



Health and Safety Policy

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INTRODUCTION

The purpose of this policy is to acknowledge the school's legal responsibilities and to explain the objectives of the school for the health and safety of its staff, pupils and visitors and to specify the arrangements for ensuring these objectives are met.

The Local Authority (L.A) will retain the primary responsibility as the employer under section 2 and 3 of the Health and Safety at Work Etc. Act 1974. The L.A will continue to issue policy and directions on health and safety provision. The Governing Bodies are required to comply with the policy statement and related directions in so far as it is within their powers.

The arrangements outlined in this policy and the various other safety provisions made by the Governing Body cannot prevent all accidents or ensure safe and healthy working conditions at all times. However, the Governing Body believes that only the adoption of safe methods of work and good practice, by every individual, can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff (and pupils, as much as possible) must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

This policy is available to all staff and copies can be found Hillview's system.

A. THE DUTIES OF THE GOVERNING BODY

The Governing Body as required by the Local Scheme of Delegation has a statutory duty to ensure adequate health and safety standards are maintained on premises under their control are in practice to comply with the L.A's directions. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Local Authority carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Local Authority will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

2.1 In order to perform this duty, the Governing Body in consultation with the Headteacher shall:-

- a) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- b) Bi-annually assess the effectiveness of this policy and ensure that any necessary changes are made.
- c) Identify and evaluate all risks relating to: accidents, health, school-sponsored activities (including work experience).
- d) Make itself familiar with the requirements of the **Health and Safety at Work Act of 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 (1999)**.

- e) Identify and evaluate risk control measures and risk assessments in order to select the most appropriate means of minimising risk to staff, pupils and others.
- f) Create and monitor the management structure.
- g) Provide a safe place for staff and pupils to work including safe means of entry and exit.
- h) Provide plant, equipment and systems of work which are safe.
- i) Provide safe arrangements for the handling, storage and transport of articles and substances.
- j) Provide safe and healthy working conditions which take account of all appropriate: statutory requirements, codes of practice whether statutory or advisory, guidance whether statutory or advisory.
- k) Provide supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Whenever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- l) Provide necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- m) Provide adequate welfare facilities.
- n) Provide information on this policy, all other relevant health and safety matters, and the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

B. THE DUTIES OF THE HEADTEACHER

The headteacher shall fulfil the responsibilities as outlined below, so far as is reasonably practicable and within the resources allocated by the Governors.

As well as the general duties which all members of staff have, the headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonable practicable steps to achieve this through the Heads of the appropriate departments, senior members of staff, teachers and others as appropriate. The headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

Liaise with the school business manager, Health and safety champion, the local authority and Harrow Council's facilities management to monitor implementation and compliance of this policy on a termly basis and report results to the Governing Body.

In particular the headteacher will:

- a) Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school sponsored activities.
- b) Ensure safe working conditions for health, safety and welfare of staff, pupils and others using the school premises and facilities.
- c) Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- d) Consult with members of staff, on health and safety issues.
- e) Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- f) Carry out periodic reviews and safety audits on the finding of the risk assessment.
- g) Identify the training needs of staff and pupils and ensure within the financial resources available that all members of staff and pupils, having identified training needs, receive adequate and appropriate training and instruction in health and safety matters.
- h) Encourage staff, pupils and others to promote health and safety.
- i) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- j) Encourage all employees to suggest ways and means of reducing risks.
- k) Collate accident and incident information and when necessary, carry out accident and incident investigations.
- l) Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- m) Monitor first aid and welfare provision.
- n) Monitor the management structure, along with the Governors.

C. THE DUTIES OF SUPERVISORY STAFF

All supervisory staff (e.g. School business manager, Deputy, teacher and health and safety champion) will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other Health and Safety legislation and codes of practice which are relevant to the work of their area of responsibility. In addition to the general duties which all members of staff have they will be directly responsible to the headteacher or the member of staff nominated by the headteacher to have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety Policy within their relevant departments and area of responsibility. They will take direct interest in the school's Health and Safety Policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to day responsibilities they will ensure that:

- a) Safe methods of working exist and are implemented throughout their department and show awareness of all risk assessments.
- b) Health and Safety regulations, rules, procedures and codes of practice are being applied effectively.

- c) All accidents involving or having the potential to cause injury or harm to persons or damage to property are investigated and reported where required and any corrective action is taken.
- d) Systems of communication are promoted to ensure all employees are involved in contributing to the safety of their work and workplace by giving feedback on existing safety rules and procedures.
- e) The appropriate information, instruction, training and supervision is provided to enable all employees to avoid hazards and contribute positively to their own and others safety, health and welfare at work and monitor compliance.
- f) There is compliance with site fire and security plans and allocate sufficient resources to meet the requirements of the plan in their area ensuring emergency arrangements are in place to protect staff and others against risk of imminent danger.
- g) Staff, pupils and others under jurisdiction are instructed in safe working practices.
- h) New employees working within their department are given instruction in safe working practices.
- i) Ensure the timely involvement of occupational health support to promote health at work and, where appropriate, to enhance the effective return to work of absent staff.
- j) Regular safety inspections are made of their area of responsibility as required by the Head or as necessary: these inspections will coincide with governor meetings.
- k) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- l) All plant, machinery and equipment in the department in which they work is adequately guarded.
- m) All plant, machinery and equipment in the department in which they work is in good and safe working order.
- n) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- o) Appropriate protective clothing and equipment, first aid and fire appliances (e.g., fire blankets, fire extinguishers) are provided and readily available in the department in which they work.
- p) Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
- q) They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and work with those who consistently fail to consider their own well-being or the health and safety of others.
- r) All the signs used to meet the statutory requirements.
- s) All health and safety information is communicated to the relevant persons.
- t) They report, as appropriate, any health and safety concerns to the Head Teacher or the Deputy Head Teacher.

D. THE DUTIES OF ALL MEMBERS OF STAFF

All staff will make themselves familiar with the requirements of the Health and Safety Act 1974 and with any other Health and Safety legislation and codes of

practice which are relevant to the work of the department in which they work. They should take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work. They should also give due regard to any duty or requirement imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with. They shall not intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of these relevant statutory provisions.

All staff are expected to familiarise themselves with the health and safety of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

- a) Be familiar with the safety policy, risk assessments and all safety regulations as laid down by the Governing Body.
- b) If in any doubt regarding matters of health and safety, seek further advice.
- c) Play their part to ensure that other employees, particularly new employees, are aware of procedures, safe systems of work and any potential hazards created during this work.
- d) Ensure the health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- e) See that all plant, machinery and equipment is adequately guarded.
- f) See that all plant, machinery and equipment is in good and safe working order.
- g) Not make unauthorised or improper use of plant, machinery and equipment.
- h) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- i) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- j) Report any defect in the premises, plant, equipment and facilities which they observe.
- k) Take an active interest in promoting health and safety and suggest ways of reducing risks.
- l) Supervise pupils at all times with due regard to their personal safety while encouraging maximum independence.
- m) Ensure classrooms are always kept in a safe and organised condition with due regard to the safety of equipment and resources and the classroom environment.
- n) Endeavour to ensure the safety of the pupils at all times by promoting good behaviour and the sensible use of space.
- o) Report to the headteacher or the deputy or the School Business Manager any causes for concern in terms of health and safety.

- p) Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare/armed intruder, etc.
- q) Ensure that fire exits in the classroom are not blocked.
- r) Ensure that the classroom is free from clutter, trailing wires, objects on top of cupboards.
- s) Do not take outside the school any equipment without the headteacher's permission.
- t) Be responsible for locking personal possessions in a safe place and ensuring that school equipment is kept safe and in good order.
- u) Keep mobile phones in lockers
- v) Refrain from consuming any alcohol, recreational drugs or other substances that may impede their ability to work safely.
- w) Set a personal example – we all have a part to play.
- x) Follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the headteacher will work with the employee to ensure that the procedures at the school are proportionate, effective and appropriate.
- y) In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

E. THE DUTIES OF FACILITIES MANAGEMENT

- a) To be familiar with the requirements of the Health and Safety at Work 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 1999.
- b) Remove, isolate or contain any hazard emanating in the school building or associated areas and contribute to the development of risk assessments as necessary.
- c) Make regular inspection of the school, paying particular attention to maintenance type problems that could extend to being 'Health and Safety hazards' e.g., inoperative door closures on the fire protection doors. The nursery staff will notify the Head Teacher of any circumstances where he/she is unable to make suitable remedial action.
- d) Take all reasonable steps to ensure the emergency access is kept clear and that rubbish is not allowed to accumulate in unsafe proximity in or around the school.
- e) Ensure that all communal areas, particularly those associated with fire escape routes are kept free from obstructions.
- f) Will ensure that all fire appliances are properly maintained and accessible when the school is in use.
- g) Ensure that all fire escape doors are properly maintained, checked and kept in the designated locations.
- h) Ensure that the fire alarm system is tested regularly and in accordance with the L.A.'s Code of Practice.
- i) Make arrangements for the safe working of contractors on site, ensuring so far as is reasonable that their work is segregated from the main school users and in accordance with the L.A.'s Code of Practice.

- j) Ensure that snow and ice is cleared in order to maintain safe access and egress to all buildings.
- k) Ensure that all safety doors e.g., to boiler rooms, are identified and secured against unauthorised entry.
- l) Will ensure, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.

F. HIRERS, CONTRACTORS AND OTHERS

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

The Head 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.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with SS.3-4 of the Health and Safety at work Act 1974.

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 necessary to prevent persons in his or her care from risk of injury.

The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to S8 of the Health and Safety at Work Act 1974, which 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.

G. STAFF CONSULTATIVE ARRANGEMENTS

This policy has been shared with all staff. All comments have been considered. If any issues arise following the consultation then the headteacher should be informed.

The Governing Body, through the headteacher, will make arrangements for the establishment of a Safety Committee by incorporating agenda items on health and safety matters into existing consultative groups. At Woodlands this will be the Governors Resources Committee. Minutes of this meeting will be timetabled for the meeting of the full Governing Body each term.

H. CODES OF PRACTICE AND SAFETY RULES

In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement the governors will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of headteachers and others who are in control of Education Premises, who will normally incorporate such codes into their Health and Safety Policy and procedures. If the headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

I. RISK ASSESSMENT

The Head will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of such surveys will be reported to the Governing Body.

Risk assessments will include, but will not be limited to educational visits.

J. FIRST AID

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. The number of certificated First Aiders will not, at any time, be less than the number required by law and be sufficient to meet the needs of all foreseeable circumstances. All Staff will have paediatric First Aid.

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Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the headteacher in. They will be prominently marked and all staff will be advised of their position. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

First Aiders are responsible to the Head for the following:

- a) Assessing the extent of injury or condition of a casualty, and giving immediate appropriate treatment
- b) Advising the head on what action should in opinion be taken
- c) Notify the head of the expiry of their qualification at least 6 months beforehand

In the event of an injury requiring medical treatment outside of school, the headteacher will, in conjunction with the First Aider, decide whether the casualty is sent/taken home, or transferred to hospital.

All staff at Hillview School will be given the opportunity to learn the appropriate method of dealing with epileptic seizures.

In the event that a pupil has an epileptic seizure, the child's individual protocol should be followed.

There is separate policy on Supporting Pupils with Medical Needs.

K. FIRE PRECAUTIONS / ARRANGEMENTS

There is separate Fire Safety policy in place.

1. The general arrangements for fire precautions will be consistent with the LA's Code of Practice.
2. Fire emergency notices and evacuation procedures are posted in all area of the centre, and at key points throughout the school. All staff must ensure they are conversant with these notices.
3. Fire drills will be held once a term and will be instigated by the Health and Safety Champion, in conjunction with the headteacher, and recorded by the health and safety log book.
4. Staff are responsible for ensuring that the pupils in their care are escorted out of the building in an emergency or when the fire alarm has sounded.
5. All members of staff must take charge of any unsupervised pupils they discover whilst leaving the building.
6. The headteacher will ensure that where necessary, specific arrangements are made for staff or pupils with special needs.
7. All deficiencies noted in fire evacuations must be reported to the headteacher and the site managers.

8. The fire alarm must not be turned off except on the instructions of the Fire brigade.
9. The Health and Safety champion will ensure that the fire alarm system and fire appliances are tested and maintained in accordance with the L.A.'s Code of Practice.
10. The Health and Safety Champion will be responsible, in consultation with the Headteacher for the recording of fire drill times for each area evacuated, besides action recommended / taken to improve evacuation times. A separate copy will be maintained for school and for Facilities Management.

L. ACCIDENT AND INCIDENT REPORTING AND RECORDING

There is separate Policy on reporting and recording Accidents and Incidents.

1. Accidents and minor incidents related to pupil behaviour and potential or actual health and safety hazards must be recorded. The Incident Record must include information on any first aid treatment administered and what happened to the injured part, before during and following the incident. A member of SLT should be informed of an injury on the same day; the member of SLT will investigate and take appropriate actions. Parents need to be informed as soon as practically possible and in writing. Near misses should also be investigated
2. In the case of injury to a pupil, the member of staff who was supervising at the time of the accident is responsible for ensuring the item is recorded.
3. Accidents of a more serious nature are reportable to the LA on Harrow SHEAssure. The Incident/Accident Record must include information on any first aid treatment administered and what happened to the injured part, before during and following the incident/accident. A member of SLT should be informed of an injury on the same day; the member of SLT will investigate the accident and take appropriate actions. Parents need to be informed of the accident as soon as practically possible and in writing. Near misses should also be investigated. The SLT takes primary responsibility for this, ensuring that it is done in accordance with the LA's Code of Practice.

M. PORTABLE ELECTRICAL APPLIANCES

All electrical appliances are inspected annually in accordance and in line with the LA's Code of Practice. Such items must not be used without the appropriate testing and prior authorisation of the headteacher.

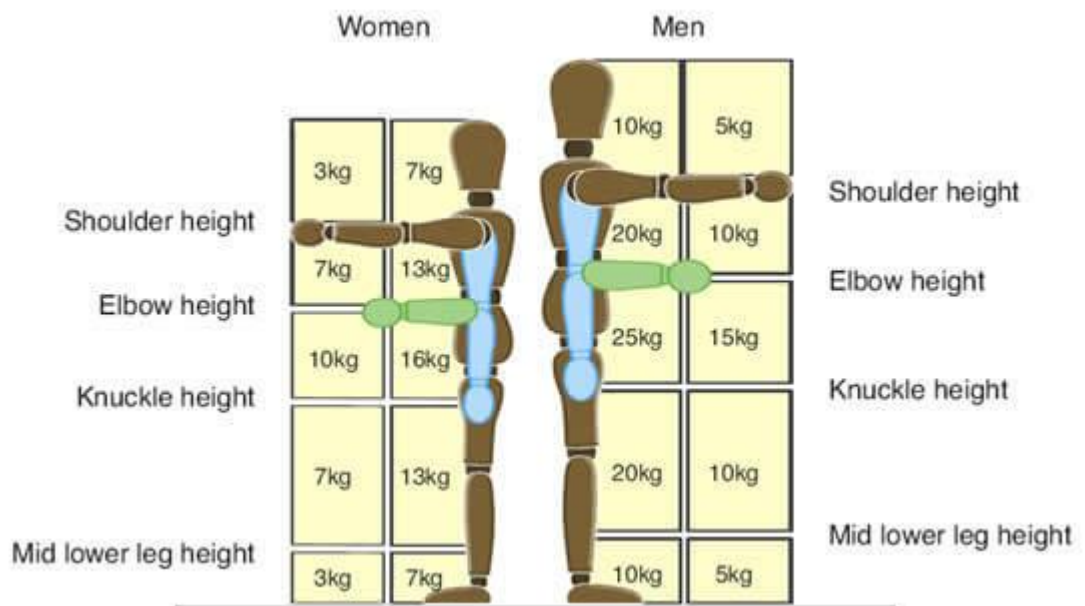
N. HEALTH AND SAFETY REPRESENTATIVES AND INSPECTIONS

1. Arrangements for Health and Safety Representatives are in accordance with the L.A.'s Code of Practice.
2. The headteacher will give regular Health and Safety reports to Governors.
3. The School will accept the appointment of Health and Safety representatives elected by recognised trade unions, and offer those persons any facilities by the L.A.'s Code of Practice.
4. The headteacher will make arrangements for a formal "Health and Safety checks" to be carried out annually.

5. The headteacher will ensure that inspection reports are processed appropriately.
6. Health and Safety is a standing order of the Resources Committee agenda; the Resources Committee will carry out annual Health and Safety learning walk and its outcomes will be reported to the Governing Body.

O. LIFTING AND HANDLING

1. All staff will be given the opportunity to receive appropriate training in safe lifting and handling techniques.
2. Where appropriate staff will be trained in the use of specialised lifting equipment to be used with specific pupils.
3. All staff should consult with the relevant physiotherapist or occupational therapist about handling pupils in their care.
4. Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.
5. All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.
6. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.
7. All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).
8. No member of staff should lift or handle a pupil if they are unsure of the correct techniques or procedures.
9. **Manual Handling Guidelines for Maximum Weight Limit at Work**
10. Manual Handling Guidelines set out **recommended safe lifting limits** for men and women.
11. The recommended maximum weight limit should be adjusted depending on how the load is being lifted, how close to the body the weight is held, and how high or how low the weight is lifted.



P. HAZARDOUS SUBSTANCES

1. Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (COSHH Regulations).
2. Arrangements for complying with the Control of Substances Hazardous to Health Regulations (COSHH) are in accordance with the LEA’s Code of Practice. Guidance regarding hazardous substances is available in each classroom.
3. Staff using any substances in the classroom must ensure that where these are not labelled “Non Toxic” that they have been assessed in accordance with the LA’s Code of Practice.
4. All toxic substances must be kept in a locked cupboard unless in immediate use and must be kept in the original bottle, preferably with a child proof top (e.g., Trigene, whiteboard cleaner, correction fluid, washing up liquid).
5. Where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
6. Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.
7. All medication must be kept in the medical cupboard . All staff must ensure that their own personal medicines are kept inside a locked cupboard.

8. Administration of all medication is covered by the Policy on Administration of Medicine.

Q. EMERGENCY PLANS

The headteacher will ensure that any Critical Incidents Plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) save lives
- b) prevent injury
- c) minimise loss

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

R. SCHOOL TRIPS/ OFF-SITE ACTIVITIES

All staff are responsible for ensuring all school trips conform to Local Authority regulations. Please refer to the Educational Visits Policy and the Emergency Plan for information on planning school visits, who to obtain approval from, when to seek approval from the Local Authority, emergency arrangements, parental authorisation, supervision requirements and first aid provision.

S. INJURIES, OCCURRENCES AND DISEASES STATUTORILY REPORTABLE TO THE HSE VIA THE LA

Any injuries listed in the following table, arising out of or in connection with work:

1. The death of any person as a result of an accident arising out of or in connection with work
2. A fracture of the skull, spine or pelvis
3. A fracture of any bone in the leg or ankle (but not the foot)
4. A fracture of any bone in the arm or wrist (but not the hand)
5. Amputation of a hand or foot, a finger, thumb, toe or any part thereof if the bone or joint is completely severed
6. The loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot material injury to an eye
7. Electrical injury (including burns) requiring immediate medical treatment
8. Loss of consciousness resulting from either lack of oxygen, or absorption of any substance into the body by inhalation, ingestion or through the skin
9. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material

10. Any other injury which resulted in the victim being admitted into hospital for more than 24hours.

T. STATUTORY NOTIFICATION (OTHER THAN IMMEDIATELY REPORTABLE ACCIDENTS)

1. Accident Involving More Than Three Days Absence From Work

An accident to an employee causing an injury not listed above, but resulting in the employee being absent from work due to incapacity for a period of more than three consecutive days must also be notified to the HSE. This does not include the day of the accident, but does include any days that would have been rest days.

2. Dangerous Occurrences

Also statutorily reportable are a number of what the regulations term "Reportable Dangerous Occurrences", which are specified by the HSE. The following list does not include all of these specified items, but does include those conceivable in an educational premises. If in doubt contact the Safety Office for Education.

- a) The collapse of a lift
- b) Explosion, bursting or collapse of any closed vessel, including a boiler.
- c) Electrical short circuit or overload resulting in fire.
- d) Collapse or partial collapse of a scaffold over 5 metres high.
- e) Collapse or partial collapse of any floor or wall of any building used as a workplace.

3. Reportable Diseases

Certain diseases are also reportable if they are believed to, or are likely to have occurred in the workplace, or as a result of work. The following is an exhaustive list as presently specified by Public Health England:

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- COVID 19
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus

- Invasive group A streptococcal disease
- Legionnaires' disease
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

STAFF WELL-BEING/ STRESS

Hillview Nursery School is committed to promoting high levels of health and well-being, and recognises the importance of identifying and reducing workplace stress through risk assessment, in line with the HSE management standards.

A number of internal systems are in place within the school, to respond to individual concerns and monitoring of staff workloads. These include:

- Annual anonymous staff survey with a focus on staff wellbeing
- Return to work interviews conducted following staff absence
- Occupational Health Referrals for members of staff experiencing long-term stress.

PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour towards its staff.

Staff will report any such incidents to the headteacher. The school will work in partnership with the L.A. and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone and without appropriate risk assessment.

Staff working outside of normal school hours must obtain permission of the Headteacher and register with site staff.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

WORKING AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc. Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders/stepladders
<http://www.hse.gov.uk/pubns/indg405.pdf>.

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time) e.g. admin /office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every two years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the Education Health and Safety Manual.

REVIEW

The Governing Body will review this policy every two years or earlier if needed and update modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

