual Handling of Objects

The persons responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination/control or risk assessment are:	<b>Line Managers</b>
The persons responsible for monitoring the safety of manual handling activities are:	<b>Line Managers</b>

#### 3.12.2 Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination/control or risk assessment is:	<b>Deputy Head Pastoral or DFO</b>
---	------------------------------------

### 3.13 Work Equipment

The following equipment has been identified as likely to involve a specific risk to Health and Safety and its use, inspection and repair is therefore restricted to: -

#### 3.13.1 Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds, Ladders and Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Facilities Manager</b>
Persons authorised to operate and use equipment following training in safe use are documented in a User's Log which is maintained by:	<b>Facilities Manager</b>

#### 3.13.2 Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Facilities Manager</b>
Persons authorised to operate and use equipment following training in safe use are documented in a User's Log which is maintained by:	<b>Facilities Manager</b>

#### 3.13.3 Equipment Provided for Pupils/staff/visitors with Special Educational Needs or Disabilities

The person responsible for ensuring that the Wheelchair is inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day-to-day basis is:	<b>Head of Medical Centre</b>
Persons authorised to operate and use equipment following training in safe use are documented in a User's Log which is maintained by:	<b>Facilities Manager</b>
The person responsible for ensuring that the Evac chairs are inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day-to-day basis is:	<b>Facilities Manager</b>

Persons authorised to operate and use equipment following training in safe use are documented in a User's Log which is maintained by:	<b>Facilities Manager</b>
---	---------------------------

### 3.13.4 Lifts

The person responsible for ensuring that lifts are inspected every six months by both the service provider and insurance company and serviced quarterly is:	<b>Facilities Manager</b>
---	---------------------------

### 3.14 Estate Plant and Equipment Maintenance Responsible Persons:

<b>Type of Equipment</b>	<b>Responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:</b>	<b>User log of persons authorised to use equipment after safe training maintained by:</b>	<b>Responsible for reporting malfunctions, including cessation of use:</b>
Moving and handling equipment, power washer, power tools, hand tools	Facilities Manager	Facilities Manager	Estates Team/Facilities Manager
Catering (Dough mixers, slicing machines, potato peelers, range 6 burner, Brat pan electric, grill salamander, oven combi)	School Caterers	Facilities Manager	School Caterers
Estate Maintenance Equipment (Tractors/Tractor Powered Machinery)	Facilities Manager	Facilities Manager	Estates Team/Facilities Manager
Estate Maintenance Equipment (Machinery and Tools)	Facilities Manager	Facilities Manager	Estates Team/Facilities Manager
Swimming Pool Equipment (Plant Room, Manually Operated Windows, Pool Cover and Air cooling & heating)	Facilities Manager	Facilities Manager	Estates Team/Facilities Manager/Staff teaching/supervising swimming lessons.
Laboratory Apparatus and Equipment	Head of Science	Head of Science	Science department staff
Design and Technology & Food Equipment	Head of DT/Cooking & Nutrition	Head of DT/Cooking & Nutrition	DT and C&N department staff

(Resistant & Compliant Materials)			
Art and Design (Fine Arts/Ceramics)	Head of Art	Head of Art	Art department staff
PE & Games	Director of Sport	Director of Sport	Sports department staff
Outdoor Play	Deputy Head Pastoral/Facilities Manager. Independent company inspection three times a year.	All T& L Staff and lunchtime supervisors	All T&L staff and lunchtime supervisors
Stage Lighting Equipment	Head of Drama	Head of Drama	Drama department staff and external users
Mobile Staging and Seating	Facilities Manager	Facilities Manager	Estates Team/Facilities Manager
Pianos, Organs and Other Musical Instruments	Head of Music	N/A – Members of Music Department authorised to use	Members of Music Department
IT Equipment (Servers)	Network Manager	Network Manager	IT Team

### 3.14.1 Responsible Persons for Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	<b>Facilities Manager</b>
Person responsible for carrying out formal visual inspection and testing is:	<b>Facilities Manager</b>
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	<b>Facilities Manager</b>

### 3.15 Display Screen Equipment

Most of the School's employees are regular users of display screen equipment and an assessment will be made of their workstations. Relevant employees will be entitled to regular eye tests etc and should consult with the Head of HR regarding eligibility and process.

The competent (trained) person (s)	<b>Facilities</b>
------------------------------------	-------------------

responsible for carrying out display screen equipment risk assessments is:	<b>Manager IT Manager</b>
The person responsible for implementing the requirements of the risk assessment is:	<b>Facilities Manager</b>

### 3.16 Personal Protective Equipment (PPE)

#### 3.16.1 Responsible Persons

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows:	
Science	<b>Head of Science</b>
Design and Technology	<b>Head of DT/Cooking &amp; Nutrition</b>
Art and Design	<b>Head of Art</b>
Caretaking and Cleaning including swimming pools	<b>Facilities Manager</b>
Catering	<b>School Caterers</b>
Grounds Maintenance	<b>Facilities Manager</b>
Medical	<b>Head of Medical Centre</b>

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	<b>Facilities Manager</b>
--	-------------------------------

### 3.17 Hazardous Substances

#### 3.17.1 Responsible Persons

Inventories of hazardous substances used in The Beacon are maintained by the following employees at the locations specified:

Science	<b>Head of Science</b>
Design and Technology (Materials)	<b>Head of DT/Cooking &amp; Nutrition</b>
Design and Technology (Food & Textiles)	<b>Head of DT/Cooking &amp; Nutrition</b>
Art and Design (Fine Arts)	<b>Head of Art</b>
Art and Design (Ceramics)	<b>Head of Art</b>
Cleaning	<b>Facilities</b>

	<b>Manager</b>
Swimming Pool Maintenance	<b>Facilities Manager</b>
Catering	<b>School Caterers</b>
Grounds Maintenance/Repair & Maintenance	<b>Facilities Manager</b>
Other/Classrooms/Offices	<b>Head of Pre-Prep Head of Lower School Head of Middle School Head of Upper School</b>

### 3.17.2 Responsible persons for COSHH Risk Assessments

The persons responsible for undertaking and updating the COSHH risk assessments are as follows:

Science	<b>Head of Science</b>
Design and Technology (Materials)	<b>Head of DT/Cooking &amp; Nutrition</b>
Design and technology (Food & Textiles)	<b>Head of DT/Cooking &amp; Nutrition</b>
Art and Design (Fine Arts)	<b>Head of Art</b>
Art and Design (Ceramics)	<b>Head of Art</b>
Cleaning	<b>Housekeeper</b>
Swimming Pool Maintenance	<b>Estate and Facilities Manager</b>
Catering	<b>School Caterers</b>
Grounds Maintenance/Repair & Maintenance	<b>Facilities Manager</b>
Other/Classrooms/Offices	<b>Head of Pre-Prep Head of Lower School Head of Middle School Head of Upper School</b>

The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by a competent contractor is:	<b>Head of DT/Cooking &amp; Nutrition in conjunction with Facilities Manager</b>
The reports will be kept available for inspection by:	<b>Facilities Manager</b>

### 3.17.3 Responsible Persons for dealing with Asbestos

The person responsible for making arrangements for dealing with asbestos and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	<b>Facilities Manager</b>
--	---------------------------

The premises asbestos log is kept in:	<b>Facilities Manager's Office</b>
---------------------------------------	------------------------------------

The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	<b>Facilities Manager</b>
---	---------------------------

### 3.17.4 Responsible Persons for dealing with Legionella

The person responsible for making arrangements for dealing with legionella and ensuring that inspections are completed is:	<b>Facilities Manager</b>
--	---------------------------

The premises legionella log is kept in:	<b>Estates Basement</b>
---	-------------------------

The person responsible for ensuring that the log is updated monthly is:	<b>Facilities Manager</b>
---	---------------------------

### 3.18 Noise

<b>Any employee</b> concerned about the noise levels at work should report the matter to:  who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	<b>Facilities Manager</b>
---	---------------------------

Risk Assessments to be carried out by:	<b>Facilities Manager</b>
--	---------------------------

### 3.19 Waste Management

Waste will be collected daily by:	<b>Contract cleaners</b>
-----------------------------------	--------------------------

The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are kept away from the School in a fenced area:	<b>Facilities Manager</b>
--	---------------------------

All members of staff are responsible for reporting accumulation	<b>Facilities</b>
---	-------------------

of waste, or large items of waste that require special attention to:	<b>Manager</b>
--	----------------

### 3.20 Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages or wet floors should be reported to the Housekeeper or Facilities Manager who will arrange for them to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

Advice may be sought from each Head of Department

The person responsible for the collection and management of soiled laundry is:	<b>Facilities Manager</b>
--	---------------------------

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with Biffa is:	<b>Facilities Manager</b>
--	---------------------------

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	<b>Facilities Manager</b>
---	---------------------------

### 3.21 Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	<b>Facilities Manager / DFO/ Deputy Head Pastoral</b>
---	---

Where possible Health and Safety Inspections will be carried out with The Beacon's Health and Safety representative(s). Members of the Governing Body will participate with safety inspections where practicable and findings reported to the Health & Safety Committee

A copy will also be provided to The Beacon Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	<b>DFO</b>
---	------------



--	--

### 3.1 Provision of Information

The person responsible for distributing all Health and Safety information and for the maintenance of a Health and Safety information reference system is:	<b>DFO / Compliance Officer</b>
---	-------------------------------------

Records of employees indicating that they have received and read and understood Health and Safety information are kept on:	<b>MySchoolBus</b>
--	--------------------

*New employees will be informed of all relevant Health and Safety information as part of the induction process.*

Health and Safety Documentation will be kept on the Health and Safety: sharepoint site	
The person responsible for maintaining it is:	<b>DFO/Facilities Manager/Compliance Officer</b>

Risk Management documentation will be kept on the Health & Safety sharepoint site.	
The person responsible for maintaining it is:	<b>Facilities Manager</b>

The person responsible for deciding on the appropriate circulation of each document is:	<b>DFO</b>
Employees will sign to confirm they have read and understood the information.	

The Health and Safety notice board is sited in:	<b>Staff Room</b>
The person responsible for ensuring documents are displayed on the Health and Safety noticeboard and keeping it up to date is:	<b>Facilities Manager</b>

The Health and Safety Law Poster is sited in:	<b>Staff Room School Office</b>
The person responsible for maintaining it is	<b>Facilities</b>

	<b>Manager</b>
--	----------------

### 3.23 Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom <b>not</b> including an overnight stay is:	<b>Deputy Head Pastoral</b>
---	-----------------------------

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom <b>including</b> an overnight stay is:	<b>Deputy Head Pastoral</b>
---	-----------------------------

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is:	<b>Deputy Head Pastoral</b>
--	-----------------------------

### 3.24 Work Experience Placements

The person responsible for co-ordinating work experience Placements for Young Persons at Work below 18 years of age ensuring risk assessments are completed, and ensuring their safety is:	<b>Deputy Head Pastoral</b>
--	-----------------------------

### 3.25 Outdoor Play Equipment

The outdoor play equipment is provided only for children who are members of The Beacon under appropriate supervision:

The person responsible for the selection and siting of outdoor play equipment and periodic inspection is:	<b>Head of Pre-Prep/Facilities Manager</b>
The person responsible for following up the annual play equipment inspection report is:	<b>Head of Pre-Prep/Facilities Manager</b>
The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	<b>Head of Pre-Prep/Facilities Manager</b>
The person responsible for ensuring that the equipment is adequately supervised when in use is:	<b>Head of Pre-Prep</b>

### 3.26 Use of Premises Outside The Beacon Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	<b>Facilities Manager</b>
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	<b>Facilities Manager</b>

### 3.27 Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> <li>• an identification badge</li> <li>• relevant Health and Safety information including Fire Drill Procedures</li> </ul> and will sign the visitors book/tablet	<b>School Office</b>
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found in:	<b>School Office</b>

### 3.28 Contractors

**Note: The Beacon will normally only use contractors on an "approved list"**

The person responsible for selecting contractors and vetting contractors Health and Safety, policies, procedures, risk assessments, method statements and past Health and Safety performance, when one cannot be found on the school's approved lists is:	<b>Facilities Manager/DFO</b>
---	-------------------------------

The person in control of contractors is:	<b>Facilities Manager/DFO</b>
--	-------------------------------

Responsibility for liaison with contractors is:	<b>Facilities Manager/DFO</b>
---	-------------------------------

### 3.29 Supplies and Deliveries

<p>Most deliveries will be made to the parcel room via the external door</p> <p>Deliveries of goods requiring signature will be delivered to:</p> <p>Distribution of the deliveries will be undertaken by :</p> <p>Catering Deliveries will be direct to the kitchen</p>	<p><b>School Office</b></p> <p><b>Estate Team</b></p>
--	---

### 3.30 Catering

The person responsible for registering the food premises with the local Environmental Health Officer is:	<b>School Caterers</b>
--	------------------------

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	<b>School Caterers</b>
--	------------------------

**Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), Safety Officers, Environmental Health Officer**

The person responsible for co-ordinating visits and recommendations; co-ordinating action and report matters requiring authorisation/action to the Governing Body is:	<b>DFO</b>
---	------------

### 3.31 Smoking

The Governing Body has introduced a smoke free environment throughout the entire school site prohibiting smoking at The Beacon and in vehicles under its control.

All job applicants will be informed of the no smoking policy.

"No Smoking" signs will be displayed in The Beacon wherever appropriate, as determined by the fire risk assessment.

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	<b>Head of Medical Centre or School Counsellor</b>
---	--

### 3.32 Vehicles

**The Director of Finance and Operations with the support of the Facilities Manager**, is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by The Beacon are operated in accordance with the law

The Beacon owned or hired minibuses or coaches are only to be used for journeys approved by the Facilities Manager.

<p>Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.)</p> <p>He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.</p> <p>Private vehicles should only be used to transport pupils if absolutely necessary. In addition to the minibuses the school car is available for this purpose.</p>	<b>DFO</b>
--	------------

The person responsible for arranging insurance of vehicles is:	<b>DFO Facilities Manager</b>
The person responsible for arranging maintenance servicing and MOT of vehicles is:	

The person responsible for authorising the use of The Beacon minibuses, ensuring risk assessments are completed, drivers have passed the minibus test etc and have a valid driving licence is:	<b>Facilities Manager</b>
--	---------------------------

The person responsible for maintaining a list of authorised drivers of The Beacon vehicles who have passed the County test is:	<b>Facilities Manager</b>
--	---------------------------

### 3.33 Stress

The persons responsible for monitoring absence owing to stress related illness is:	<b>Head of HR</b>
--	-------------------

### 3.34 Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	<b>Facilities Manager</b>
---	---------------------------

### 3.35 Bullying/Harassment

The Beacon's policy on behaviour (including bullying) is kept by:	<b>Deputy Head Pastoral</b>
Records of bullying incidents and action taken are kept by:	<b>Deputy Head Pastoral</b>

### 3.36 Insurance

Details are available from The Director of Finance and Operations.

### 3.37 Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out an annual review of the H&S Policy Statement and its implementation in The Beacon is:	<b>DFO</b>
--	------------

The person responsible for compiling and implementing The Beacon's annual Health and Safety action plan, including action for improvements in the appropriate development plan is:	<b>DFO</b>
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept by:	<b>Head of HR</b>

***Note: The DFO is responsible for the external Health and Safety audit of the management of Health and Safety in the school.***







## **APPENDIX – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

### **Reporting of accidents and injuries**

Some accidents that happen in schools or, during education activities out of school, must be reported to the Health and Safety Executive (HSE), under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These regulations require employers and other people in control of premises to report certain accidents, diseases and dangerous occurrences that arise out of or in connection with work. The duty to notify and report rests with the 'responsible person.' At The Beacon the 'responsible person' will be The Director of Finance and Operations or in his absence the Senior Master for staff and The Head of the Medical Centre for pupils. Providers must notify local child protection agencies of any serious accident or injury to, or the death of any child, whilst in their care and act on any advice given. All reports are subject to guidance provided in the Data Protection Policy.

### **Injuries and Ill Health to People at Work**

Under RIDDOR, the responsible person must report the following work-related accidents, if an employee or a self-employed person is injured, wherever they are working on the premises. This includes injury from physical violence.

- Accidents which result in death or a specified injury must be reported without delay (see 'Reportable Specified Injuries' below)
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable Diseases' below). Detailed guidance about RIDDOR reporting and online reporting procedures can be found at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm).

### **Reportable Specified Injuries**

These include:

- 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), which: - Cover more than 10% of the body; or - Cause significant damage to the eyes, respiratory system or other vital organs;
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury 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.

Accidents and injuries involving pupils must be reported whenever the injury sustained results in hospitalisation or death.

### **Physical Violence**

Some acts of non-consensual physical violence to a person at work, which result in brain death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include:

- An incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises.

### **Reportable Occupational Diseases**

Employers must report Occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. These include:

- Carpal Tunnel Syndrome;
- Severe cramp of the hand or forearm;
- Occupational Dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach;
- Hand-arm vibration syndrome;
- Occupational asthma, e.g. from wood dust and soldering using rosin flux;
- Tendonitis or Tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

### **Stress**

Work related stress and stress related illnesses (including Post Traumatic Stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have been resulted from an 'accident' arising out of or in connection with work. Version 5.0 8

### **Dangerous Occurrences**

These are specified near-miss events, which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically include:

- 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 serious injury or

- damage to health;
- An electrical short circuit or overload, causing a fire or explosion.

### **Accidents to Pupils during Sports Activities**

Not all sports injuries to pupils are reportable under RIDDOR. The essential factor is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate supervision of an activity. Accidents occurring during curriculum sport must be reported where the injury sustained results in hospitalisation or death.

### **Incidents to Pupils and Other People Who Are Not At Work**

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

### **Injuries to Pupils While Traveling on a School Bus**

If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR. The school does not have to report deaths and injuries from a road traffic accident involving a school vehicle on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

### **Incidents Involving Pupils on Overseas Trips**

RIDDOR only applies to activities which take place in Great Britain; therefore any incident overseas is not reportable to the HSE. Version 5.0 9

### **Incidents to Pupils on Work Experience Placements**

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work.

### **Contacts for Reporting**

All incidents can be reported online, but a telephone service is also provided for reporting **fatal/specified and major incidents ONLY**

## Reporting Online

[www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm) then click on relevant report form from list Telephone Incident Contact Centre 0345 300 9923 (Opening hours Monday – Friday 8.30 am – 5 pm)

**Reporting Out Of Hours** - The HSE and local authority enforcement officers are not an emergency service

## Record Keeping:

For most types of incident, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and
- dangerous occurrences

The responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1). This is most easily done by reporting online. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, you can phone 0345 300 9923.

NB: A report must be received within 10 days of the incident.

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form. Cases of Occupational Disease, including those associated with exposure to Carcinogens, Mutagens, biological agents, as soon as the responsible person receives a diagnosis, using the appropriate form online.

A record must be kept of any reportable injury, over-three day injury, disease or dangerous occurrence. A copy of the online form can be printed and/or saved. A copy of the form will be automatically emailed to the email address provided by you. If a copy is not received, this could be because:

- There may be stringent rules that your IT department has set, that quarantine this type of email as a SPAM message. You will need to ask them to release the message and to allow them to be passed through in future.
- You may have made a typing error in the 'email' field (on Page 1 of the form). This will have the effect that when the email acknowledgement is triggered, the email will not go to the email address because it does not exist in the form it was typed. In this instance you should submit a duplicate form (please mark it as a duplicate in the 'Describe what happened' field).

If you do not keep a copy of the online form your records must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the event or disease.

In the case of accidents, employers who must keep an accident book (B1510) under Social security Law can use this for keeping the records of injuries although, a separate method will be needed for cases of disease.

Information supplied to HSE in a RIDDOR report is not passed on to insurance companies. If the injured person thinks their insurer needs to know about a work-related accident, injury or case of ill health, they must remember to contact them separately.

Records are kept of any reportable injury, disease or dangerous occurrence is kept for three years after the date on which it happened. Records must include the date and method of reporting; the date, time and place of the event; personal details or those involved; and a brief description of the nature of the injury, event or disease. These details are stored in accordance to the Data Protection Policy and the Information and Records Retention Policy.

The Accident Report Sheets are inspected each term by the Director of Finance and Operations to check for patterns to incidents which may have been caused by premises.

The Head of the Medical Centre is responsible for reporting any injuries and accidents relating to employees directly to the DFO who will make the referral to RIDDOR; where appropriate, the Head of the Medical Centre will provide the necessary details to facilitate this process. The Head of the Medical Centre is responsible for reporting injuries and accidents relating to pupils directly to RIDDOR.