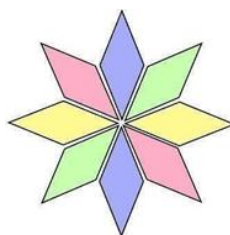


Health and safety policy

Beechfield Education Ltd.



The Nest



Kaleidoscope

Approved by:	Natalie Clayton	Date: 12 th March 2026
Last reviewed on:		
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1. Aims

Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe and engaging learning environment.

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Comply with all statutory requirements
- Monitoring and reviewing our policies and practices to ensure their effectiveness
- Supervision, training, and instructions that ensure all staff can perform their duties in line with this policy. Line managers ensure that staff are aware of the escalation and reporting procedures if required.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which requires employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which requires employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which requires employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which states that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which requires employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which requires work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

The Head of School/Headteacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors. This applies to **ALL** site locations.

The Head of School/Headteacher will implement day-to-day health and safety practices.

3.1 The Proprietor

The Proprietor has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Head of School/Headteacher.

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

The Proprietors of Beechfield Education, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 Head of School/Headteacher

The Head of School/Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Head of School/Headteacher's absence, the Deputy Head of School/School manager assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety leads/officers

The nominated health and safety leads/officers are:

The Nest	Kaleidoscope
Liam Barlow – Head of School	Sam Goodwin – Headteacher
Claire Baranowski – Deputy Head of School and Health and Safety lead	Amy Sadler-Rhodes – School Manager and Health and Safety Officer
Neil Beech – Maintenance and Site Officer	Alex Platt – Health and Safety officer
Ross Williams – Health and safety officer and maintenance officer and Properties Manager.	Ross Williams – Health and safety officer and maintenance officer and Properties Manager.
Natalie Clayton – Health and Safety coordinator	Natalie Clayton – Health and Safety coordinator

3.4 Staff

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents/carers

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

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others if capable of doing so
- Dress in a manner that is consistent with safety and hygiene standards
- Respond to the instructions of any member of staff given in an emergency
- Observe the health and safety rules of the school
- Ensure they are aware of how to report accidents and where to go to for First aid.
- Not misuse, neglect, or interfere with items supplied for other people's health and safety. Such as other pupils, staff members, visitors and contractors.

3.6 Pregnant workers and new mothers

When a staff member has informed Beechfield Education Ltd, they are pregnant an individual risk assessment and make any necessary changes to support them. This includes if the staff member:

- Is pregnant
- Has given birth in the last 6 months, or
- Is breastfeeding

3.7 Contractors

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

4. Site security

The maintenance team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. There are also CCTV systems in accordance with GDPR to keep the sites to maintain a safe environment for staff, pupils and visitors. The maintenance team are also key holders and will respond to an emergency, and/or contact the head of school/head teacher and/or proprietors if needed.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

- Emergency evacuations are practiced at least once a term.
- The fire alarm is a loud continuous bell/buzzer
- Fire alarm testing will take place once a week.
- New staff will be trained in fire safety, and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted.

- Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the designated assembly points.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Head of School/Headteacher will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

In line with the Regulatory Reform (Fire Safety Order) 2005, appropriate procedures for ensuring that safety precautions are properly managed will be put in place. These procedures will include fire drills, the appointment of designated fire wardens, and the provision and use of fire extinguishers. A fire risk assessment will be undertaken and implemented on the premises.

The evacuation procedure will be prominently displayed. All staff must be fully conversant with the procedures for evacuation of the premises in cases of a fire and other emergencies. Evacuation procedures will be tested termly and will be timed. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

All fire-fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points, and records maintained.

Personal emergency evacuation plans (PEEPS) will be in place for all pupils who require support during an evacuation, these will be implemented and/or reviewed following each fire drill.

A fire safety checklist can be found in appendix 1.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapor's
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the maintenance team and the head teacher/head of school is informed and then circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

Hazardous materials are stored locked away in a safe location that is not accessible by pupils in accordance with COSHH guidance.

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

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

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

6.2 Legionella

- Sources of risk from legionella on the site should be identified and all necessary steps taken to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure.
- Water risk assessments are completed by the nominated health and safety leads per site.
- Neil Beech is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book
- There is monthly testing, and this risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:
 - temperature checks
 - heating of water
 - disinfection of showers

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop working immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

To minimize the risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- Complying with all regulations concerning the control of asbestos
- Where there is concern that material contains asbestos the maintenance team will arrange for the necessary tests to be undertaken.
- Removing asbestos containing materials where the risk to building users is unacceptable.
- Where necessary communicating to all staff and visitors where asbestos containing materials are located on the school site if applicable. Where asbestos is present, commissioning an external asbestos survey at least every 5 years.

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them
- Any potential hazards will be reported to maintenance and site officers immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnecting work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- Where there is PE equipment, Staff are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the maintenance and site officer.

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)
- Although there is no evidence that working with display screen equipment (DSE) can cause damage or permanent damage to eyes, long spells of DSE work can lead to tired eyes and discomfort. Anyone experiencing discomfort should report this to the Head of School/Headteacher. Monitors should be correctly positioned and properly adjusted to avoid glare and reflection.
- Beechfield Education Ltd acknowledges that users of Display Screen Equipment are entitled to free ear and eyesight testing every two years. We are entitled to know the results of this test as it affects display screen use. Therefore, the Optometrist will be required to make a report to the Head of School/Headteacher copied to the employee detailing this information. The full cost of the eyesight test will be reimbursed if the employee uses a monitor and provides an Optometrist report.
- If you require Beechfield Education Ltd to pay for the eyesight test directly, you must notify the Head of School/Headteacher of your intention to visit an Optometrist and complete a Display Screen Equipment Eyesight Test form. This must be authorized by the Head of School/Headteacher in advance of your visit.
- Employees will have to meet the full cost of glasses or contact lenses, should they be required.
- Although an eye test is recommended every 2 years, anyone experiencing headaches or eyestrain should visit their Optometrist immediately.

7.4 Specialist equipment

- Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs, if required.
- If any other equipment is needed/used by a pupil the parent/carer should have informed the Head of School/Headteacher.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

8.1 Driving for work

For staff who drive **for** work, and transport pupils in their own vehicle must ensure they purchase 'Business use' car insurance and receive authorization to drive on behalf of The Beechfield School – the Head of School/Headteacher and the office manager, Fran Guest, will monitor this alongside individual pupil risk assessments.

8.2 Driving and Mobile Phones

Refer to: SAFE DRIVING in the code of conduct policy for more details.

Some employees are required to drive on the Company's business as part of their job duties. Operating a mobile phone whilst driving reduces concentration and increases the likelihood of an accident. It is also now a criminal offence. This policy applies irrespective of whether you use a Company-provided mobile phone or your own personal mobile phone and irrespective of whether you are driving a Company car or your own car. You are completely prohibited from using a hand-held mobile phone or similar hand-held electronic device whilst driving as part of your job duties, whether this is to make or receive telephone calls, send or read text or image/picture messages, or to access the Internet or e-mail.

If you are required to drive as part of your job duties and you wish to use your mobile phone, you must ensure you have the appropriate hands-free equipment for the phone. However, even with hands-free equipment, driving and conducting a telephone conversation are both demanding tasks and you should take all reasonable steps to ensure you do not carry out these tasks at the same time. You should therefore make use of any voicemail or call divert facility available, rather than make or receive "live" calls. You should then stop regularly in safe places to check for voicemail messages and to make and return calls. If you do need to make or receive a call whilst driving on Company business and you have the appropriate hands-free

equipment, these calls should nevertheless be limited to essential calls and only when it is safe and appropriate to do so being mindful of the content of the conversation and passengers in the vehicle.

9. Working at height

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

In addition:

- The Maintenance and site officers retain ladders for working at height.
 - Pupils are prohibited from using ladders
 - Staff will wear appropriate footwear and clothing when using ladders
 - Contractors are expected to provide their own ladders for working at height
 - Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
 - Access to high levels, such as roofs, is only permitted by trained people.

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Beechfield Education will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, and information about the specific medical needs of pupils, along with the parents/carers' contact details

For the schools without Early Years Foundation Stage provision:

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

For the schools with Early Years Foundation Stage provision:

- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

12. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Head of School/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

13. Smoking

The schools within Beechfield Education are a Smoke Free Environment. Smoking and vaping is prohibited in all areas of all sites as we recognize the right of employees, pupils and visitors to the school to a smoke free environment, and therefore, there is a complete ban on smoking in any form or use of e-cigarettes vaporizer's or anything similar in all areas of school property, including outside grounds.

14. Infection prevention and control

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

14.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

14.2 Coughing and sneezing

- Cover mouth and nose with a tissue or sneeze into elbow crease
- Wash hands after using or disposing of tissues
- Spitting is discouraged

14.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

14.4 Cleaning of the environment

- Clean the environment frequently and thoroughly

For Key stage 1 and 2;

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

14.5 Cleaning of blood and body fluid spillages

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

- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

14.6 Laundry

- If applicable, Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

14.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

14.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a school pet

14.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

- **Following good hygiene practices**
 - We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitizer, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)
- **Implementing an appropriate cleaning regime**
 - We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned daily

- **Keeping rooms well ventilated**

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

14.10 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

14.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4.

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

15. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

16. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

If you feel the need to have support from an occupational health therapist, please contact the SLT team or a proprietor.

As a school we are committed to supporting staff wellbeing and to help deal with any stress at work.

17. Accident reporting

17.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. Always make sure that someone has been informed regarding the accident. Ideally it should be reported on the same day. If you are required to leave work and have time off after the accident it should be written in the accident book no later than 10 days after, As long as someone else was made aware and can complete it on your behalf. An accident form template can be found in appendix 2.
- As much detail as possible will be supplied when reporting an accident.
- If an accident has occurred that has involved a member of staff the incident should be recorded on the same day. If this cannot be done due to the members of staff having to leave the premises and/or requiring time off work. Then it can be filled in on their behalf by a staff member who is familiar with the event and was informed on the day of the incident, no later than 10 days after the day of the incident.
- Information about injuries will also be kept in the pupil's educational record and if a member of staff was involved in their staff records.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, Beechfield Education Ltd ensures that there is adequate and appropriate equipment and facilities for providing first aid in the workplace. The health and safety officers are tasked with ensuring adequate assessment and provision of first aid facilities.

17.2 Reporting to the Health and Safety Executive

The Health and Safety Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety Officer will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Health and Safety Officer will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

Schools with Early Years Foundation Stage provision.

17.3 Notifying parents/carers

The Head teacher/Head of school and/or SLT team will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

17.4 Reporting to child protection agencies

The Head Teacher/Head of School and/or proprietors will notify the local child protection agency of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

17.5 Reporting to Ofsted

The Head Teacher/Head of school and/or the proprietors will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

18. Training

Our staff are provided with health and safety training as part of their induction process.

The Manager is responsible for identifying individuals or groups who require training and for ensuring adequate provision of this. Training records are stored on Beechfield Education Ltd MS Teams.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Health and safety training will be provided and documented for all new employees and the requirements of this policy will be brought to their attention.

Each member of staff is responsible for bringing to the attention of their line manager their own personal needs for training. Employees have a responsibility not to undertake duties unless they are confident, they have the necessary competence and training

19. Monitoring

This policy will be reviewed by the compliance officer every year.

At every review, the policy will be approved by the managing directors.

20. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment Policy
- Supporting pupils with medical conditions
- Accessibility plan
- Emergency or critical incident plan
- Hygiene Policy
- Personal Care Policy

Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		Date	

Appendix 3. Asbestos record

The text in this table are suggestions only. The table will need to be adapted to your school's specific circumstances.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

Appendix 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.

Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.

Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (methicillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.