

**HEALTH & SAFETY POLICY**

**Includes Early Years Foundation Stage**

**Introduction**

The Governing Body will take all reasonable and practicable steps to provide and maintain the following:

Adequate control of the health and safety risks arising from work activities;

To consult with employees on matters affecting their health and safety;

To provide and maintain safe plant and equipment;

To ensure safe handling and use of substances;

To provide information, instruction and supervision for employees and pupils;

To ensure all employees are competent to do their tasks, and to give them adequate training;

To prevent accidents and cases of work-related ill health;

To maintain safe and healthy working conditions; and

To review and revise this policy as necessary at regular intervals.

**Health and Safety Committee**

The School’s Health and Safety Committee is chaired by a member of the Governing Body and includes representatives from both School sites and meets a minimum of termly. Any member of the Committee may request the chairman call an extraordinary meeting should events demand it.

**Responsibilities**

**The Governors have ultimate responsibility for Health and Safety, day to day responsibility is delegated to the Headmistress and the Bursar (the Health and Safety Officer). The Bursar is accountable to the Governing Body for the Safety, Welfare and Health of the staff. Day to day management of Health and Safety is the responsibility of the Estates Manager.**

**The Bursar is accountable for:**

* the production and maintenance of the School’s Health and Safety policy and ensuring that School procedures are consistent with the policy;
* its application;
* monitoring and reporting to the Health and Safety Committee on the effectiveness of the policy;
* the provision of general advice about the implication of the law;
* the identification of health and safety training needs.

**Co-operation**

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee. Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc.

To achieve this, employees must:

• obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments

• exercise their awareness, alertness, self-control and common sense at work

• report promptly to their department head or Health and Safety Representative all hazards, potential hazards, defects in equipment and any shortcomings in the school’s/college’s work systems or procedures

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the School’s health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school’s operations, and for those who may become involved in them.

Responsibilities for all employees are clearly laid down in the Staff Handbook. It is the duty of all to take reasonable care for the health and safety of themselves and others and to bring any know hazards to the attention of visitors to enable them to fulfil their duty of care. It is also a general obligation to ensure that any hazard or defect is reported to a health and safety representative in a timely manner for remedial action.

Health and Safety Officer. The Bursar is the School’s designated Health and Safety Officer; he is accountable for implementing the Health and Safety Committee’s policy. Day to day responsibility for managing health and safety is delegated to the Estates Manager.

Staff Representatives. One member of each of the School sites is nominated as their representative and is to act as the immediate point of contact to whom staff can bring their concerns and the conduit for the flow of information to and from the Committee. The Estates Manager is the representative for the non-teaching staff.

**Accident and Near Miss Reporting**

In order to learn and reduce accident rates, all near misses and accidents are to be recorded; the Bursar coordinates all reports, investigates as necessary and reports to the Health and Safety Committee termly. Appendix A provides further guidance on what reporting of accidents and near misses and what accidents and health issues must be reported to the Health and Safety Executive.

**Focus**

The school’s work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

• the safe use, storage, handling and transport of articles and substances

• the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors

• the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work

• the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work

• consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities. Due diligence is undertaken in respect of Prevent and supervision maintained on visiting contractors who may come into contact with pupils.

**Policy Review**

This policy will be regularly reviewed, by the Health and Safety Committee as necessary. In conducting the policy reviews, due regard will be given to the following:

**Planning** - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the school will consider the risk to safety involved in:

• dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;

• contractors in schools;

• vehicle movements within the school grounds;

• workplace arrangements, including housekeeping;

• school trips;

• centers licensed by the Adventure Activity Licensing Authority;

• work experience arrangements;

• violence to staff;

• school security;

• stress management;

• letting of school premises to outside bodies;

• pupils with special needs, i.e. manual handling;

• any other site specific issue, e.g. swimming pool, etc.

**Organisation** - A review of the school’s organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

**Control** - Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

**Monitoring and Review** - All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular Health and Safety meetings will be carried out and reported to the full Governing Body each term. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

**Health & Safety Management**

The school’s Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy. In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the School’s management team during management and board meetings.

A copy of the policy will be given to all employees when they join the school. When changes have been made to the policy, copies will be placed on the Schools’ noticeboards.

This is a Governing Body policy. It will be reviewed regularly by the Governing Body.

This policy has regard to the guidance issued by the Secretary of State.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Reviewed June 2018

Next Review Date June 2019

Signed: …………………………………………………Date: ………………………

Mrs J Adams

Chair of Governors

Appendixes:

A. Fire Risk and Safety Policy

B. Risk Assessment Policy including Early Years Foundation Stage

C. Accident and Near Miss Recording and Reporting Policy (RIDDOR)

**Appendix A**

**To WH H&S Policy**

**FIRE RISK AND SAFETY POLICY**

**General Statement**

Walthamstow Hall is a responsible employer and takes its fire safety duties seriously. For this reason this policy has been formulated to help the School comply with its legal obligations to staff and visitors under the **the Regulatory Reform (Fire Safety) Order 2005**, as well as the **Management of Health and Safety at Work Regulations 1999.** The Fire Risk and Safety Policy is endorsed by the Governing Body of the School. These include the provision of a safe place to work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy is an extension of our Health and Safety Policy. It should be read in conjunction with guidance on Fire Safety Training and our Risk Assessment Policy relating to Fire.

All members of the School have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully with the School’s senior management in complying with any procedures that may be introduced as measures to protect the safety of pupils, staff and visitors.

Walthamstow Hall takes steps to ensure that prevention of fire is given a high priority and that the management of fire incidents will be undertaken in such a way as to prevent injury or ill-health to employees, pupils, visitors, contractors or others who may be affected by the activities of the School.

The School’s senior management will keep staff and pupils informed of any changes that are made to the fire safety procedures and fire risk assessment. Also, all visitors to the premises are to be briefed in the evacuation procedures and made aware of fire safety procedures.

**Aims and Objectives**

* To promote good fire safety working practices
* To encourage fire safety awareness in staff at all levels
* To undertake suitable and sufficient fire risk assessments of all premises and activities within premises
* To identify and implement reasonably practicable control measures to control risks from fire
* To conduct regular fire evacuation drills and testing of emergency equipment
* To conduct regular fire safety inspections
* To minimise the risk from hazardous substances (see also the main Health and Safety Policy)

**Procedures**

The following procedures have been introduced to maintain high standards of fire safety:

* A fire risk assessment has been undertaken which will be reviewed annually and after any major works have taken place that may have impacted on its effectiveness;
* The fire evacuation procedures are to be practiced at least termly;
* Staff will be trained as necessary to carry out extra responsibilities such as being fire marshals/wardens;
* Members of the maintenance staff are to be trained annually in the appropriate use of the School’s Fire extinguishers;
* All members of staff and temporary employees are to be provided with annual refresher training on the appropriate use of the various fire extinguishers around the school and will receive practical, hands-on use of the extinguishers every 3 years;
* All members of staff and temporary employees are to be provided with induction training that includes how to raise the alarm and the available escape routes
* All escape routes will be clearly signed and kept free from obstruction at all times
* All fire-related equipment is to be regularly serviced and maintained. If anybody should notice faulty or missing equipment, they are to report it to the Estates Manager or the Bursar.
* Alarm systems are to be professionally maintained and tested and staff and pupils are to be warned should a test take place during school hours
* Emergency lighting is to be provided in all places of assembly and regularly tested by a qualified electrician.

Full details of fire risk assessments and procedures for individual buildings in the school may be found in the Schools’ Risk Assessment Policy.

**Responsibilities**

**The Governing Body** will ensure that the appropriate policies and procedures are in place and have nominated the Bursar to be responsible for implementing the policy and its procedures. He will have responsibility for:

* Supervising the day to day management of fire precautions
* Ensuring that all staff take part in training and fire drills
* Co-ordinating and directing the relevant staff in a fire emergency

**Fire Prevention**

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present.  The processes of prevention are aimed at preventing one or more of these elements being together.  To ensure the processes are being implemented the Bursar, Estates Manager, Domestic Bursar and Heads of Department will:-

* Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous substances etc);
* Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
* Maintain awareness through training and refresher training of the preventative steps that need to be taken;
* Consult regularly with the Fire Marshals;
* Include fire prevention and evacuation procedures during the induction process with all new starters;
* Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

**Procedure in the Event of a Fire**

**SENIOR SCHOOL**

**It is the School’s Policy that, on the Fire Alarm being sounded, priority is to be given to evacuating pupils and staff. The Bursar is to investigate the cause of the alarm and take whatever action is necessary.**

**On Discovering a Fire**

* Raise the alarm immediately by shouting Fire! Fire! Fire!
* Evacuate immediately, ensuring nobody else is left in the room, and close the door behind you and if able, any open windows
* Activate the nearest fire alarm
* Members of staff should ensure that the Bursar is told immediately about the fire; pupils are to tell a member of staff of the fire and to say where it is
* The Headmistress’s secretary will call the Fire Brigade if instructed to do so by the Bursar
* Go to the School’s Fire Assembly Point (currently the Front Lawn).
* The Receptionist is to bring out the registers for Form Tutors and the Signing out book to check attendance
* The School Secretary is to bring out the part time staff signing in/out sheets to check against attendance
* The Deputy Head’s Secretary is to bring out the staff lists
* The Headmistresses’ PA is to bring out the Visitors’ Book
* The EBH duty staff will bring out the VI form signing out sheets during lunch time

**On hearing the Fire Alarm**

* Close the windows of the room if this can be done quickly and safely
* Members of staff are to evacuate their classes to the School’s appointed Fire Assembly Point immediately, using the nearest safe fire exit, closing the door on exiting
* Pupils who are not in class, or who are in music or drama lessons, are to go straight to the Fire Assembly Point
* Roll call is to be taken
* If anybody has a visitor, they are to ensure that they accompany them to safety

**At Roll Call**

* Form Tutors are to check and account for their pupils
* Staff line up by department as per the attached sketch plan
* The Staff Secretary will check that all full time teaching and admin staff are present
* The School Secretary will check that all part time teaching and admin staff are present (*all part time staff are required to sign in and out*) and whether any full time staff have signed out
* The Estates Manager will check that the Bursar’s office and domestic staff are all accounted for
* The Director of Music will ensure that all peripatetic music teachers are accounted for
* Visitors are to be accompanied to the Fire Assembly Point
* The Deputy Head is to consolidate reports and inform the Head and Bursar if anybody is missing
* In the event of a missing pupil or member of staff, the Form Tutor or Head of Department is to inform the Bursar where the person was last seen or is likely to be and the Bursar will organise a search

**Fire Safety Officer (*This will be the Bursar, or, in his absence, the Estates Manager*)**

* Establish whether anybody is missing
* Organise a search, if it is safe to do so, as necessary
* Investigate the cause of the alarm – this will be indicated on the fire alarm control panel
* Instruct the Headmistress’s secretary to call the Fire Brigade as necessary
* Liaise with the Fire Brigade on arrival.

**Living In Staff**

All living in staff are issued with specific instructions concerning what to do in the event of a fire during silent hours and weekends and one of them is appointed as living in fire warden. The instructions are amended and re-issued whenever there is a change of staff.

**Procedure in the Event of a Fire**

**VISITORS**

**It is the School’s Policy that, on the Fire Alarm being sounded, priority is to be given to the prompt evacuation of people; members of the public should not attempt to fight fires unless they have had the necessary training or can do so without endangering themselves or others.**

**Fire Precautions**

* The School has a comprehensive fire alarm system with alarm points in every building; please make sure you know where the nearest point is
* Fire action notices are positioned prominently in every room; they tell you where to go in an emergency; *please read the one in the room or the hall you are using*
* Emergency exits in all halls can be illuminated and have back up batteries; ensure they are on before any public performance starts
* There are plenty of fire extinguishers prominently positioned, but **these should only be used if there is no risk of endangering life**
* Brief everybody present before the event starts about where fire exits are positioned and where to go on evacuation

**On Discovering a Fire**

* Raise the alarm immediately by shouting Fire! Fire! Fire!
* Evacuate immediately, ensuring nobody else is left in the room, and close the door behind you
* Activate the nearest fire alarm
* Go to the Fire Assembly Point (currently the Front Lawn) or the nearest lit area, if it is dark
* Call the Fire Brigade: a personal mobile phone will do. Give your location:

**WALTHAMSTOW HALL, HOLLYBUSH LANE, SEVENOAKS**

* Account for everybody who had been present

**On Hearing the Fire Alarm**

* Evacuate the building by the nearest fire exit
* Assemble at the Fire Assembly Point or the nearest lit area, if it is dark
* Check for missing persons
* Contact the duty caretaker, who will attend site having been notified of the alarm automatically. His mobile number will have been in the booking confirmation for the event.
* If there is a fire, call the Fire Brigade: a personal mobile phone will do. Give your location:

**WALTHAMSTOW HALL, HOLLYBUSH LANE, SEVENOAKS**

* In the event of somebody being missing, organise a search, but **do not re-enter any building until the Fire Brigade or a member of the School’s staff, if present, confirms that it is safe to do so.**

**Procedure in the Event of a Fire**

**JUNIOR SCHOOL SITE**

**INCLUDING EARLY YEARS**

**It is the School’s Policy that, on the Fire Alarm being sounded, priority is to be given to evacuating pupils and staff. The Head (Deputy Head in her absence) and/or caretaker is to investigate the cause of the alarm (whoever is nearest) and take whatever action is necessary.**

**On Discovering a Fire**

* Raise the alarm immediately by shouting Fire! Fire! Fire!
* Evacuate immediately, ensuring nobody else is left in the room, and close the door behind you and if able, any open windows
* Activate the nearest fire alarm
* Members of staff should ensure that the Head is told immediately about the fire; pupils are to tell a member of staff of the fire and to say where it is
* The Head’s secretary or caretaker will call the Fire Brigade if instructed to do so by the Head and also notify the Bursar and Headmistress at the Senior School Site
* Go to the School’s Fire Assembly Point (currently the Play Area known as The Dell)
* The School Secretary is to bring out the registers for Form Teachers to check against attendance
* The Head’s Secretary is to bring out the security cards left in the office to indicate which staff are not on site; the visitor’s book; the Music lesson timetable and clubs registers as appropriate.

**On hearing the Fire Alarm**

* Close the windows of the room if this can be done quickly and safely
* Members of staff are to evacuate their classes to the School’s appointed Fire Assembly Point (currently the Play Area known as The Dell) immediately, using the nearest safe fire exit closing the door on exiting
* Pupils who are not in class are to go straight to the Fire Assembly Point
* Roll call is to be taken
* If anybody has a visitor, they are to ensure that they accompany them to safety

**At Roll Call**

* Form Teachers are to check and account for their pupils
* The Deputy Head will check that all full time, part time and admin staff are present
* The Cook in Charge will check that the domestic staff are all accounted for
* Visitors are to be accounted for by the Head’s Secretary
* The Deputy Head is to consolidate reports and inform the Head if anybody is missing
* In the event of a missing pupil or member of staff, the Form Teacher is to inform the Head where the person was last seen or is likely to be and the Head will organise a search if it is safe to do so

**The Head of Junior School will:**

* Establish whether anybody is missing

**With the Fire Officer (the caretaker) the Head will:**

* Organise a search, if it is safe to so, as necessary
* Investigate the cause of the alarm – this will be indicated on the fire alarm control panel
* Instruct the Head’s secretary to call the Fire Brigade as necessary
* Liaise with the Fire Brigade on arrival

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**FIRE ARRANGEMENTS**

**In the event of a fire or fire practice at the Senior School responsibilities are as follows:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task** | **08:30 -1:30pm** | **1:30 – 3:30 pm** | | **3:30 – 4:00 pm** | | **After 4:00 pm** |
| **Check cause of alarm and Call Fire Brigade *if required*** | **Bursar, or in his absence, the Estates Manager or Caretaker** | | | | | |
| **Take register list to assembly point for checking** | **Receptionist** | **Receptionist** | | **Receptionist** | | **Staff on Late Study duty/Snr staff on duty (until 6:00 pm)** |
| **Take signing out book to front lawn** | **Receptionist** | **Receptionist** | | **Receptionist** | |  |
| **Take staff signing out list** | **Mrs Press** | **Mrs Press** | | **Mrs Press** | |  |
| **Take full time staff list** | **Mrs Seeds** | **Mrs Seeds** | | **Mrs Seeds** | |  |
| **Take out Visitors signing in book** | **Ms Lippiatt** | **Ms Lippiatt** | | **Ms Lippiatt** | | **Ms Lippiatt or Mrs Press** |
| **Take LVI signing out sheets from Lang Centre to front lawn** | **Duty staff during lunch time only. Sixth Form girls should sign out in the Hub Reception** | | |  | | |
| **Take out Music Staff Signing In Book** | | | **Receptionists** | |  | |
| **Take out Domestic/Maintenance Staff List** | | | **Miss Rayner** | | | |
| **Take out Late Study Register (after 4:00pm)** | | | **Staff on late study duty** | | | |

**Procedure in the Event of a Fire**

**Visitors to the Junior School**

**It is the School’s Policy that, on the Fire Alarm being sounded, priority is to be given to the prompt evacuation of people; members of the public are not to attempt to fight fires unless they have had the necessary training or can do so without endangering themselves or others.**

**Fire Precautions**

* The School has a comprehensive fire alarm system with alarm points in every building; please make sure you know where the nearest point is
* Fire action notices are positioned prominently in every room; they tell you where to go in an emergency; *please read the one in the room or the hall you are using*
* Emergency exits in all halls can be illuminated and have back up batteries; ensure they are on before any public performance starts
* There are plenty of fire extinguishers prominently positioned, but **these should only be used if there is no risk of endangering life.**
* Brief everybody present before the event starts about where fire exists are positioned and where to go on evacuation

**On Discovering a Fire**

* Raise the alarm immediately by shouting Fire! Fire!
* Evacuate immediately, ensuring nobody else is left in the room, and close the door behind you
* Activate the nearest fire alarm
* Go to the Fire Assembly Point (currently the Play Area known as The Dell).
* Call the Fire Brigade: a personal mobile phone will do. Give your location:

**WALTHAMSTOW HALL JUNIOR SCHOOL, BRADBOURNE PARK ROAD, SEVENOAKS**

* Account for everybody who had been present

**On Hearing the Fire Alarm**

* Evacuate the building by the nearest fire exit
* Assemble at the Fire Assembly Point ( currently the Play area known as The Dell) or the nearest lit area, if it is dark
* Ring the Fire Brigade
* Check for missing persons
* Contact the duty caretaker; her mobile number will have been in the booking confirmation for the event
* In the event of somebody being missing, organise a search, but **do not re-enter any building until the Fire Brigade or a member of the School’s staff, if present, confirms that it is safe to do so.**

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

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**JUNIOR SCHOOL - FIRE ARRANGEMENTS**

**In the event of a fire or fire practice responsibilities are as follows:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **08:30 -1:30pm** | **1:30 – 3:3pm** | **3:30 – 4:00pm** | **After 4:00 pm** |
| **Check cause of alarm and Call Fire Brigade *if required*** | **JS Caretakers:** | | | |
| **Take register absence list to assembly point (the Dell) for checking** | **Mrs Crofts** | **Mrs Crofts** | **Mrs Crofts** | **Mrs Crofts / SMT on duty (until 6:00 pm)** |
| **Take staff signing in/signing out folder to assembly point** | **Mrs Fahy** | **Mrs Fahy** | **Mrs Fahy** | **Mrs Fahy / SMT on duty (until 6:00 pm)** |
| **Take pupils signing in/signing out folder to assembly point** | **Mrs Fahy** | **Mrs Fahy** | **Mrs Fahy** | **Mrs Fahy / SMT on duty (until 6:00 pm)** |
| **Take visitors signing in/signing out folder to assembly point** | **Mrs Fahy** | **Mrs Fahy** | **Mrs Fahy** | **Mrs Fahy / SMT on duty (until 6:00 pm)** |
| **Take class registers to assembly point** | **Mrs Crofts** | **Mrs Crofts** | **Mrs Crofts** | **Mrs Crofts / SMT on duty (until 6:00 pm)** |
| **Take Fire Arrangements purple folder to assembly point** | **Mrs Fahy** | **Mrs Fahy** | **Mrs Fahy** | **Mrs Fahy / SMT on duty (until 6:00 pm)** |
| **\*Take out Breakfast Club register (7.30 – 8.45am)** | | **Staff Leader for Breakfast Club (TBC)** | | |
| **Take out Late Stay register (3.15 - 4:00pm)** | | **Staff on Late Stay duty** | | |
| **Take out SOCS register (4.00 – 6.00pm)** | | **Staff Leader for SOCS (Mrs Wells)** | | |

**RISK ASSESSMENT POLICY**

**including Early Years Foundation Stage**

This policy has been drawn up with regard to the following:

* Handbook for the Inspection of Schools : commentary on the Regulatory Requirements ([www.isi.net](http://www.isi.net))
* Charities and Risk management (CC26), 2010 ([www.charity-commission.gov.uk](http://www.charity-commission.gov.uk))

**Introduction**

All independent schools are legally required to have risk assessments in place that cover a great many of their activities, including all the many educational visits and trips that are made by their pupils. Schools are required by law to assess the risks to their employees and to pupils, Governors, contractors and visitors who could be affected by their activities.

**Contents of Policy**

This policy is a practical guide to the process of conducting generalist risk assessments at Walthamstow Hall and on Senior School visits, there is a separate School Visits Policy for the Junior School. Schools need to ensure that all their employees have a basic understanding of the general principles of conducting risk assessments as part of their induction training. Refresher training will be required at regular intervals, particularly for staff who work with chemicals. Accurate record keeping of training and safety and maintenance checks form an important part of the process. Similarly, time and effort needs to be spent by teaching and pastoral staff in ensuring that all pupils develop a basic understanding of risk and the need to stay safe.

**Role of the Health and Safety Committee**

The Health and Safety Committee of the Governing Body is the main forum within the School for discussing and for monitoring risk assessments, induction and training programmes. Risk assessments are a standing agenda item at those meetings. The Bursar, who is the Health and Safety Officer at Walthamstow Hall, is responsible for monitoring compliance and for liaising with the local police, the fire service and insurance and security advisors in pursuit of risk reduction and for reporting back to the Governing Body and to the Senior Management Group.

**Related policies**:

* Educational Visits
* Fire Risk and Safety Policy
* Security, Access Control, Workplace Safety and Lone Working

**What is a risk assessment?**

A risk assessment can be defined as “a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.” (ISBA May 2010) or simply “identifying sensible measures to control the risks in your workplace” (HSE 2017)

* A hazard is something with the potential to cause harm such as chemicals, electricity, working with ladders, an open drawer etc.
* A risk is an evaluation of the probability or likelihood of the hazard occurring
* A risk assessment is the resulting assessment of the severity of the outcome e.g. loss of life, destruction of property.
* Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers, insurance etc.

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

**Why have risk assessments?**

Risk assessments are a legal requirement but they are also a logical course of action. By focussing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures are often simple and cost effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

**What areas require risk assessments?**

There are numerous activities carried out at Walthamstow Hall, each of which requires its own separate risk assessment. The most important of these cover:

* Fire risk and safety procedures
* Educational visits and trips

Separate policies cover both of the areas mentioned above. However, risk assessments are also needed for many other areas, including:

Educational

* Science experiments
* Design and technology
* Food Technology
* Each sport and PE activity
* Duke of Edinburgh award
* Art and Textiles
* Music (including minimising the risk of hearing loss to staff)
* Drama (including the theatre back stage, props room and lighting box; staging a performance)
* ICT

At Walthamstow Hall we make use of model risk assessments as a basis for our educational activities and visits. We subscribe to the CLEAPPS Advisory Service that provides model risk assessments for our lessons in Science, Design and Technology, Art and Textiles. We provide access to professional training courses for both teachers and technicians who work in these areas. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping herself safe on the streets, in the home and in all situations. Our PSHEE programmes and Prayers (Assemblies) are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and electronic worlds, and on sensible precautions that should be taken. Assemblies are also used to brief pupils about any hazards due to building works and maintenance. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The Medical centre has risk assessments for first aid. The accident forms are maintained in the Medical centre and the School Nurses are responsible for ensuring that accident reports are passed to the Bursar, Senior Deputy Head and the Headmistress. The School’s separate First Aid Policy explains the procedures that we would follow in the event of a medical emergency.

Safeguarding / Child Protection / Prevent Duties

Our suite of Safeguarding Policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing leaders who are prohibited from involvement in the management of the school by the NCTL, staff who are barred from working with children by the DBS, or who are not allowed to work in the UK by UKBA. Staff also undertake relevant training to promote the Prevent duty to ensure that pupils are safe from terrorist and extremist material and influence. By extending this regime to Governors and volunteers, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

* Catering and Cleaning: risk assessments and training are required for every item of industrial catering and cleaning equipment but staff can be assumed to be familiar with domestic items such as electric kettles or vacuum cleaners and need only to be reminded of the trip hazards associated with all equipment that has trailing leads and visually to check the condition of plugs and leads. Risk assessments and training are also required for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
* Caretaking and Security: Risk Assessments are carried out on a generic basis for classrooms where the functional location poses no specific hazard and a similar approach is taken to corridors and stairs. Accident sites are routinely inspected to decide whether a specific assessment is required to establish whether a systemic hazard exists or has developed. Particular emphasis in training is given to minimising the risk of fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
* Maintenance and Grounds: Risk assessments and training are required for every tool and item of equipment, but staff can be assumed to be familiar with items that they habitually use at home. Risk assessments and training are also required for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
* Office staff: Risk assessments are required for the display screen equipment and cables used by those staff, primarily office-based, who spend the majority of their working day in front of a screen.

Access by pupils

Risk assessments of all areas of the School reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design and technology area, the food technology area and the theatre. Doors to these areas are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking working areas in the School.

**CONDUCTING A RISK ASSESSMENT**

There are several possible techniques for assessing risk. At Walthamstow Hall the Science Department, Design and Technology, Art and Textiles and Food Technology Departments follow the CLEAPPS guidelines for identifying risk and use their associated model risk assessments. The HSE now recommends a new methodology:

What are the Hazards?

Who might be harmed and how?

What are we already doing?

Do we need to do anything else to control the risk?

Action by who?

Action by when?

Done

**Medium Risk Activities**

On occasions, we undertake a few medium risk activities with older pupils such as skiing, skating and orienteering, but only using specialist/ qualified instructors. Some of our scientific experiments carried out by our AS and A2 students also have a residual amber rating. Pupils are always given a safety briefing before participating in these activities, and are expected to wear personal protective equipment (PPE) such as goggles and to follow instructions.

Support staff may carry out medium rated activities if they have been properly trained and work in pairs. All staff and pupils are expected to wear PPE for tasks that have been assessed as requiring its usage.

We will always employ specialists to carry out high risk tasks at the school. The Bursar arranges for specialists to carry out the following risk assessments:

* Fire safety
* Asbestos
* Legionella
* Gas safety
* Electrical safety of buildings
* Work at high levels
* Work with lead

***The pro forma for revised risk assessments for Walthamstow Hall is attached.***

**At Walthamstow Hall we maintain a ‘bank’ of risk assessments for staff on the Central Resources area of the school intranet. These are for staff to refer to and adapt for their own use.**

Review of Risk Assessments

All risk assessments should be reviewed regularly, ideally on an annual basis and biannually as a minimum.

Risk assessments are also reviewed and recorded when major structural work is planned, or in the event of an accident. The School’s arrangements for the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

Responsibilities of all staff

All members of staff are given a thorough induction into the School’s arrangements for risk assessments and health and safety, which is recorded. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmistress, other members of the Senior Management Group and the Bursar in order to enable the Governors to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the Bursar.

Accident reporting

The Bursar is responsible for recording and reporting any notifiable accident that occurs on School premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence regulations (RIDDOR)(2013). All notifiable accidents and near misses are reviewed by the Health and Safety Committee of the Governing Body with a view to assessing whether any measures need to be taken to prevent recurrence.

Governor review of risk

Governors review the Risk Register at each full Governing Body meeting and in each sub-committee. Risk management is a standing item on the agenda of every Governing Body meeting and sub-committee meeting.

This policy has regard to the guidance issued by the Secretary of State.

**Annexes:**

Annex 1: General Risk Assessment Form

Annex 2: School Visits Form

Annex 3: Example of an EYFS General Risk Assessment Form

Annex 4: Example of completed Junior School General Risk Assessment Form

Annex 5: Example of completed Senior School CLEAPPS Assessment Form

**WALTHAMSTOW HALL RISK ASSESSMENT POLICY – Annex 1, General Risk Assessment Form**

**For visit to/activity/area: Date:**

**Staff:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out.  All areas well lit, including stairs.  No trailing leads or cables. | Better housekeeping in staff kitchen  needed, eg on spills. | All staff, supervisor to monitor. | From now on | xx/xx/xx |
| Staff keep work areas clear, eg no boxes  left in walkways, deliveries stored immediately. | Arrange for loose carpet tile on second floor to be repaired/replaced. | Manager | xx/xx/xx | xx/xx/xx |
| Electrical | Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires | Staff trained to spot and report (to Estates manager) any defective plugs, discoloured sockets or damaged cable/ equipment.  Defective equipment taken out of use safely and promptly replaced.  Staff told not to bring in their own appliances, toasters, fans etc | Confirm with Estates Manager the system for making safe any damage to building installation electrics, eg broken light switches or sockets.  Confirm when the next safety check of the electrical installation will be done | Staff | xx/xx/xx | xx/xx/xx |
| Manual handling | Staff risk injuries or back pain from handling heavy/bulky objects | Trolley used to transport heavy items when collecting deliveries etc.  High shelves for light objects only | Remind staff that they should not try to lift objects that look or appear too heavy to handle | Line Managers | From now on | xx/xx/xx |
| **Date:** | |  | | | | |
| **Teacher in Charge**  **Signature:** | |  | | | | |
| **Deputy Head’s Signature** | |  | | | | |

**WALTHAMSTOW HALL RISK ASSESSMENT POLICY – Annex 2, Risk Assessment for School Visits Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **DESTINATION:** |  | | **Accompanying Staff:** |
| **Means of Travel:** |  | | **Date of Travel:** |
| **Mobile Phone No.** | | ***School Office*: 01732 451334** | |
|  | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Date:** | |  | | | | |
| **Teacher in Charge**  **Signature:** | |  | | | | |
| **Deputy Head’s Signature** | |  | | | | |

**WALTHAMSTOW HALL RISK ASSESSMENT POLICY – Annex 3 Example of an EYFS**

**Risk Assessment**

**For outside areas and activities – RECEPTION CLASSROOMS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
| Slips and Trips | Pupils could trip and fall when going up or down the slope to the gate. | No direct access to top playground  Girls watched closely between Reception garden and playground | They are reminded to walk | Staff | From now | xx/xx/xxxx |
| Pupils could slip on the floor of “The Ark” in damp/wet weather | Constant reminders to girls to walk in the Ark when playground is wet | Improve surface of the Ark to make it non-slip | Caretaker | xx/xxx | xx/xx/xxxx |
| Pupils could trip on the Wooden steps to raised grass area | Remind girls to watch their footing | Consider making the steps non-slip | Estates Manager | xx/xxx | xx/xx/xxxx |
| Animal/bird faeces on the grass. | Pupils could pick up diseases or dirty hand/clothes | Areas checked daily | Area put out of bounds if necessary | Staff | From now | xx/xx/xxxx |
| Concussion/trauma | Toilet overflow pipes at child height, danger of hitting head | Regular reminders to be aware of pipes sticking out | Pipes to be marked with Hazard Tape | Caretaker | xx/xxx | xx/xx/xxxx |
| Water tray | Children could fall in or put their face into the water leading to shock or drowning | Ensure area around tray is clear of hazards  Appropriate behaviour | Adult supervision and reminding of appropriate behaviour | Staff | xx/xxx | xx/xx/xxxx |
| Drinking dirty water in the water tray could lead to disease/illness | Water drained out each evening and refilled before the girls use the outside area | Checked prior to use | Staff | xx/xxx | xx/xx/xxxx |
| Sand Tray | Pupils could ingest sand ‘food’ or get sand in their eyes | Reminders about correct use of sand and their imaginary play  Adult supervision. | Sand to be changed regularly | Staff | xx/xxx | xx/xx/xxxx |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**WALTHAMSTOW HALL RISK ASSESSMENT POLICY – Annex 4, Example of a completed Junior School Risk Assessment Form**

**For minibus travel between Junior School and Senior School sites**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
| Slips and Trips | Pupils may be injured when entering or exiting the bus | Driver to place the freestanding step by door to provide an extra step.  Driver stands by door when pupils are getting onto the minibus and gives assistance if needed.  Pupils advised by driver to line up quietly and take turns to get on the bus patiently.  Use school minibus with which pupils are familiar.  A classroom assistant walks to the bus with the pupils and assists as necessary. |  | Drivers | From now | xx/xx/xxxx |
| Driver parks minibus in a safe place near to swimming pool/Ship Theatre/front door, away from any moving vehicles  Driver instructs pupils to remain seated until the door has been opened  Driver instructs pupils to stand and patiently take turns to disembark  Driver places freestanding step in front of door and assists pupils to step down as needed  Driver summons help of a first aider if needed via mobile phone and does not leave the pupils |  | Drivers | From now | xx/xx/xxxx |
| Impact with minibus | Pupils playing in the Driveway could be run over | Minibus drivers observe the speed limit of 5mph (signs on entry to driveway).  Speed bumps slow all vehicles down.  Fencing along driveway prevents pupils running through rhododendrons onto driveway. | Pupils reminded of the danger from the minibus  Staff to supervise pupils when waiting for the bus | Staff | From now | xx/xx/xxxx |
| Minibus involved in an accident | Pupils could be injured or suffer shock | All passengers and pupils instructed by Drivers to wear seatbelts  School minibuses are regularly maintained  Pupils are instructed to travel quietly to prevent distractions for the driver  Driver has hands-free mobile phone and is in mobile phone contact with both JS and SS.  Booster seats can be fitted if necessary.  School’s Incident Management Procedure to be followed in case of serious accident |  | Drivers | From now | xx/xx/xxxx |
| Travel sickness | Pupil suffers from travel sickness or illness | JS and SS First Aiders are a short distance away from any point on the route between sites  Driver has hands-free mobile phone and is in mobile phone contact with both JS and SS  Classroom Assistant travels with Pre-Prep pupils  Girls carry own medication e.g. inhalers if necessary  Emergency contact details of parents held in the School Office |  | Staff | From now | xx/xx/xxxx |
| Pupils left unattended | Younger pupils may wander off and get into trouble | Driver/Classroom Assistant will escort pupils to agreed meeting point e.g. swimming pool main door/Ship Theatre door/SS main entrance and waits with them until the teacher arrives  Pupils are not to be left on their own under any circumstances  If teacher is delayed the driver will make mobile phone contact with the school office  Should the minibus be late arriving, teaching staff to wait with pupils until driver arrives |  | Staff | From now | xx/xx/xxxx |
| Younger pupils unable to enter locked doors at the JS | Driver ensures all pupils disembark safely by the side door (by the library), opens the door and waits until they are all safely inside.  . | Pre-Prep pupils are escorted by their classroom assistant back to their classroom | Drivers | From now | xx/xx/xxxx |
| A child goes missing | A child becomes separated from the party on the SS site | Pupils given an assembly point in case of separation  All children are in JS school uniform and easily identifiable  Head counts frequently, including leaving the lesson/activity, seating on minibus  Minibus does not leave until all pupils accounted for  In case of a missing pupil Missing Pupil Policy to be followed |  | Staff | From now | xx/xx/xxxx |
| Date: | |  | | | | |
| Teacher in charge Signature: | |  | | | | |
| Head’s signature: | |  | | | | |

**WALTHAMSTOW HALL RISK ASSESSMENT POLICY**

**Annex 5, Example of a completed Senior School CLEAPPS Form**

**BIOLOGY DEPARTMENT RISK ASSESSMENT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Practical:  U6 GENETICS with Drosophila (fruit flies) | | | | | | | | | |
| **Generic Risks:** (please tick the boxes below, indicating the Generic Risk Assessments that are covered in this practical) | | | | | | | | | |
| / | R1: Good Lab Housekeeping | |  | R14: Human Body Fluids | | |  | R27: | |
|  | R2: Using Glassware | |  | R15: Cell sampling | | |  | R28: | |
|  | R3: | |  | R16: Dissection | | |  | R29: | |
|  | R4: Using Bunsen Burners | |  | R17: Food testing | | |  | R30: | |
|  | R5: Using beaker waterbaths | |  | R18: | | |  | R31: | |
| / | R6: Handling chemicals | | / | R19: Activities involving chemicals | | |  | R32: | |
| / | R7: Chemical Spills | |  | R20: | | |  | R33: | |
| / | R8: Using dangerous chemicals | |  | R21: | | |  | R34: | |
|  | R9: Disposal of waste | |  | R22: | | |  | R35: | |
|  | R10: Using plant material | |  | R23: | | |  | R36: Using electric water baths | |
|  | R11: Microbiology | |  | R24: Using electrical equipment | | |  | R37: | |
|  | R12: Materials from butchers/abattoirs | |  | R25: | | |  | R38: | |
|  | R13: Fieldwork and fieldtrips | |  | R26: | | |  | R39 | |
| (Refer to Master File for details of referenced Risk Assessments) | | | | | | | | | |
| **Specific Hazards:** | | | | | | | | | |
| **Activity or chemical** | | **Hazards** | **Probability** | | **Risk category** | **Existing Controls** | | | **Accepted**  **Risk** |
| FlyNap  (contains 50%  Triethylamine) | | Getting into eyes  Getting onto skin  Inhalation  Ingestion | Remote  Remote  Remote  Remote | | 0  0  0  0 | Goggles to be worn  Disposable vinyl gloves to be worn  Lab coat to be worn  Well ventilated room, very short exposure time.  Verbal instructions  **TEACHER TO HAVE CONTROL OF THE FLYNAP AT ALL TIMES**  **Material safety data sheet to be displayed.**  **At this time there is no Hazcard or Student Safety Sheet to cover this product.** | | | Yes  Yes  Yes  Yes |

Signature………………………………………. Date……………………………………

**Appendix C**

**To WH H&S Policy**

Walthamstow Hall Accident and Near Miss Recording and Reporting Policy (RIDDOR)

Introduction

Health and Safety Executive guidance makes it clear that pupils and visitors “are not at work.” The reporting requirements are therefore restricted to cases when a person is killed or taken to hospital, or *“the accident arises out of or in connection with the work activity.”* This is further defined as:

* *“work organisation (eg the supervision of a field trip),*
* *“plant or substances (eg lifts, machinery, experiments, etc),*
* *“the condition of the premises.”*

The guidance explicitly excludes *“playground accidents due to collisions, slips trips and falls,……….unless they happen…..because of the condition of the premises or equipment, or inadequate supervision.”*

The Accident Book

The Medical Centre is responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school.

All staff and older pupils normally complete their own forms, unless they are so incapacitated that doing so is impracticable. In such cases the form should be completed by a witness. The wording of the form is designed to encourage a logical and thorough record of every accident in a common format, leading the reporter through each stage. Details recorded include: the name and status of the person injured, when, where and how the accident occurred, what happened, what injury resulted and whether the injury was sufficiently serious to meet the criteria, known as a “Notifiable Accident,” that require it to be reported to the Health and Safety Executive (HSE)

Completed accident report forms are forwarded to the Headmistress, the Senior Deputy Head and the Bursar, for any further action that may be necessary (see below). Forms are kept in a folder, with separate sections for accidents to pupils, staff and visitors for up to 21 years. In order to ensure strict privacy, as well as compliance with the Data Protection Act (DPA), they are stored in a locked filing cabinet in the School’s Medical Centre. Accident reports are considered at every meeting of the School’s Health and Safety Committee and trends are monitored.

‘Notifiable Accidents’

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), places a statutory duty on the School to report the following for employees (and contractors):

* [Work-related deaths](http://www.hse.gov.uk/riddor/guidance.htm#reportable).
* Specified Injuries:
  + 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 body
    - causes significant damage to the eyes, respiratory system or other vital organs
  + any scalping requiring hospital treatment
  + any loss of consciousness caused by head injury or asphyxia
  + any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness
    - requires resuscitation or admittance to hospital for more than 24 hours
* Accidents which result in the incapacitation of a worker for more than seven days.
* Diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work, must be reported:
  + carpal tunnel syndrome;
  + severe cramp of the hand or forearm;
  + occupational dermatitis;
  + hand-arm vibration syndrome;
  + occupational asthma;
  + tendonitis or tenosynovitis of the hand or forearm;
  + any occupational cancer;
  + any disease attributed to an occupational exposure to a biological agent.
* Acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.
* Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.
* Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:
  + the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
  + plant or equipment coming into contact with overhead power lines;
  + the accidental release of any substance which could cause injury to any person.

Further details are available from the HSE website.

* Any injury that causes an employee to be away from work for more than three days must be **recorded** but does not necessarily require to be reported.
* Injuries to pupils and visitors who are involved in an accident at the School or on an organised activity are only reportable under RIDDOR if the accident results in:
  + the death of the person, and arose out of or in connection with a work activity; or
  + an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).
* The lists of specified injuries and diseases described above only apply to employees. If a pupil injured in an incident remains at School, is taken home or is simply absent from School for a number of days, the incident is not reportable. Playground accidents that do not require a pupil being taken to hospital are only reportable if they result from “the condition of the premises or equipment, or inadequate supervision”. The notification process for pupils and visitors is identical to the one for staff.

RIDDOR reports are to be made by the Responsible Person (the Bursar). All incidents should be reported online; fatal and major incidents only may be reported by telephone on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Escorting Pupils to Hospital

Where a parent or guardian is unavailable to escort a pupil to hospital, a member of staff will accompany them. The School Nurse will ensure that a pupil’s parents are informed as soon as possible, if their daughter is taken to hospital, or suffers from anything other than a trivial injury.

Accident Investigations

All notifiable accidents, unusual or serious need to be investigated in order to:

* Prevent recurrences and learn from events
* Keep statistics so that trends can be identified and discussed by the Health and Safety Committee
* Report to Insurers in support of a claim (if appropriate)

Copies of all statutory accident report forms should therefore be sent to the Headmistress, the Bursar, and the Senior Deputy Head. At Walthamstow Hall, it is our policy to encourage all members of staff to take an active interest in improving the health and safety of our community. Members of staff are therefore urged to report near misses, or trivial accidents that could potentially have been more serious, so that they can be investigated, and any defects put right.

The investigation will normally be carried out by the Bursar; but may involve other members of staff/Health and Safety Committee. Witness statements may be taken, and in serious cases, a full written report, including photographs and recommendations will be produced for the Senior Management Team and the Health and Safety Committee. The Health and Safety Committee formally discusses accidents once a term.

Promoting Awareness

All new staff and pupils are made aware of the Walthamstow Hall policy for recording, reporting and investigating accidents through staff meetings and via form tutors. New staff are required to familiarise themselves with all of the Health and Safety Policy and Appendixes and procedures. In addition, safety posters, together with first aid boxes are displayed throughout the school, together with lists of qualified First Aiders. The School Nurses are responsible for checking that all first aid boxes and eye washes are kept replenished.

Training

Training is available to staff, if you are interested ask what is available. Routine training, such as reactions to a fire, is conducted annually during INSET days. Bespoke training such as use of the defibrillators, First Aid or manual handling training is arranged as required for qualified staff. Special training eg: in assessing risk, is given to staff who are engaged in potentially risky occupations (e.g. Science, D&T, PE and Maintenance), or who take part in visits out of School. (More details are given in our separate Educational Visits Policy).

Safety Equipment

We are strict in ensuring that pupils always wear the recommended protective equipment both in curriculum activities and in organised sport. Any pupil can expect not to be allowed to play sport without the following essential safety equipment:

* Lacrosse: mouth guards
* Squash: protective goggles
* Fencing: mask, gloves and padded jacket

We supply goal keeping equipment for lacrosse. We supply safety goggles, gloves and overalls for Science and DT.

Staff are supplied with all the safety equipment Personal Protective Equipment (PPE) needed for their work, such as ear-defenders, reinforced footwear, gloves, masks etc. Their induction training makes clear that failure to wear the equipment can be treated as a disciplinary issue. The Domestic Bursar maintains a register of issued PPE and is responsible for ensuring that worn-out or unserviceable equipment is replaced when necessary.

Insurance

Walthamstow Hall has £5M of Employers’ Liability Insurance and £10M of public liability insurance, as well as a group travel policy and an “occasional use” motor policy. We recommend Personal Accident Insurance cover to all parents include Personal Accident Insurance cover in the school fees. The Bursar is responsible for arranging insurance, and dealing with the Insurers in the event of a claim. Staff therefore need to ensure that the Bursar is informed as soon as possible of an accident that could result in an insurance claim.