



# PRINCE'S MEAD

## HEALTH AND SAFETY POLICY 2025-26

Author(s):	E Peebles
Date:	SEPTEMBER 2025 (updated NOVEMBER 2025)
Review Frequency:	Annual
Next Review Date:	SEPTEMBER 2026
(If required) Governor:	Chair of Governors <i>G. Janis</i>
Date of Governor Agreement:	14/1/26

## **1. GENERAL STATEMENT OF HEALTH and SAFETY POLICY**

The Governors and Head will, as employers, ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and pupils, as well as all persons contracted to carry out work on School property, authorised visitors and other users of the premises, so far as they may be affected by the School's activities. Within the general policy as stated above, the Board of Governors recognises that it has the following specific duties and will

- a) provide and maintain plant and systems of works which are, as far as is reasonable, practicable, safe and without risks to health;
- b) ensure that, as far as is reasonably practicable, there are no risks to health in connection with the use, handling, storage and transport of articles or natural or artificial substances (whether solid or liquid or in the form of a gas or vapour);
- c) provide any information, instruction, training and supervision which is necessary to ensure, as far as is reasonably practicable, the health and safety at work of their employees;
- d) as far as is reasonably practicable, to maintain any place of work which is under the School's control in a condition which is safe and without risks to health. The School must also provide and maintain safe means of access to and exit from the premises;
- e) provide and maintain a working environment which is, as far as is reasonably practicable, safe and which has adequate facilities and arrangements for employees' welfare at work.

In the discharge of its duty, the Board of Governors, in consultation with the Head, will:

- a) make itself familiar with the *Health and Safety at Work, etc Act* (1974) and any other health and safety legislation and codes of practices which are relevant to the work of the School, in particular the *Management of Health and Safety at Work Regulations* (SI 1992 No. 2051) and non-statutory guidance offered by DfE such as the *Health and Safety Advice on legal Duties and Powers for Local Authorities, Head teachers, Staff and Governing Bodies* (2013).
- b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School;
- c) periodically assess the effectiveness of this policy and make any necessary changes;
- d) identify and evaluate all risks relating to:
  - i. accidents
  - ii. health
  - iii. School-sponsored activities (including trips/excursions)
- e) as part of a Risk Assessment and Management Policy, identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- f) create, and monitor the management structure.

On behalf of the Board of Governors, the Head is responsible for the implementation of the Health and Safety

policy throughout the School and is required to ensure that management at all levels display a positive attitude towards health and safety.

The Head is responsible for the appointment of a Health and Safety Adviser (HSA) within the School to act in an advisory capacity and will ensure the provision of appropriate facilities and training to carry out their duties. The Head is also responsible for the appointment of a School Health and Safety Committee which will include the HSA and other representatives from the School.

The Chair of the School Health and Safety Committee is the Bursar, who represents the Head, on Health and Safety matters and liaises closely with the Health and Safety Adviser (HSA); this role is fulfilled by the Facilities Manager. There is also a nominated lead Governor for Health & Safety matters, and who sits on the School's H&S Committee. All matters relating to this Health and Safety Policy should be directed to the Bursar.

A copy of this statement will be issued to all employees and current volunteers.

In this connection, the Board of Governors would wish to remind all employees of their own duties under Section 7 of reference to , which requires them to take care of their own safety and that of other workers, and to cooperate with the Board of Governors so as to enable them to carry out their own responsibilities successfully.

Date :

**Chair of the Board of Governors**

Date : 14/1/26

**Head**

A handwritten signature in black ink, appearing to read "A. King".

## **MANAGEMENT ACCOUNTABILITY**

This policy has regard to the DfE Guidance *Health and Safety Advice on legal Duties and Powers for Local Authorities, Head teachers, Staff and Governing Bodies (2013) and the ISI Regulatory Requirements (Dec 2024)*.

The following designated individuals and groups have particular responsibilities and duties.

### **2. HEAD**

The Head has overall responsibility for Health and Safety within the School which, for practical purposes, is delegated to the Chair of the Health and Safety Committee. These responsibilities include:

- ensuring the health, safety and welfare of all employees, pupils and others legitimately entering the School grounds, in accordance with the Health and Safety Policy and including all relevant statutory provisions;
- arranging for resources to be allocated to meet the requirements of the Health and Safety Policy;
- establishing the organisational structure to ensure the effective implementation of the Health and Safety Policy.

### **3. Chair of the Health and Safety Committee (CHSC)**

The Bursar acts as the CHSC and in this capacity they are responsible for:

- establishing standards and formulating safety procedures and guidelines to meet current legislation in consultation with members of the HSC;
- establishing and regularly reviewing and updating the Health and Safety Policy in order to ensure provision and maintenance of conditions which are safe and without risk to the health of all employees, pupils and other persons entering School grounds;
- ensuring that facilities are made available and arrangements are in place for the provision of adequate information, instruction and training of employees;
- ensuring that the investigation of all accidents reported on the appropriate form is carried out and any recommendations in the accident report are implemented and subsequently reviewed. All such accident reports will be submitted to the CHSC and a copy provided for appropriate staff;
- ensuring that all major injuries, dangerous occurrences etc are reported to the Health and Safety Executive.
- providing regular reports that Health and Safety Inspections have been carried out, along with details of shortcomings;
- keeping the Head informed of changes to Health and Safety legislation which have a direct impact on the School.

#### **4. HEALTH and SAFETY ADVISOR (HSA)**

The Facilities Manager is the nominated Health and Safety Adviser at Prince's Mead and is responsible for:

- ensuring that the Health and Safety Policy is fully implemented;
- ensuring that all equipment, materials or substances purchased through budget and requisition procedures is as safe as is reasonably practicable and conforms with all relevant statutory provisions;
- ensuring that all employees within the School are fully aware of and comply with any Health and Safety provisions placed upon them;
- ensuring that any information or changes in Health and Safety legislation is relayed to the Senior Leadership Team, Health and Safety Committee members, any relevant Head of Department and any other member of staff concerned;
- investigating potential hazards, dangerous occurrences and causes of accidents in the workplace;
- conducting and holding inspections and spot checks;
- liaison with Heads of Department to ensure that there are inspections of the workplace carried out at the start of each term;
- reporting to the Health and Safety Committee all relevant matters raised by any member of staff;
- investigating complaints by any employee relating to that employee's health, safety and welfare at work;
- representing employees in consultation with Inspectors of the Health and Safety Executive (HSE) or other enforcing authorities;
- collection of accident and near miss information and, when necessary, carrying out accident and near miss investigations.
- submission of all Accident and Near Miss Log to the Chair of the Health and Safety Committee and notification of the Health and Safety Executive of all major injuries, diseases and dangerous occurrences (shared responsibility with Matron);
- liaison with the Health and Safety Executive after an initial report of a major injury, disease or dangerous occurrence;
- receiving information from HSE Inspectors
- ensuring all new members of staff (teaching and non-teaching) are inducted on Health & Safety matters at the beginning of their employment.

#### **5. HEADS OF DEPARTMENT**

The term 'Heads of Departments' applies to staff with nominated responsibility (which incorporates the Pre-Prep School and Nursery).

Heads of Department are directly responsible for ensuring that the Health and Safety Policy is fully

implemented within their department.

Each Head of Department and other employees who have a particular responsibility for implementing particular aspects of the Health and Safety Policy is required to:

- ensure that the School Health and Safety Policy is applied within their particular areas of responsibility;
- ensure that all staff for whom they are responsible are given information, instruction and training and that all such staff are adequately supervised with respect to health and safety in their relevant tasks;
- carry out risk assessments in accordance with the School's overarching Risk Assessment Policy and conduct safety inspections of their respective areas and provide reports as necessary to the CHSC which identify potential hazards in order to ensure compliance with legislation;
- ensure that any hazardous materials within their areas have an adequate COSHH assessment and appropriate Safety Data sheets;
- ensure that all accidents are entered in the Accident and Near Miss Log and inform the HSA of any reportable incident;
- immediately report any building or structural defects to the Facilities Manager;
- ensure that the fire precautions are observed within their Department at all times;

## **6. MEMBERS OF STAFF**

All members of staff must make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and other health and safety legislation and codes of practice which are relevant to the work in their department. They should:

1. take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work;
2. as regards any duty or requirement imposed on the School or any other persons by or under any of the relevant statutory provisions, co-operate so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid actions which would put them or anyone else at risk. In particular, all members of staff will:

- be familiar with the School and Departmental Health and Safety Policy and all safety regulations as laid down by the Board of Governors;
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- ensure that all plant, machinery and equipment is adequately guarded;
- ensure that all plant, machinery and equipment is correctly maintained (in accordance with the manufacturer recommendations) and in good and safe working order;

- not make unauthorised or improper use of plant, machinery and equipment;
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- ensure that toxic, hazardous and highly flammable substance are correctly used, stored and labelled;
- report any defects in the premises, plant, equipment and facilities which they observe;
- ensure that pupils behave in a safe manner and exercise appropriate supervision during lessons;
- ensure that pupils behave in a safe manner and exercise appropriate supervision of pupils when off the school site for school trips and expeditions;
- be familiar with school and departmental risk assessments that relate to their areas of responsibility and if organising a school excursion or residential trip, carry out risk assessments and comply with other requirements of the School's policies and procedures for sporting events, outings and residential trips;
- be familiar with all of the controls on a school minibus before driving the vehicle and drive the vehicle in a safe manner and in accordance with legal requirements and the School's procedures, including restrictions on speed, loading and towing;
- take an active interest in promoting health and safety and suggest ways of reducing risks.
- Most staff will at some time lift heavy or bulky items, and should be aware that this is a common cause of injury. The Manual Handling Operations Regulations 1992 (as amended) require that manual handling tasks which include a risk of injury should be avoided so far as is reasonably practicable. Where avoidance is not practicable, a risk assessment must be carried out.

See HSE leaflet on [HSE Manual Handling Operations](#) available on the HSE website.

## 7. PUPILS AND PARENTS

### 7.1 Pupils are expected to:

- observe all safety rules of the School as stated in the Preparatory Schools' Pupil Handbooks or otherwise conveyed;
- exercise personal responsibility for the safety of themselves and others;
- observe the instructions given by staff in an emergency;
- use, and not willfully misuse or interfere with, equipment provided for their safety;
- observe standards of dress consistent with safety and hygiene;
- avoid the following areas and activities, which are out of bounds to all pupils unless accompanied by a member of staff:
  1. all areas associated with any redevelopment
  2. Science Room
  3. DT Classroom

4. Pond
5. Grey's Wood.

## **7.2 Parents are expected:**

- to support the contents of the School's Health and Safety Policy as communicated to them by the School;
- to make the School aware of any medical problems affecting their child which might affect the health or safety of other pupils or members of staff;
- not to send their child to school or on a school trip if they known to be suffering from a contagious disease;
- to drive onto the school grounds with the utmost caution and observe such restrictions as may be imposed by the School.
- due to safeguarding restrictions, not to use pupil toilets and to use the visitors toilets provided.

## **8. HIRERS, CONTRACTORS AND OTHER VISITORS**

The School has a statutory duty to ensure, so far as reasonably practicable, the Health and Safety of its children, employees, parents, visitors and contractors and that its activities do not endanger others who may visit or work on its premises. The Head, their representative or the principal person in charge of the activity will seek to ensure that hirers, contractors, and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer, and will comply with the requirements of this section.

When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

### **8.1 General Conditions for Hirers, Contractors and Other Visitors**

It will be a condition for all hirers, contractors and others using the school premises or facilities that they:

- become familiar with and comply with this policy;
- comply with all safety signs and follow all safety rules, practices and procedures, including the fire evacuation procedure, as outlined by their host.
- comply with the relevant signing in and signing out procedures set out in sections 8.2 and 8.3 below;
- comply with the road safety rules of the Highway Code whilst on the school site and observe the maximum speed limit of 10 miles per hour;
- report any injuries, accidents or near misses to the Facilities Manager or host and submit a completed Accident and Near Miss Log for the attention of the Health and Safety Adviser within 24 hours.
- conduct themselves in a professional manner;

- produce risk assessments & method statements (RAMS) associated with work being undertaken.

**Furthermore, all hirers, contractors and others using the school premises or facilities must not do the following, which are prohibited:**

- introduce equipment for use on the school premises, without the prior approval of the Bursar or Facilities Manager;
- introduce hot or hazardous materials or substances onto school premises, without the prior approval of the Facilities Manager for each material or substance;
- any work above ground / floor level, without the prior permission of the Facilities Manager, who will ensure that the hirer or contractor is qualified to carry out such work in accordance with the working at height regulations;
- alter fixed installations, without the prior approval of the Facilities Manager for each such installation;
- remove fire and safety notices or equipment;
- use fire extinguishers unless adequately trained to do so;
- enter the school site if unfit through alcohol or drugs;
- smoke or vape within the school grounds or buildings;
- take any action that may create hazards for persons using the premises or the staff or pupils of the School. Section 8 of the Health and Safety at Work, etc Act 1974 states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **8.2 Selection and Management of Contractors**

In selecting and appointing contractors, the school will ensure that:

- only competent and appropriately qualified contractors are used
- each contractor working in school has in place appropriate arrangements for the management of health and safety;
- contractors recognise the special responsibilities associated with working in a school, such as Safeguarding requirements;
- contractors comply with specific procedures, e.g. Hot Work permits; and
- for project work, it recognises and fulfils its responsibilities under the current Construction Design and Management Regulations.

**The term “contractor” in the context of this section in the Health and Safety Policy has a wide definition. In basic terms, it defines any person or company who enters into an agreement (written or oral) with the School to carry out a service, including builders, window cleaners, organisers of activities etc.**

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head will take such actions as are necessary to prevent persons in their care

from risk or injury.

In order to demonstrate that the School has taken reasonable steps to ensure the safety of people on the premises, Section 8 of this Health and Safety Policy must be brought to the attention of any contractor at the tendering stage. It will be a condition of the contract that contractors comply with this policy and that they and any of their employees shall abide by its requirements at all times.

The following reporting procedures shall be followed by contractors' employees:

1. contractors' employees must report to Reception on the first day of the contract;
2. they must sign in at Reception each day;
3. they must be then issued with a "Visitor" identification badge;
4. the Facilities Manager (or their representative) will conduct them to their place of work;
5. the Facilities Manager (or their representative) will ensure that they are aware of the fire procedure and other relevant school safety procedures;
6. the contractor must notify the Facilities Manager daily of any equipment or hot or hazardous materials or substances to be brought into the School on that day, having previously sought and received the Facilities Manager' permission as required in Section 8.1 above;
7. on completion of the first day's work, the contractor will inform the Facilities Manager (or their representative) and sign out at Reception;
8. on each subsequent day of the contract, they will sign in and out at Reception on arrival and departure.

Where identified by the School as being required, personal protective equipment, e.g. safety helmets, ear defenders, safety goggles, protective shoes etc must be worn by contractors at all times that they are at risk from the activity or in the area designated to require such protection, e.g hard-hat areas.

The Facilities Manager is responsible for the contractor whilst on the premises and should visit the contractor periodically to ensure continued compliance with the safety rules.

### **8.3      Visitors**

It should be assumed that visitors are ignorant of the hazards which may be present in the School. To ensure the health and safety of visitors, the following reporting procedures must be followed:

1. all visitors must report to Reception on arrival and read the health and safety briefing notice;
2. they must sign in at Reception;
3. they must be issued with a "Visitor" identification lanyard;
4. they must be informed of the Fire Evacuation Procedure, as set out in section 10.2 of this policy;
5. they must then wait until collected by the appropriate member of staff (or their representative);
6. they should be accompanied within the school grounds and building at all times and not allowed to wander freely;
7. the member of staff is responsible at all times for the visitor whilst on site and must inform them of any dangers / hazards or procedures that may, at any time, become necessary;
8. on completion of business, the visitor shall be escorted back to the Reception, return their lanyard and sign out, giving time of departure.

### **9.       Health and Safety Committee**

The School Health and Safety Committee is chaired by the Bursar. There is also a standing member from the Governing Body who is there as an observer, and to fulfil the regulatory requirements expected of the Board. The terms of reference of the Committee, which normally meets once per term, are to :

- advise and make recommendations to the Board of Governors on all matters affecting health & safety in the School in fulfilment of the policy and legal responsibilities;
- assist the Board of Governors and Head in promoting a practical, positive and committed attitude to health and safety by all staff, pupils and visitors;
- assist in the development of safety policy and procedures and safe systems of work;
- examine audit reports;
- consider reports and factual information provided by the inspectors of the enforcing authority appointed under the Health & Safety at Work etc. Act 1974;
- consider any reports which safety representatives may wish to submit;
- monitor the effectiveness of the safety content of training;
- provide a link with the appropriate inspectorate of the enforcing authority.

The Health & Safety Committee is an advisory, not an executive, body. Minutes are circulated to all Staff and the Board of Governors.

## **10. Pregnant workers**

Staff or contractors on site who are pregnant, or new mothers and in receipt of a MATB form should declare it to the school so that adjustments and a risk assessment can be made to the workplace.

## **RISK ASSESSMENT AND MANAGEMENT**

[See also the School's separate Risk Assessment Policy]

### **11. Principles underpinning a Risk Assessment Policy**

The Governors and Senior Leadership Team are fully committed to promoting the safety and welfare of members of the school community so that effective education can take place. It is a priority to ensure that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just the law; but with best practice. Risks are inherent in every-day life so need to be identified and systems adopted for minimising them. Our pupils also need to be educated in how to cope safely with risk.

The Management of Health and Safety at Work Regulations 1999 (MHSWR 99) requires that formalised risk assessments are carried out to determine operations and / or situations which could impose a severe risks to those involved. The management accountability guidelines detailed already in this policy create an obligation on employees to consider the impacts of their own actions (and omissions) on the Health and Safety of others.

A risk assessment is defined as “a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation”. The procedures used by Prince’s Mead School for risk assessment, as detailed in the separate Risk Assessment Policy, form part of the school’s overall Health and Safety Management Processes.

If properly followed it is designed to mitigate the overall risk posed to those undertaking, or associated, with school activities and operations. All staff are expected to be familiar with the key principles of the policy and to understand their responsibilities for risk assessment and management.

### **12. Responsibilities**

All members of staff are given an induction into the school's arrangements for health and safety and the approach taken to risk assessment. However, all staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the members of the Senior Leadership Team and Facilities Manager in order to enable the Governors to comply with their health and safety duties. All members of staff are also responsible for reporting any risks or defects to the Health & Safety Adviser.

The assessment and management of risks requires a clear division of responsibility. Governors are aware of the overall control measures the Senior Leadership Team has in place. Delegated responsibility also falls to the following key staff to ensure risk assessments are completed and updated accordingly by the relevant and nominated Competent Persons :

Facilities Manager: Development, Maintenance, Grounds, Caretaking and Security

Thomas Franks: Catering

EVC: Educational outings, excursions and residential trips

Director of Sport: Physical Education, Games and other associated activities

Heads of Department: Relevant assessments for their key areas, e.g. in science or DT, including COSHH regulations.

## **DEALING WITH AND AVOIDING EMERGENCIES**

### **13. Fire**

[See also the School's separate Fire Safety Policy]

### **13.1 Fire Precautions**

It is the School's policy to reduce the likelihood of a fire starting and spreading within the School's buildings or grounds. To this end, all pupils and staff shall ensure that:

- accumulation of rubbish and combustible materials is kept to a minimum;
- there is no smoking or vaping within any of the School buildings.
- flammable or combustible substances are only to be used under strict supervision and are properly stored when not in use;
- all exit routes are kept free from obstruction at all times and at no time are exit routes used as storage areas;
- fire or smoke doors are never propped or wedged open;
- automatic door retractors are never disengaged;
- the fire extinguishers provided at various points throughout the School are only to be used by competent members of staff and used only on small fires e.g. waste paper bin fires.

In addition, staff have responsibilities regarding electrical and gas appliances. Staff must unplug all electrical appliances (except clocks, refrigerators and certain computers) at the socket at the end of each day and must turn out gas fires whenever leaving a room.

### **13.2 Fire Evacuation Procedure**

It is also the School's policy, in the event of a fire or other emergency, that all staff, pupils and visitors will be evacuated from the building as quickly as possible.

The School's fire alarm systems are actuated by break-glass call points and/or smoke detectors. Upon activation, the alarm system emits a continuous wailing note, whereupon all staff, pupils and visitors will follow the evacuation procedure.

Any pupil, member of staff or visitor discovering a fire should immediately activate the fire alarm system by breaking the nearest break-glass call point. They should then leave the building and report to their respective assembly point. It is the responsibility of staff to ensure that their area of the building is cleared as they leave the building. All windows and doors, including fire doors, must be left closed in order to contain a fire.

On hearing the alarm, all pupils and staff are to evacuate the building in an orderly manner and assemble at the designated assembly point.

The Head, or Deputy head, in their absence, is to ensure that staff then conduct a roll call. Timetables and lists will be taken from reception to support this. The Facilities Manager maintains all records and associated documentation relating to fire safety, including alarm testing and fire-fighting equipment protocols.

## **14. First Aid**

The primary responsibility for First Aid rests with the School Matron. She is also a qualified Nurse and should be informed if First Aid is required or has been administered by another First Aider.

The arrangements for First Aid provision will be adequate to cope with all foreseeable major incidents. Supplies of First Aid material will be held in various locations throughout the School. They will be prominently marked, and all staff will be advised of their position.

Maintenance of the First Aid Boxes is the responsibility of Matron. The materials will be checked regularly, and any deficiencies made good without delay. Anyone using items from a First Aid Box should inform Matron so that they may be replaced.

A record will be made of each occasion any member of staff, pupil or other person receives First Aid treatment either on school premises or in a school-related activity. Persons who are administering first aid to pupils will do so 'in loco parentis', guided by the health information supplied by the parents and held by the School.

## **15. Accidents**

The procedures below should be followed by the member of staff responsible for anyone who becomes ill or suffers injury as the result of an accident.

The School Matron has oversight of these procedures:

Assess the nature of the problem and take any immediate action which is considered necessary to remove the person from danger;

Ensure that the 'General Procedure for All Accidents' (section 15.1 below) is followed, including that relating to reporting. Whether or not assistance will be available to the staff member will depend upon whether the accident takes place on or off the School premises.

Slips and trips are a common source of accidents – not just in school. The School seeks to ensure that floor surfaces, edge protection and handrails at each location are appropriate, clean and in good condition, to reduce the risk of slip hazards and are kept free from trip hazards. See **Slips and Trips** section of HSE website (<http://www.hse.gov.uk/slips/>)

### Accidents on the School Premises

Matron is generally available between 8.30am and 4.00pm during the school week. In addition, a number of staff are First Aid qualified and available to assist other colleagues as necessary.

In the unlikely event of neither the Matron or a First Aid trained staff member being available, the member of staff responsible for the ill or injured person must personally carry out the 'General Procedures for All Accidents' (section 15.1).

### Accidents off the School Premises

This section applies to all off-site activities including excursions, expeditions and all sporting activities. In planning and participating in outings and trips, staff should follow the school procedures for sporting events and the Outings and Residential Trips Policies. First Aid bags must be taken when pupils are involved in activities off site. These should be checked before departure.

Where the accident occurs off-site, the member of staff responsible for the ill or injured person must personally carry out under 'General Procedures for All Accidents'.

A referee in solo charge of a practice should stop the match/training and look after the injured player.

During expeditions, camps etc staff must ensure that they know the locations and telephone numbers of the nearest hospital/surgery, and produce a route card. All staff should be briefed on the actions to take in the event of an accident.

### **15.1 General Procedures for All Accidents**

If the injury is serious an ambulance should be called immediately and it is important that the parents are contacted. In the case of a serious injury, this contact is best made by Matron or if not available, a senior member of staff, who will need to be informed of the injured pupil's name, the hospital to which admitted and details of the accident and injuries. If the parents cannot be contacted then the pupil's emergency number should be telephoned. If the parents (or their representative) can still not be contacted, a member of staff must accompany the pupil to hospital and remain there until a parent or other responsible adult arrives.

For a less serious injury, but one which requires hospital treatment, the parents should be contacted and asked to come and collect their child. If the parents cannot be contacted the emergency contact number should be phoned. If no responsible adult can be contacted then the pupil should be taken to hospital by a member of staff who will remain with them until such an adult arrives.

Only qualified members of staff should administer necessary First Aid and should not act outside their range of competence. See Section 14, First Aid. At all times members of staff are expected to use their own professional judgement and to err on the side of caution.

### **15.2 Reporting of Illness, Accidents and Dangerous Occurrences:**

#### **Responsibilities of Staff**

As soon as possible after the accident, the member of staff responsible for the ill or injured person must complete the appropriate Accident and Near Miss form on the School Staff Sharepoint within 24 hours of the incident.

Where an accident happens at the weekend, it is acceptable for the form to be submitted on the following Monday morning. The Health and Safety Adviser will carry out all other reporting formalities and investigations, as set out in the following section.

### **15.3 Reporting of Illness, Accidents and Dangerous Occurrences:**

#### **Responsibilities of School Management**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (SI 1985 No. 2023) sets out a system for reporting to the Health & Safety Executive information about major injuries, diseases and certain workplace incidents. The 1985 Regulations were consolidated by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1005 No. 3163).

The regulations require employers to report the following incidents immediately;

- The death of or major injury to an employee at work, or the death of an employee within a year as a result of a work incident. "Major Injury" is defined in the Regulations and includes a fracture (other than to fingers, thumbs or toes), amputation, loss of sight, chemical or hot metal burn to eye, penetrating injury to the eye, certain dislocations, or any other injury leading to unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours;
- An accident connected with work where a member of the public is killed or taken to hospital;

An accident connected with work where an employee suffers an injury which results in their being absent from work, or unable to do their normal work, for more than seven days (not including the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

In the event of the accident being notifiable under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences, the following action must be taken:

The Health & Safety Adviser will report to the Health & Safety Executive online via the HSE website at <http://www.hse.gov.uk/riddor/report.htm#online>

The person who compiles the report online will receive a copy of the information submitted to the RIDDOR database. Copies of the report will be retained by the Health & Safety Adviser. If the accident is deemed serious enough, the Health & Safety Adviser will carry out an investigation of the circumstances of the accident and forward copies to the Chairman of the Health & Safety Committee as soon as possible after the accident;

The Chairman of the Health & Safety Committee is required to inform the Head of any steps to be taken to avoid a recurrence of an incident;

The Chairman of the Health & Safety Committee will submit an annual report to the Health & Safety Committee and to the Head and Board of Governors, covering all accidents, accident reports, investigations and recommendations.

## **16. Infectious Diseases**

Any employee or pupil suffering from an infectious disease must stay away from School until given written clearance by a Doctor.

Information regarding an infectious disease suffered by any member of the School community must be passed on to Matron and the Head.

It is the responsibility of the Head to take appropriate steps to warn all members of the School community of the potential outbreak of infectious disease. This may include liaison with the Health Protection Agency and other health professionals.

As of 1st April 2022, due regard will also be given to the DfE's new [Living Safely with Respiratory Infections including Covid-19](#) guidance as well as the UKHSA's [Health Protection in education and childcare settings guidance](#).

## **17. Environment & Security**

All staff contribute to site safety and security and should report the presence of any unknown persons or those not wearing appropriate identification to Reception. CCTV, Access Control systems, alarm systems and coded key pads operate on the school sites. Further details of staff responsibilities are available in the Staff Handbooks. Duty Staff are responsible for monitoring pupil behaviour and should be aware of the areas that are out of bounds.

## **18. Hazards**

Any employee who identifies a hazard must report it to the Health and Safety Adviser.

Following the report of the hazard the member of staff responsible for that area along with the Health and Safety Adviser must take the following steps:

- Isolate people from the hazard whilst it exists;

- Isolate the hazard.

Measures are also in place to regulate and to monitor vehicle movements on site but, if observed, staff should report to the Facilities Manager any vehicles that do not pay due regard to the set speed restrictions, traffic flow directions or pedestrian crossing points.

The Facilities Manager should be informed as soon as practicable of any hazard. He will keep a record of such reports and the actions taken.

The school meets the requirements of the Control of Asbestos Regulations 2006. The school has conducted a full survey and produced an Asbestos Register. All identified asbestos in the school has now been removed or, in a small number of locations where it presents no risk unless disturbed, it is listed in the Register and labelled. Any member of staff who believes they have identified any hazardous material should report it to the Facilities Manager immediately.

## **19. Maintenance, Testing and Electrical Safety**

The Facilities Manager has oversight for all programmes of maintenance and testing for plant and equipment. Defects in heating, lighting and ventilation observed by any employees should be reported to the Facilities Manager, who is responsible for the remedial work.

Electrical equipment must be used in accordance with the Electricity at Work Regulations 1989. Portable and fixed (hard wired) electrical appliances must be tested annually (heavy used hand-held appliances such as those used in the kitchens are tested twice annually). All permanent fixed electrical installations are tested every five years.

Heads of Department and other managers must take the advice of the Facilities Manager with regard to maintenance and use of electrical equipment within their areas. Electrical appliances which do not belong to the School are not permitted to be used, unless permission is granted from the Facilities Manager, who will arrange appropriate testing.

## **20. Substances**

The use and storage of substances is subject to the Control of Substances Hazardous to Health Regulations 1989. The Health and Safety Adviser must ensure that the relevant information is available.

Heads of Department must ensure that the use and storage of materials in their Department complies with these regulations. Heads of Department are responsible for informing their staff and technicians of the relevant implications of the COSHH Regulations.

## **21. Educational Visits**

Although educational visits are no longer treated separately from other aspects of health and safety, as the DfE seeks to reduce the administrative processes involved, staff should note that, because these reflect such a significant part of the Prince's Mead School ethos, separate policies are in force and provide guidance to staff planning any such activity.

[Updated September 2025]