HEALTH AND SAFETY POLICY

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1. Statement of Intent

The Cranmer Education Trust recognises its legal responsibility and duty to protect the health and safety of its employees, pupils and others affected by the trust's activities. The trust commits to achieving this, as far as is reasonably practicable, through the following objectives:

- To provide a safe and healthy working environment
- To clearly define roles and responsibilities across the organisation
- To adequately minimise and manage risks associated with the trust's operation and activities
- To provide employees with the training and knowledge to support safe working practices
- To engage and involve employees so that they understand that the health and safety of themselves and others is everyone's responsibility
- To consult with trade union representatives on matters of this policy
- To provide safe arrangements for emergency situations including fire evacuation and lockdown
- To comply with relevant legislation:

    - Health and Safety at Work Act 1974,
    - Management of Health and Safety at Work Regulations 1999,
    - Regulatory Reform (Fire Safety) Order 2005,
    - Fire Safety Act 2021,
    - Control of Asbestos Regulations 2012,
    - Construction (Design and Management) Regulations 2015,
    - School Premises (England) Regulations 2012,
    - Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013

2. Responsibilities

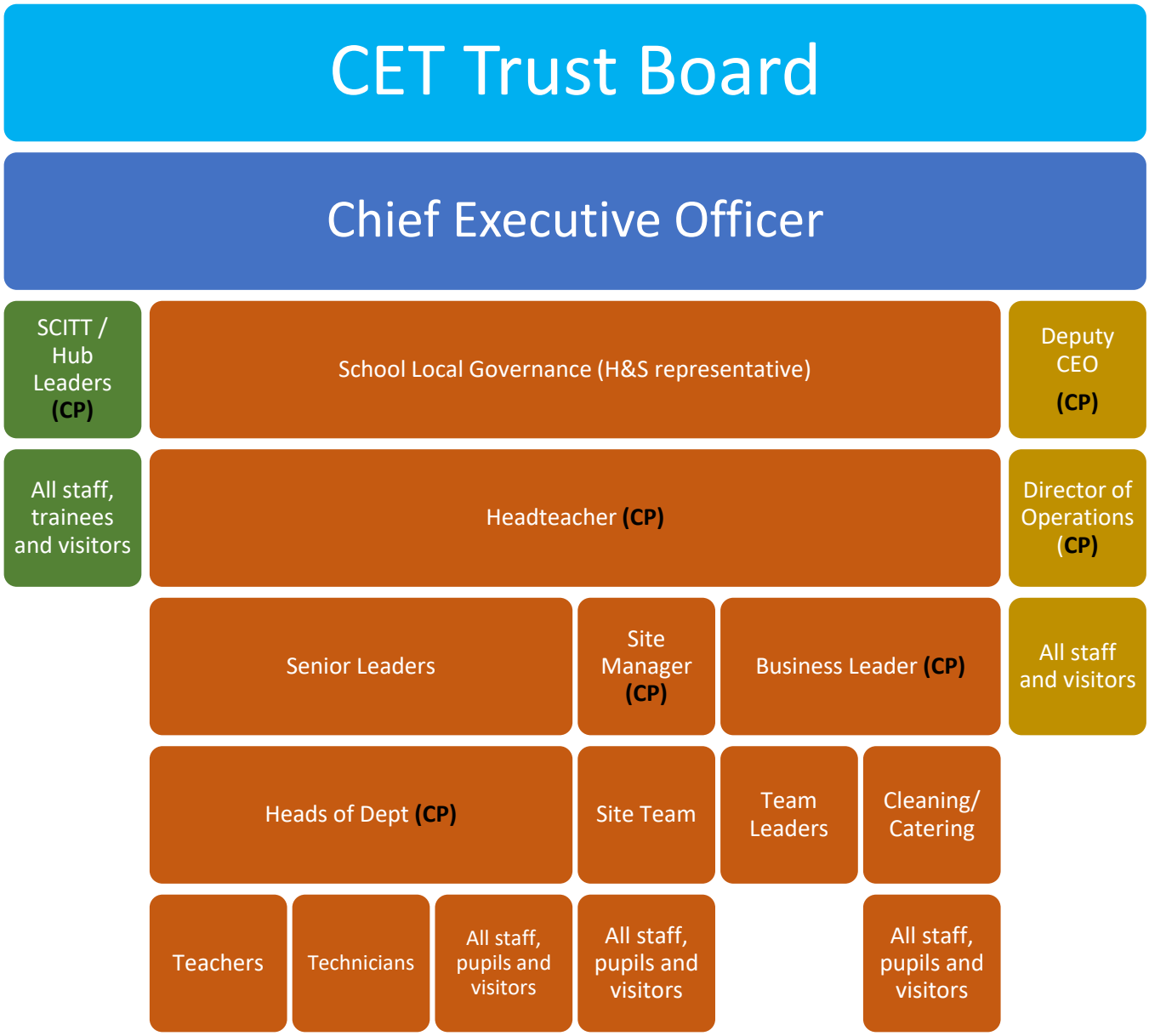
2.1 Organisation

The Cranmer Education Trust is a multi-academy trust, also comprising Manchester Nexus SCITT, Cranmer Institute and the East Manchester Teaching School Hub.

Overall responsibility for health and safety lies with the Trust Board which delegates responsibility through the Scheme of Delegation to the trust Executive, Headteacher and Local Governing Committee of each school. At strategic level, the trust commissions professional support from a third-party company, Compliance Education, which provides a Competent Person who is a Chartered Member of IOSH and registered on the occupational safety and health consultants' register. The Competent Person carries out regular checks and audits within each school and produces action plans which are reported to the Director of Operations and subsequently, the Trust Board.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher at each school, Hub and SCITT Leaders and members of the CET Executive team as appropriate.

2.2 Management Structure



CP = With advice and guidance from the Competent Person

2.3 Responsibilities

The Trust Board shall ensure, so far as is reasonably practicable:

- compliance with all legal requirements
- formulate and ensure the implementation of policies and procedures which it is intended will achieve a consistently high standard of health & safety across the trust
- exercise reasonable care and skill, using personal knowledge and experience to ensure the trust is well run and efficient.

The Chief Executive Officer shall:

- be supported by members of the trust Executive who take advice from the Competent Person following their regular and independent assessment of health and safety arrangements across the trust

- direct and support leaders, as far as is reasonably practicable, with all legal requirements as required by the Trust Board
- specify management controls and reporting requirements including health and safety audits of each school, and support headteachers in identifying and delivering appropriate training and support
- report to the Trust Board and provide strategic support to organisational leads across the trust estate
- ensure the policy is reviewed and updated in a timely manner

The Competent Person shall:
- Offer expert advice as a chartered member of IOSH and occupational health and safety consultant
- Work with the trust Executive on a comprehensive, trust-wide strategic approach to health and safety
- Advise on technical matters and support the development of policy and risk assessments
- Carry out health and safety audits, offering support and challenge so that the Trust Board can be assured that each organisation within the trust is meeting required standards
- Develop and deliver staff training

Local Committees shall ensure as far as is reasonably practicable:
- The health, safety, and welfare of all staff and pupils, including offsite visits
- The health and safety of visitors, contractors, and volunteers
- That leaders across the trust keep health and safety as a high priority in all activities and operation

Organisation Leaders: Headteachers, SCITT and Hub Leaders and the Deputy CEO/Director of Operations are responsible for the day-to-day management of their organisation and shall so far as is reasonably practicable, ensure that:
- The Health & Safety Policy is appropriately implemented and adhered to, and all staff understand their health and safety duties and responsibilities as reflected in their job description
- Adequate resources are allocated to facilitate healthy and safe working practices and robust risk management measures
- The Local Governance Committee is advised of health and safety implications when undertaking reviews of the school budget
- All employees, pupils and visitors receive adequate information, training, and supervision to enable safe practices, both within school and on school trips
- All machinery, appliances and equipment conforms to an approved standard, is used in the manner for which it was designed and is appropriately examined, tested, and maintained
- Only approved chemicals and substances are used in school, appropriate safety information and risk assessments are available to the user and protective clothing is provided for staff and pupils as appropriate and worn when necessary
- There is an adequate number of qualified first aiders and first aid boxes are kept adequately stocked
- Accidents, near misses and violent incidents are recorded, reported, and investigated as necessary, taking advice from the Competent Person as required
- Accidents and violent incidents are reported to the health & safety governor representative during their termly school visit and if serious, noted in their report to the Local Governance Committee
- In the event of a major injury the Competent Person, Local Committee Chair and CEO/Director of Operations are informed
- Records are kept of cases of reported contagious diseases and shared with staff, pupils and the Local Committee and Public Health as appropriate
- A suitable and sufficient fire risk assessment is carried out, updated, and reviewed at least annually and following significant changes. An Independent specialist review will be commissioned periodically at least every three years.Fire procedures are planned and rehearsed at least once per term

- Fire equipment, fixtures and exits are checked and maintained in line with regulations and good practice to ensure they are in working order in line with The Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Act 2021
- Adequate welfare facilities are provided for staff, visitors, and pupils
- The school complies with all statutory safety inspections
- There is consultation on policy with recognised trade unions through the trust JCNC and staff consultative committees or equivalent, on local matters of health, safety, and welfare
- Contractors report to a designated person before work commences and receive adequate induction to allow them to carry out their work safely
- In the absence of the Headteacher, health and safety duties are delegated as appropriate
- There is a regular appraisal of the school's health and safety performance through reports to the Local Governance Committee and Trust Board
- Any matters of concern regarding health and safety are reported to the Director of Operations and Local Committee via the health and safety governor representative

All colleagues with management responsibilities are responsible for the day-to-day operation of their areas and shall so far as is reasonably practicable, ensure that:

- The Health and Safety Policy is always implemented and adhered to
- All members of their team know, understand, and accept their health and safety duties and responsibilities and that these are reflected in job descriptions
- Risk assessments and other health and safety records are kept accurate and up to date and reviewed at least annually and shared with colleagues within their department
- Supervision and risk assessments of young workers and trainees are in place and reviewed as appropriate
- Adequate resources are allocated to facilitate healthy and safe working and teaching practices
- All colleagues, pupils and visitors receive adequate information, instruction, training, and supervision
- All machinery, appliances and equipment purchased for the department conforms to an approved standard, is used in the manner for which it was designed and is adequately periodically examined, tested, and maintained
- Only approved chemicals and substances are used, with appropriate safety information and risk assessment available to the user, suitable protective clothing provided and worn when necessary
- All accidents, near misses and violent incidents are recorded and reported
- Contractors report to a designated person before work commences to ascertain work details and agree safety procedures and receive appropriate induction
- They and their team undertake health and safety training as required
- Audits are supported and recommended actions are addressed promptly, reporting any significant outstanding actions to senior leaders and the Local Governance Committee via the Business Manager (or equivalent)
- They share and document regular feedback and information on health and safety matters with colleagues, for example, risk assessment reviews, classroom checklists or whole school focuses
- Any matters of concern about health and safety are reported to the Business Manager (or equivalent)

All Staff (incl. temporary staff) so far as is reasonably practicable ensure that:

- They are fully aware of their health and safety responsibilities in keeping themselves and others safe, as defined in their job description and through the understanding of all relevant risk assessments, seeking clarification if unclear
- Trust and school policies are always implemented (available from the P:_CET\Policies and SharePoint)
- All activities are carried out in a safe and healthy manner

- All equipment is safe and presents no risk to health, and defects are reported immediately to the appropriate colleague, e.g. Site Manager, Business Manager, Headteacher, so that issues can be resolved promptly
- All pupils understand the fire procedures and are evacuated safely in the event of drill or emergency
- In the case of an injury, they will arrange for suitable first aid treatment, carry out appropriate investigation and fill in an accident form
- Playground and outdoor activities are supervised as appropriate, and any violent behaviour is stopped and recorded / reported as appropriate
- Pupils are adequately supervised at all times
- There is adequate provision for dealing with injuries and other emergencies during trips and sports fixtures
- Whilst transporting pupils by car, appropriate restraints are worn and guidance from trust/school policy, including the Educational Visits Policy, is followed
- When undertaking educational visits, there is, or has been, sufficient research, planning, risk assessment and supervision
- Pupils do not bring into school any potentially dangerous article or hazardous substance
- They co-operate with senior leaders on all aspects of health, safety, and welfare and follow policy and instruction relating to emergency situations or security arrangements
- They undertake risk assessments for all activities with significant risks and communicate this information to those affected by the risks
- Be vigilant in all matters of health and safety, including in communal and outdoor areas, and report any concerns to the Business Manager (or equivalent)

Local Trade Union Representatives
Where schools have local trade union representation, members may request agenda items about health and safety risks and ask the headteacher about specific local health and safety arrangements which affect workersPupils must:

- Comply with all school policies, guidance and rules intended to keep them and others safe
- Co-operate on all matters of health and safety
- Not interfere with anything provided to safeguard health and safety
- Take reasonable care of their own and others' health and safety
- Report all health and safety concerns to a teacher or other adult

3. Operational Arrangements: Site

3.1 Plant and Equipment

- The Site Manager, Business Manager or equivalent must ensure that statutory maintenance checks are carried out on all plant and equipment and keep accurate, up to date records
- Site Manager will be responsible for ensuring maintenance procedures and records are up to date and in accordance with manufacturer's instructions
- Any problems with plant / equipment must be reported to the Site Manager/team and the item taken out of commission until the issue is resolved
- Budget holders must be satisfied that new plant and equipment meets health and safety standards before purchases are made
- All equipment is labelled as appropriate and stored in suitable containers and area
- Lifts are subject to regular checks in accordance with Lift Operating and Lifting Equipment Regulations (LOLER) 1998

3.2 Gas Safety

- Qualified contractor details must be recorded on the Approved Contractor list. For gas, this must be a Gas Safe registered engineer
- Installation, maintenance and repair of gas appliances and fittings will be carried out by a qualified contractor
- Gas pipework, appliances and flues will be regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation
- Any gas safety concerns must be addressed with appropriate urgency

3.3 Electrical Safety

- Qualified contractor details must be recorded on the Approved Contractor list
- Installation, maintenance and repair of electrical appliances and fittings will be carried out by a qualified contractor
- Portable Appliance Testing will take place on an annual cycle
- Fixed wiring is inspected and tested at intervals determined by the qualified contractor
- No unauthorised electrical equipment is to be used, and where appropriate, residual current devices should be used with all electrical equipment
- Electrical faults and hazards are reported to the Site Manager / Business Manager and the taken out of commission until the issue is resolved

3.4 Asbestos

- Licenced contractor details must be recorded on the Approved Contractor list
- Regular asbestos surveys must be undertaken at all sites by a licenced contractor and all evidence, including photographic, must be recorded on the school's Asbestos Management Plan (AMP) which forms part of the nominated staff member's statutory checks (e.g. Site Manager)
- Asbestos must be assumed to be present unless proven otherwise by a detailed survey
- Where asbestos has been identified, a decision must be made as to whether it should be removed
- If the asbestos is not deemed to be a risk due to its location and/or condition, its management will come under the AMP
- If any damage or flaking is identified to an asbestos containing material it must be reported immediately to the relevant colleague, e.g., Site Manager, Business Manager, Headteacher
- Asbestos is not deemed to be a risk when it is undisturbed. As such, staff must only use allocated noticeboards for displays and must never affix anything directly to walls or ceilings
- Contractors must be provided with details of known and assumed asbestos locations before commencing any works

3.5 Water/Legionella

- Qualified contractor details must be recorded on the Approved Contractor list
- Legionella surveys/water risk assessments must be undertaken at all sites by a qualified contractor at least every 2 years. Each visit must be recorded and recommended actions must be addressed promptly unless there is a valid reason not to do so (this must also be recorded)
- A responsible person, e.g., Site Manager or Caretaker must carry out weekly and monthly checks of water service temperatures and maintain local records for inspection at any time
- Other checks (bi-annual/annual) will be carried out by a qualified contractor as part of each school's third party contractor arrangements and records must be available for inspection at any time
- To prevent scalding, water temperatures should be no higher than 43ºC

3.6 Reinforced autoclaved aerated concrete (RAAC)

- With the Director of Operations , schools should establish whether buildings contain RAAC and then take steps to manage and control risk
- Where buildings contain RAAC, specialist advice will be sought to assess and develop a management plan to control risk

3.7 Safe Handling and Use of Substances

- Designated staff, i.e., departmental leaders, science teachers, technicians, and site staff, will be responsible for identifying and carrying out assessments on all COSHH (Control of Substances Hazardous to Health) and DSEAR (Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2022.
- Managers are responsible for ensuring that actions identified in the assessments are implemented, including details of storage and the protection of pupils
- The use of chemicals for teaching will be done in accordance with guidance from the CLEAPSS advisory service
- Departmental managers will be responsible for ensuring that all relevant employees are informed about the COSHH and DSEAR assessments
- Budget holders will check that substances being ordered are fit for purpose and can be used safely before they are purchased
- Risk assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner
- Any hazardous products will be disposed of in accordance with specific disposal procedures

4. Operational Arrangements: School

4.1 Accidents, Incidents (including near misses), First Aid and Medical Conditions

- First aiders must be listed in each staff room and/or prominent places and first aid box and defibrillator locations should be made known to staff
- Staff administering medication in an emergency must be fully trained to do so or be administering under the guidance of a professional (e.g. emergency service)
- All accidents, incidents, violent incidents, and cases of work-related ill health are to be recorded. See Appendices 1 (all) and 2 (unless there are other suitable arrangements in school) for templates
- Completed accident report forms must be kept in line with the Trust Retention Policy (see P:_CET\Policies\Data or Trust SharePoint Policies)
- The Headteacher (or delegates Business Manager) is responsible for determining reportability and submitting RIDDOR notification to the Health and Safety Executive. The Headteacher or Business Manager must notify the Director of Operations should such and incident arise.
- Accidents should be investigated depending on the potential consequences and the likelihood of the accident / incident recurring. The Headteacher or Business Manager will be the arbiter of which accidents should be investigated and follow HSE accident investigation guidance. Where necessary, advice will be sought from the Competent Person.

4.2 Educational Visits / Extra Curricular Activities

- The Headteacher is responsible for ensuring that the Educational Visits Policy is followed
- The Educational Visits Co-ordinator (EVC) is responsible for overseeing the management of the trip, being satisfied that appropriate health and safety and risk management measures are in place, including supervision ratios, which are determined as part of the risk assessment
- Vehicles used to transport pupils must contain appropriate seat belts and be fully compliant / roadworthy

4.3 Minibus

- All schools with a minibus must have an up-to-date handbook available to all staff, which includes details about risk management, health, and safety
- Minibus drivers undertake MIDAS training and schools must carry out and record annual driving licence checks of minibus drivers
- Minibus safety checks must be carried out before use by each driver
- Where appropriate the site team also carries out regular safety checks
- Regular servicing takes place in accordance with the lease agreement

4.4 Movement of Vehicles

- Staff and visitors should only park their vehicles in designated car parking spaces
- Speed restrictions and appropriate signage must be displayed to protect pedestrians and other vehicle users
- Where possible, vehicular movement on school sites should be restricted at peak pupil movement times

4.5 School Security

- The security of the school is maintained by reception staff supported by site staff and senior colleagues
- School sites are kept as secure as is practicably possible through secure gate and door entry, duty points, clear signposting, CCTV, and lighting

4.6 Staff Wellbeing

- The Trust recognises mental health and wellbeing as integral elements of health and safety and will take reasonably practicable steps to identify, assess and manage psychosocial risks.
- All staff have access to a confidential wellbeing service and an occupational health advisory service
- Any individual suffering from work related stress should speak with their line manager or HR Officer
- A workplace stress risk assessment is carried out annually to review stress risk factors within the school/organisation, focusing on prevention and organisation-level solutions
- Individual stress risk assessments may be offered where appropriate or where requested

4.7 Violence, Behaviour, Bullying and Harassment

- The Trust operates a zero -tolerance approach towards violence, threats, abuse and harassment directed at employees, pupils, contractors or visitors.
- Efforts will be made to train all staff in how to handle violent and aggressive situations
- Staff taking pupils offsite must take a mobile phone in case of emergency
- Where there is a perceived increased risk of violence or aggression, staff must consider additional resources such as doubling up on duty cover
- Schools will address poor behaviour, bullying and harassment involving pupils by following school and trust policy, including monitoring and recording behaviour instances and referring to pastoral and / or senior colleagues as appropriate
- See the trust's Violence and Aggression Policy for further information

4.8 Lone Working

- Lone working will generally be managed at school level, with a risk assessment outlining control measures. Risk assessments include access to first aid, manual handling, violence, sexual harassment, medical suitability of the employee to work alone, training and level of experience. Lone workers should themselves be involved in the risk assessment process
- HSE guidance on protecting lone workers will be followed when assessing the school's lone working risks

- Schools must not put lone workers at a greater risk than other workers
- Communication / keeping in touch methods and procedures must be in place for all lone workers
- Working from home is classed as lone working and should be covered by a general risk assessment; similarly, arrangements for periods of school closure or weekend working should be risk assessed
- If any employee has a health condition which requires additional interventions or adjustments, these will be considered on an individual basis including those required by the Equality Act 2010

4.9 Infection Control

- To prevent general spread of infection, best practice guidance will be followed for staff, and for pupils in an age-appropriate way through curriculum, assemblies, and other communications
- Staff and pupils who are deemed to be at greater risk e.g., pregnant employees or those with specific medical conditions will have their activities assessed. Pupils are identified by teaching and pastoral staff and employees and should contact HR for specific arrangements
- Food safety standards will be adhered to by catering facilities.
- COSHH and DSEAR standards will be applied to employees who through their line of work are exposed to infectious micro-organisms
- UK Health Security Agency (UKHSA), NHS England and Department for Education advice and guidance will be followed in the event of a pandemic or other national concern for infection control

4.10 Manual Handling, Working at Height

- Risk assessments must be in place for manual handling and working at height and these should be reviewed at least annually and communicated with the staff involved
- Contractors are expected to provide their own ladders for working at height
- Access to high levels, such as roofs, must be risk assessed and is only permitted by trained persons
- It is up to individuals to determine whether they are fit to lift or move equipment and furniture and ask for assistance if required, following manual handling procedures

4.11 PE Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently and staff check that equipment is set up safely
- PE equipment must be serviced in accordance with manufacturer and industry guidance
- Concerns around the condition of flooring or fixed equipment must be reported to the relevant member of staff, e.g., head of department or site team
- Risk assessments are in place for PE activities and reviewed annually

4.12 Screen Equipment

- Staff who use computers as a significant part of their role have a display screen equipment (DSE) assessment
- Additional checks are carried out for pregnant women and where medical conditions, or occupational health assessments recommend

4.13 Persons with Disabilities

- Employees with health conditions which may require reasonable adjustments are addressed on an individual basis in line with the Equality Act 2010
- Personal emergency evacuation plans (PEEPs) are drawn up on an individual basis according to need

5. Monitoring, Training and Review

5.1 Health and Safety Law Poster

The Headteacher or equivalent must ensure the Health and Safety Law poster is displayed in a prominent position (e.g. main reception) on their site.

5.2 Risk Monitoring

The operational health and safety lead for each area of the trust differs, but in schools this will generally be the Business Manager, HR Manager or Site Manager.

Health and safety risks are managed through the production and monitoring of risk assessments, reviewed by colleagues across the trust according to roles, responsibility, and job descriptions. All risk assessments must be reviewed at least annually and updated as such on the risk register which is held by the Business Manager or equivalent.

Personalised risk assessments are recorded on a separate tab of the risk register under staff initials. This information must be protected by either password or restricted access, based on the sensitivity of individual circumstances and risks and, for staff, approval of whom the information may be shared with.

All those at risk of any activity, as detailed in the risk assessment, must be made aware of the risks and control measures.

Colleagues working at locations under the control of other employers must ensure they are given relevant health and safety information.

5.3 Training

- Health and safety training is included in the induction of all new employees
- An annual review of all risk assessments and the associated communication to departmental and area colleagues ensures that knowledge of health and safety requirements across all staff is kept current
- Each school has a standardised training matrix for health and safety roles which summarises mandatory and optional training requirements and helps to easily identify gaps and renewals. The matrix is maintained by Business Managers or the equivalent health and safety lead at each school
- Job specific training will be provided by designated trainers
- Examples of specific jobs requiring special training are:
    - Educational Visits Coordinator (EVC)
    - Business Manager
    - Heads of Department and teachers of practical subjects
    - Site Manager, site team and caretakers
    - Technicians
    - Designated First Aiders
    - Minibus drivers
- Training records are kept by HR or equivalent and are saved to staff and central files
- Training must be identified, arranged, and monitored by line managers

5.4 Monitoring and Review

- To check working conditions and ensure our safe working practices and policies are being followed the following monitoring takes place:

- The nominated Local Committee Governor carries out termly visits and reports to the Local Committee
- The Competent Person will conduct health and safety inspections at each school on a termly basis and a full audit every 3 years. This produces an action plan which is reported to Local Governance, with key points summarised to the Trust Board
- The Headteacher or their nominee will liaise with their HR representative to investigate workrelated causes of sickness absence and will act on findings to prevent recurrence

6. Emergency Procedures

- Each school has a Fire Evacuation Policy and Lockdown Policy which are reviewed at least every 1 and 3 years respectively and approved by the Local Governance Committee
- Headteachers are responsible as far as is reasonably practicable for the building, the fire risk assessment will be reviewed annually and following significant changes. An independent specialist review will be commissioned at least every 3 years and actions implemented
- Escape routes and exits must be checked by all staff throughout their daily operations, and by site staff as part of their building duties
- Fire extinguishers must be checked at least annually by the school designated contractor
- Alarms must be checked at least annually by the designated contractor and there must be weekly internal alarm tests
- Emergency evacuation drills are carried out termly and records kept accessible for inspection
- It is recommended that an annual lockdown drill is carried out, with records kept accessible for inspection

7. Third Parties on Site

7.1 Visitors

- Where reasonably practicable any person visiting the premises is requested to make an appointment prior to the visit
- All visitors must report to the main reception, where they will be issued with a visitor's badge and lanyard to be worn for the duration of the visit
- Basic health and safety and safeguarding information are given to visitors when they sign in
- On departure, visitors must sign-out and return their visitor's badge / lanyard to reception
- The majority of visitors will be accompanied by a member of staff, however where DBS clearance has been verified, they are permitted to be unaccompanied for the duration of their visit

7.2 Contractors and Safety

- Contractors are selected based on proof of competence as per the trust's Approved Contractor Register which includes qualification checks and company safety information
- All contractors are formally inducted to site by the Site Manager or equivalent, with induction covering safeguarding, asbestos, hot works, working at height, electrics as appropriate. The contractor must sign for proof that they have received and understood their induction
- For major works, contractors are required to attend a pre-start meeting with the Headteacher's nominee / Site Manager and any other relevant personnel for health and safety and safeguarding
- All contractors are required to sign in and wear a visitor's badge / lanyard for the duration of the visit
- Contractors' equipment must not be left unattended, and their activities must not present a hazard to others
- All contractors are required to read and sign the Trust's 'Safety Guidance for Contractors' before work commences
- Contractors must sign the Asbestos Register where intrusive works are being carried out

- Site Manager or similar is responsible for monitoring contractor activities whilst on site
- New contractors must be added to the Approved Contractor Register, with evidence of relevant certification (e.g. gas safety)

7.3 Lettings and Other Third Party Use

- Health and safety arrangements including escape routes and alarm call points must be communicated to external group representatives by the provider (i.e. the school or the lettings company) before the activity takes place
- Extra-curricular groups using school premises must be informed of school health, safety, and safeguarding rules
- Where a school uses a lettings company, the lettings company is responsible for carrying out their own risk assessments, first aid and implementing appropriate control measures to reduce risk

8. Cross References

- Asbestos Management Plan
- Asbestos Policy
- Contractor Induction document
- Emergency Evacuation / Invacuation
- E-Safety
- First Aid and Medical Conditions
- Improving staff attendance
- Legionella Policy
- Lettings Policy (where available)
- Minibus Handbook
- Premises Management Policy
- Risk Assessment Policy
- Safeguarding
- Scheme of Delegation
- Stress Risk Assessment
- Traffic management Risk Assessment
- Violence and Aggression at Work
- Visitor Policy
- Wellbeing Strategy

Appendix 1 – Accident Reporting Flowchart

HEALTH & SAFETY ACCIDENT REPORTING

Accidents/Injuries are graded on a scale of 1-3 as follows:

1. General accident or incident that poses no threat to others and was not caused by faulty equipment / lack of supervision / site issue
2. General accident or incident which requires basic investigation, including near misses and incidents of violence or aggression
3. RIDDOR reportable accidents, i.e. accidents causing serious injury or fatality. See HSE RIDDOR for the most up to date guidance



Appendix 2 – Accident and Incident Reporting Form

1. Injured Person

☐ Employee ☐ Pupil ☐ Contractor ☐ Visitor ☐ Other

Name: _____ Surname: _____

Address: _____ Age: _____

_____ Telephone No: _____

Postcode: _____ Occupation: _____

2. Accident/Incident Details

☐ Accident ☐ Injury ☐ Near Miss ☐ Incident ☐ Violence and Aggression

Location of the accident:	Date & time:

Description of accident/incident *(continue separate sheet if needed):*

If the injured person is an employee, were they engaged in work at the time of the accident/incident? ☐ Yes ☐ No

What was being done at the time of the incident:

Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, as a result of the accident/incident? ☐ Yes ☐ No

If yes, date absent from: to: or Still Absent? ☐ Yes ☐ No

3. Injury Details

Nature of the injury *(e.g., fracture, sprain, cut, include part of the body injured)*

First aid given by *(inc job title)*:

First aid treatment given *(i.e., compress, plaster)*:

Was the injured person taken to hospital from the scene: ☐ Yes ☐ No

Were they detained: ☐ Yes ☐ No If yes how long for in days?

4. Witnesses

Name		Name	
Address		Address	
Contact Number		Contact Number	

Are witness statements attached? ☐ Yes ☐ No

5. Report Details			
Accident reported to *(i.e., Manager, supervisor, 1st Aider (inc name)*:			
Reported on *(date)*:	Time:		
Signed by injured person (if employee):			
Parent guardian informed	☐ Yes	☐ No	Date
Details:			
Other – please specify	☐ Yes	☐ No	Date

6. Accident Investigation *(to be completed by manager/department head/responsible person)*		
Carried out by:		
Position/occupation:		
Contact No:		
How did the accident/incident happen?		
What has been done to prevent reoccurrence?		
Do general risk assessments require updating?	☐ Yes	☐ No
If yes, what additional risk control measures are needed / recommended?		
Is additional information, instruction and training required?	☐ Yes	☐ No
If yes, detail what action has been taken:		
Signed:	Date:	

7. For Internal use only		
Reported to the HSE:	☐ Yes	☐ No
Reported by:	Date:	
Comments:		
Signed:	Date.	