





MAIDEN ERLEGH SCHOOL

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1. Statement of intent

This policy covers staff, pupils, visitors, and other users of the premises. It aims to show how the Trust board and school staff discharge their duties under the Health and Safety at Work Act 1974.

The management team of the school and the School Advisory Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety, and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school.
- Develop safety awareness, by appropriate training, if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.
- To take account of equal opportunities and especially the legal duties towards adults and pupils with disabilities.
- Promote a positive health and safety culture by providing appropriate information, instruction, training, and supervision.
- Conduct and regularly review suitable and sufficient risk assessments and ensure that staff follow the control measures identified.
- Consult and communicate with employees and their representatives on health and safety matters.
- Monitor, audit, and review health and safety performance to support continual improvement.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- **Provision and Use of Work Equipment Regulations (PUWER) 1998**, which require work equipment to be suitable, maintained, and used safely

- **Lifting Operations and Lifting Equipment Regulations (LOLER) 1998**, where applicable, which require lifting equipment (including hoists) to be inspected and operated safely
 - **Electricity at Work Regulations 1989**, which require all electrical systems and equipment to be maintained in a safe condition
 - [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
 - [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
 - [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
 - [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- Trust schools also follow current **UK Health Security Agency (UKHSA)** health protection guidance and government advice when responding to infection-control issues

In addition to the acts and regulations above, the schools in the trust are subject to the requirements of part 3 of the schedule to '*the education (independent school standards) regulations 2014*', which apply to academies as well as independent schools.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

Maiden Erlegh Trust is a multi-academy Trust comprising nine schools:

- Maiden Erlegh School
- Maiden Erlegh School in Reading
- Maiden Erlegh Chiltern Edge
- River Academy
- Hamilton School
- Cranbury College
- Great Hollands Primary School
- Oak Tree School
- Birch Hill Primary School

Overall and ultimate responsibility for health and safety at the schools within the Trust lies with the Trust Board with the support of the School Advisory Board of each setting.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher at each school, each of whom is directly responsible to the DoE and to the School Advisory Board.

The CEO/DoE report to the Trust Board.

Role	Individuals & Responsibilities
Trust Board	The Trust board has ultimate responsibility for ensuring as far as is reasonably practicable the health, safety, and welfare of all the employees, pupils, and visitors, but will delegate day-to-day responsibility to the Headteacher.
Trustee for Health & Safety	The Trustee who oversees health and safety is Bob Kenwick.
School Advisory Board	The SAB will guide and monitor the Headteacher to ensure that they keep health and safety as a high priority in the day-to-day management of the school.
CEO/DoE	Mr Jonathon Peck and Mr Andy Johnson have delegated day-to-day responsibility for ensuring this policy is put into practice to the Headteachers, and reports to the Trust Board
Headteacher	The Headteacher is responsible for health and safety day-to-day, supported by the School Health & Safety Lead
School Health & Safety Lead	All schools must appoint a named Health and Safety Lead with sufficient knowledge, skills, and experience such as IOSH Managing Safely or NEBOSH General Certificate. Typically, this is the Site Manager. Where a setting does not have a Site Manager, responsibility will be appointed by the Headteacher.
Trust Health & Safety Lead	The nominated health and safety lead for MET is the COO, Julie Foster, supported by the Trust Estates Manager, Rick Austin.

3.1 The Trust board

The Trust board has ultimate responsibility for ensuring as far as is reasonably practicable the health, safety, and welfare of all the employees, pupils and visitors, but will delegate day-to-day responsibility to the Headteacher.

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

The Academy Trust as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities to identify and introduce the health and safety measures necessary to manage those risks.
- Consult and inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.
- All other duties as laid out in the education (independent school standards) regulations 2014.

The Trustee who oversees health and safety is Bob Kenwick.

3.2 School Advisory Board

The School Advisory Board shall ensure as far as is reasonably practicable:

- The health, safety, and welfare of all staff.
- The health and safety of pupils in-school and on off-site visits.
- The health and safety of visitors to schools, and volunteers involved in any school activity.
- Will guide and monitor the Headteacher to ensure that they keep health and safety as a high priority in the day-to-day management of the school.

3.3 Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Completing a recognised health and safety qualification within 12 months of joining the Trust or appointment into role with regular refresher training. For example, IOSH Managing Safely or NEBOSH General Certificate.
- Implementing the health and safety policy.
- Appoint a named Health and Safety Lead with sufficient knowledge, skills, and experience.
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Reporting to the School Advisory Board on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- In conjunction with the Head of Trust Operations, monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Ensure appropriate funding provision for health and safety.
- Ensuring suitable welfare arrangements for staff and pupils.
- Ensuring adequate equal opportunities for all staff and pupils.
- Ensuring adequate staff training, relevant to the role.

In reality, the day to day management of health & safety is delegated to the School Health & Safety Lead, with the Headteacher retaining the accountability in this area.

3.4 School Health and safety lead

The nominated health and safety lead at school level is typically the Site Manager. Where a setting does not have a Site Manager, responsibility will be appointed by the Headteacher. The School Health & Safety Lead involves:

- Completing a recognised health and safety qualification within 12 months of joining the Trust or appointment into role with regular refresher training will take place every 3 years. For example, IOSH Managing Safely or NEBOSH General Certificate.
- Supporting the Headteacher with implementing the health and safety policy.
- Coordinating and managing the risk assessment process for their school.
- Coordinating and managing the identification and implementation of any necessary safe systems of work processes and report findings to the Headteacher
- Managing records of external inspections and maintenance to plant or facilities including but not limited to fire safety, legionella, asbestos, gas safety and security. Ensuring that remedial actions identified are either addressed without delay or brought to the attention of the Headteacher or Trust Estates Manager
- Assisting with the identification of health and safety training needs and training delivery across the school to ensure that staff and students are adequately instructed.
- Coordinating external health and safety audits and liaise with the Headteacher and Trust in relation to findings and any associated remedial actions.
- Arranging at least termly health and safety walks or inspections in conjunction with the School Business Manager or Operations Manager and report any necessary remedial actions to the Headteacher.

3.5 Trust Health and safety lead

The nominated health and safety lead for MET is the COO, Julie Foster supported by the Trust Estates Manager, Rick Austin.

As Health & Safety lead, the duties discharged include:

- To ensure that all school sites remain compliant with legislation including ‘good estate management’ guidance 2018, updated 2023 and the MET Estates Strategy.
- , Provide support on the creation of risk assessments.
- To ensure the responsibility for standards as per the Standards Regulations 2014 are adhered to.
- To act as a system manager for the Handsam Management System, or other system used for health and safety compliance.
- To ensure that health and safety training is issued to staff in accordance with the Trust’s training matrix.
- To ensure all school based operating procedures are regularly reviewed and updated in accordance to published guidance and legislation.
- To host the Trust compliance meetings, responsible for the agenda and reporting

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3.6 Staff

Staff have a duty to ensure as far as is reasonably practicable the health and safety of pupils, other staff, and visitors in line with this policy and have a duty in law to have regard to their own health and safety.

Staff will:

- Have regard to the requirements of the school policy.

- Co-operate with the school on health and safety matters.
- Work in accordance with training and instructions, ensuring sufficient and suitable risk assessments and control plans, as appropriate.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.

3.7 Pupils and parents

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

3.8 Contractors

Contractors will agree health and safety practices with the School Health & Safety Lead before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

All contractors must report to the school reception where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, asbestos information (if applicable), local management arrangements and vehicle movement restrictions. The site team are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractors' work.

4. Site security

The Estates Manager and site teams are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Estates Manager and site teams are key holders and will respond to an emergency, in conjunction with the keyholder response providers used by the schools

5. Fire Safety

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell or klaxon. Fire alarm testing will take place once a week by the trained staff.

New staff will be trained in fire safety, and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff to aid escape only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly point/(s). These are listed in each school's emergency plan.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- A nominated staff member will take a register of all staff, using the fire evacuation functionality of the Invenry system where possible.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. For full details of Fire Safety, evacuation, emergency procedures and risk management, please refer to School Emergency Plan – Appendix 1.

6. COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by staff responsible for the use of the substance and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

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

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

6.1 Gas safety

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

6.2 Legionella

- A legionella risk assessment will be carried out regularly at each of the settings by a competent person. The School Health and Safety Lead is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book.
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, regular flushing of little used outlets.
- The School Health & Safety Lead must undertake suitable and sufficient training such as Legionella Responsible Person Training

6.3 Asbestos

- Where applicable to the setting, staff are trained in asbestos awareness, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- An Asbestos Management Plan (AMP) will be kept up to date by the School Health & Safety Lead and made accessible to all staff. This must include key staff responsible for managing asbestos, asbestos surveys, an asbestos register, records of any work on asbestos containing material, monitoring schedules, risk assessment and what to do in an asbestos emergency.
- The School Health & Safety Lead must undertake suitable and sufficient training such as Duty to Manage Asbestos

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

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

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently.
- Staff check that equipment is set up safely and risk assess the use of any equipment.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the local Site Team.
- All required equipment will be inspected at least annually for safety and any repair requirements. Inspections records are retained for audit purposes.

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).
- All staff are issued DSE training to clarify the safe working requirements, and refresher training is issued every 3 years.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site Team duties
- Site cleaning duties
- Working in a single occupancy office

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

For home visits undertaken by staff, practical considerations such as travelling after dark, visiting new families who are not known to the employee/Trust, mode of transport, etc. should be factored and assessed ahead of the scheduled visit. Careful consideration must then be carried out for measures that reduce potential risk arising from home visits including:

- ✓ use of taxis where appropriate,
- ✓ a call to a colleague before and after the visit,
- ✓ always carrying a mobile phone,
- ✓ clear timetable of visits shared with colleagues, so others know where the employee is and when to expect them back, etc.
- ✓ explore any held information about families, premises, etc. so any risks of abuse, violence, discriminatory behaviour are known in advance.

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

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

- All staff are issued lone worker awareness training to clarify the safe working requirements, and refresher training issued every 3 years. Schools must carry out a Lone Working risk assessment which will be regularly reviewed and used to inform local Lone Working arrangements. This should be documented and shared with staff.

9. Working at height

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:

- Are working on a ladder or a flat roof;
- Could fall through a fragile surface;
- Could fall into an opening in a floor or a hole in the ground.

Previous regulations defined "Work at Height" as being **at least two meters high above ground level**, but injury can be sustained at any height. To ensure the safety of any requirement to work at height, MET will ensure that any required work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work in accordance to The Work at Height Regulations 2005. Any planned work will be risk assessed and certified by the Trust Estates Manager prior to work being undertaken.

In addition:

- The Estates Manager and site teams retain ladders for working at height.
- Any ladders retained by the school are regularly inspected and results recorded.
- Pupils are prohibited from using ladders.

- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Working at height training will be issued to all staff prior to any planned work taking place and repeated every 3 years for any staff regularly working at height.
- Access to high levels, such as roofs, is only permitted by trained persons.

10. Manual handling

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

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

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

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

11. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- Where required based on the needs of the students and/or the nature of the trip, a first aider will be present on the trip.
- For full details of MET off-site procedures and risk management, please refer to MET Offsite and Educational Visits Policy.

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site, or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

13. Violence at work

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

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

14. Smoking

Smoking and vaping are not permitted anywhere on the school premises.

15. Infection prevention and control including control measures

We follow national guidance published by Public Health England when responding to infection control issues. Each school setting will publish Whole School Risk Assessment to minimise the impact of infection, considering all relevant guidance, legislation and measures applicable and will regularly review the risk assessment after consultation with staff.

We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

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

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

- Clean the environment frequently and thoroughly.

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal, and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

15.6 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.7 Pupils vulnerable to infection

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

16. New and expectant mothers

Risk assessments will be carried out by the School Business Manager whenever any employee or pupil notifies the school that they are pregnant and reviewed regularly throughout the pregnancy.

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

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

17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Promotion of the work-life balance through our policy is encouraged, and systems are in place within the school for responding to individual concerns and monitoring staff workloads.

For full details of MET procedures and risk management, please refer to MET Stress at Work Policy.

18. Accident Reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2.
- As much detail as possible will be supplied when reporting an accident.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- All accidents, incidents and near-misses are entered onto our Trust Health and Safety online database; Handsam for reporting and trend analysis.

18.2 Reporting to the Health and Safety Executive

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

The Headteacher will ensure these are reported to the Health and Safety Executive as soon as it is reasonably practicable and in any event within 10 days of the incident. This may be delegated to the School Business Manager or Operations Manager.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - 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, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

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

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

<http://www.hse.gov.uk/riddor/report.htm>

19. First Aid for staff and pupils

The Health and Safety (First Aid) Regulations 1981 place a duty on employers to provide adequate and appropriate first aid provision for staff.

19.1 Training of First Aid Personnel

All first aiders must hold a valid certificate of competence, approved by the Health and Safety Executive, before taking up their duties as first-aiders. First aid certificates are valid for three years; therefore, the School Business Manager should ensure that appropriate records are kept regarding the training of first aiders and ensure any recertification is scheduled.

19.2 First Aid Assessment

A first aid assessment must be carried out, which will identify minimum numbers of first aiders required within schools. The assessment must be based upon numbers of employees within schools and departments. Although these regulations do not oblige employers to provide first aid for anyone other than their own employees, due to the high numbers of students present, provision has been included within the assessment for the treatment of students.

There should be an **Appointed Person** whose duty it is to take charge of a situation if a serious illness or injury occurs. The level of training provided for first aiders and Appointed Person must meet the standard laid down by the Health and Safety Executive.

For full details of MET procedures and risk management, please refer to the school First Aid Policy.

20. Training (staff) including assessment of risk

Our staff are provided with health and safety training as part of their induction process and locally with each School Business Manager or Operations Manager for site specific contextual information.

Training is assigned dependant on roles as set out in the MET Training Matrix.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training including but not limited to; fire safety, asbestos awareness and first aid training.

The Headteacher will ensure that regular risk assessments are undertaken on the school premises, methods of work, changes in practices or working environments and all school sponsored activities.

The Trust requires a regular programme of planned assessments to be completed in high-risk areas such as laboratories, workshops etc. In other activity areas, establishments should work towards undertaking Termly risk assessments.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the School Advisory Body who will prioritise issues and assign resources to undertake remedial control measures where required.

The Trust provide regular training/workshop sessions in risk assessment undertaking and review all risk assessments to ensure compliance as well as validate that all safety aspects have been considered and carried out.

For full details of MET procedures and risk management, please refer to MET Risk Management and Risk Assessment Policies.

21. Monitoring/Review

At school level

The Policy is put into practice and monitored. on a daily basis, results of any monitoring carried out will be reported to the SAB. Termly inspections will be carried out, by means of a walk around by the School Business Manager or Operation Managers and Site Manager.

Regular Health & Safety audits will be undertaken at each school to ensure that the approved practice is being followed, and a record of these audits will be held centrally at the Trust and made available to the CEO/DoE and Trust Board as required. A report will be drafted, and actions allocated with deadlines. Any items not rectified by the next audit/review will be carried forward, items rectified will remain in the report for everyone to note.

At Trust level

This policy will be formally reviewed by the Trust Estates Manager (TEM) annually.

The policy will also be regularly monitored alongside the Trust compliance review meetings so as to include any relevant updates in a timely manner. Any required amendments or additions will be submitted to the Trust board for approval by the TEM termly.

At each formal review cycle, the policy will be approved by the Headteacher, SAB and Trust Board.

A termly report is prepared by the COO and submitted to the CEO/DoE and Trust Board for full transparency on issues raised, accidents and reportable incidents in the schools, training compliance and any trend analysis.

22. Links with other policies

This health and safety policy links to the following policies:

- First Aid
- Risk Management

- Risk Assessment
- Supporting pupils with medical conditions
- Estates Strategy
- School Emergency Plan
- Accessibility plan
- Stress at Work Policy
- Safer Working Practices

23. APPENDIX 1. SCHOOL EMERGENCY PLAN

The Emergency Plan has restricted access due to the sensitive nature of data it contains.

24. APPENDIX 2. ACCIDENT REPORT FORM



MAIDEN ERLEGH
TRUST

Incident Form

Please indicate below which Trust school the incident relates to			
School	Address		
Incident Summary			
Incident Description			
Name of person/s involved			
Incident Date and Time			
Incident Type			
Accident	Illness	Near Miss	Restraint
<input type="checkbox"/> Back pain	<input type="checkbox"/> Allergic reaction	<input type="checkbox"/> No injury	<input type="checkbox"/> Inter-personal physical restraint
<input type="checkbox"/> Bitten by someone	<input type="checkbox"/> Anorexia/panic attack		<input type="checkbox"/> Restraint by combining in a room
<input type="checkbox"/> Bullying (of staff)	<input type="checkbox"/> Asthma		
<input type="checkbox"/> Bump	<input type="checkbox"/> Blister		
<input type="checkbox"/> Contact with electricity or electrical discharge	<input type="checkbox"/> Cold/flu symptoms/cold throat		
<input type="checkbox"/> Contact with moving machinery or material being machined	<input type="checkbox"/> Daily medication		
<input type="checkbox"/> Drowned or asphyxiated	<input type="checkbox"/> Depression		
<input type="checkbox"/> Exposed to an explosion	<input type="checkbox"/> Diabetes		
<input type="checkbox"/> Exposed to heat/fire/smoke (burn)	<input type="checkbox"/> Dandruff		
<input type="checkbox"/> Exposed to or in contact with a harmful substance	<input type="checkbox"/> Drug overdose		
<input type="checkbox"/> Fell from height. Give distance fallen in metres	<input type="checkbox"/> Earache		
<input type="checkbox"/> Finger trap	<input type="checkbox"/> Eczema/itch		
<input type="checkbox"/> Head injury	<input type="checkbox"/> Epilepsy		
<input type="checkbox"/> Hit by a moving vehicle. Type of vehicle	<input type="checkbox"/> Eye infection		
<input type="checkbox"/> Hit by a moving, flying or falling object	<input type="checkbox"/> Faint/dizzy		
<input type="checkbox"/> Hit something fixed or stationary	<input type="checkbox"/> Fatigue		
<input type="checkbox"/> Injured by a sharp object (being used for work at the time)	<input type="checkbox"/> General soreness/aches		
<input type="checkbox"/> Injured by a sharp object (not being used for work at the time)	<input type="checkbox"/> Hayfever		
<input type="checkbox"/> Injured while handling, lifting or carrying	<input type="checkbox"/> Headache/migraine		
<input type="checkbox"/> Injured/stung by an animal/insect. Type of animal/insect	<input type="checkbox"/> Nausea/indigestion/vomiting		
<input type="checkbox"/> Involved in vehicle accident as driver/passenger	<input type="checkbox"/> Nosebleed		
<input type="checkbox"/> Occupational disease. Please specify	<input type="checkbox"/> Other known medical condition		
<input type="checkbox"/> Physically assaulted by a person	<input type="checkbox"/> Other unknown		
<input type="checkbox"/> Repetitive Strain Injury	<input type="checkbox"/> Period pain		
<input type="checkbox"/> Scald	<input type="checkbox"/> Personal		
<input type="checkbox"/> Slipped on stairs or another uneven surface	<input type="checkbox"/> Reflux		
<input type="checkbox"/> Slipped, tripped or fell on the same level	<input type="checkbox"/> Self-harm		
<input type="checkbox"/> Stress	<input type="checkbox"/> Stomach ache		
<input type="checkbox"/> Stung (not animal)	<input type="checkbox"/> Sunburn/heatstroke/heat rash		
<input type="checkbox"/> Tripped by something collapsing	<input type="checkbox"/> Toothache/tonsillitis		
<input type="checkbox"/> Violence between students	<input type="checkbox"/> Viral/fungal symptoms		
<input type="checkbox"/> Violence from a person other than staff member or student	<input type="checkbox"/> Water/urine infection		
<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Coronavirus – No symptoms		
<input type="checkbox"/> Voice loss	<input type="checkbox"/> Coronavirus – Confirmed positive test		
<input type="checkbox"/> Other, please specify	<input type="checkbox"/> Coronavirus – Suspected symptoms		
Severity Level			
<input type="checkbox"/> Minor		<input type="checkbox"/> Medium	<input type="checkbox"/> Major
Incident Site			
On premises		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please detail off premises location			
If yes, please choose area below			
<input type="checkbox"/> Boarding house	<input type="checkbox"/> Hall	<input type="checkbox"/> Other external space	<input type="checkbox"/> School trip
<input type="checkbox"/> Boiler room	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Personal office/Student Support	<input type="checkbox"/> Sensory room
<input type="checkbox"/> Car park	<input type="checkbox"/> Laboratory/Technicians room	<input type="checkbox"/> PE/Sport facility (indoor)	<input type="checkbox"/> Staff room
<input type="checkbox"/> Cantake/Store space or workshop	<input type="checkbox"/> Library	<input type="checkbox"/> PE/Sport facility (outdoor)	<input type="checkbox"/> Staff area
<input type="checkbox"/> Classroom	<input type="checkbox"/> Medical room	<input type="checkbox"/> Playground	<input type="checkbox"/> Stairs/steps
<input type="checkbox"/> Corridor	<input type="checkbox"/> MUGA/3G pitch	<input type="checkbox"/> Playground apparatus	<input type="checkbox"/> Swimming pool
<input type="checkbox"/> Dining room	<input type="checkbox"/> Music room	<input type="checkbox"/> Practical teaching area	<input type="checkbox"/> Toilets
<input type="checkbox"/> Forest school	<input type="checkbox"/> On roof	<input type="checkbox"/> School office	
Activity – please select more than once if required			
<input type="checkbox"/> After-school club	<input type="checkbox"/> Design Technology	<input type="checkbox"/> Geography	<input type="checkbox"/> Media
<input type="checkbox"/> Arrival/Departure	<input type="checkbox"/> Drama/Dance	<input type="checkbox"/> Grounds work	<input type="checkbox"/> Music
<input type="checkbox"/> Art	<input type="checkbox"/> Daring assembly	<input type="checkbox"/> History	<input type="checkbox"/> Nursery
<input type="checkbox"/> Between lessons	<input type="checkbox"/> Daring food preparation	<input type="checkbox"/> Humanities	<input type="checkbox"/> Office work
<input type="checkbox"/> Breakfast club	<input type="checkbox"/> Daring food serving	<input type="checkbox"/> ICT	<input type="checkbox"/> Outdoor play area with equipment
<input type="checkbox"/> Citizenship	<input type="checkbox"/> Daring meeting	<input type="checkbox"/> Key Stage 1	<input type="checkbox"/> PE indoor facility/Gym
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Early Years	<input type="checkbox"/> Key Stage 2	<input type="checkbox"/> PE outdoor facility
<input type="checkbox"/> Computing	<input type="checkbox"/> Economics	<input type="checkbox"/> Languages	<input type="checkbox"/> Physical Education
<input type="checkbox"/> Construction work	<input type="checkbox"/> English	<input type="checkbox"/> Maintenance work	<input type="checkbox"/> Politics
<input type="checkbox"/> Cooking/teaching a meal	<input type="checkbox"/> Food Technology	<input type="checkbox"/> Media	<input type="checkbox"/> PSHE
<input type="checkbox"/> Religious Education			
<input type="checkbox"/> Running in corridors			
<input type="checkbox"/> Science			
<input type="checkbox"/> Staff work			
<input type="checkbox"/> Students at play/break			
<input type="checkbox"/> Technology/Engineering			
<input type="checkbox"/> Tutor time			
Staff-led Session?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please detail members of staff			

Accident Details – If applicable						
Person involved						
Relationship to the school		<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Contractor	<input type="checkbox"/> Visitor	<input type="checkbox"/> Other, please specify
Injured		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
Fatality		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
RIDDOR reportable		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
Injury Type		<input type="checkbox"/> Broken bone	<input type="checkbox"/> Contusion (bruise)	<input type="checkbox"/> Fracture	<input type="checkbox"/> Laceration (cut)	<input type="checkbox"/> Repetitive strain injury
<input type="checkbox"/> Abrasion (scrape)	<input type="checkbox"/> Bump	<input type="checkbox"/> Dermatitis/Skin irritation	<input type="checkbox"/> Freezing	<input type="checkbox"/> Loss of consciousness	<input type="checkbox"/> Respiratory irritation	
<input type="checkbox"/> All other injuries		<input type="checkbox"/> Burn	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> No apparent injury	<input type="checkbox"/> Sprain
<input type="checkbox"/> Amputation	<input type="checkbox"/> Chemical burn	<input type="checkbox"/> Electric shock	<input type="checkbox"/> Heat stress	<input type="checkbox"/> Panic attack	<input type="checkbox"/> Strain	
<input type="checkbox"/> Bite mark	<input type="checkbox"/> Chest pain	<input type="checkbox"/> Exposure (chemical etc.)	<input type="checkbox"/> Inflammation	<input type="checkbox"/> Pulled muscle	<input type="checkbox"/> Swelling	
<input type="checkbox"/> Blood (not due to cut)	<input type="checkbox"/> Contacted mark	<input type="checkbox"/> Foreign body	<input type="checkbox"/> Insect bite	<input type="checkbox"/> Puncture	<input type="checkbox"/> Vision impairment	
Body Part						
<input type="checkbox"/> Abdomen including groin	<input type="checkbox"/> Elbow – right	<input type="checkbox"/> Hand – left	<input type="checkbox"/> Lower arm – left	<input type="checkbox"/> Nose	<input type="checkbox"/> Toe/s – left	
<input type="checkbox"/> Ankle – left	<input type="checkbox"/> Eye – left	<input type="checkbox"/> Hand – right	<input type="checkbox"/> Lower arm – right	<input type="checkbox"/> Pelvis	<input type="checkbox"/> Toe/s – right	
<input type="checkbox"/> Ankle – right	<input type="checkbox"/> Eye – right	<input type="checkbox"/> Head	<input type="checkbox"/> Lower back area	<input type="checkbox"/> Sacrum and Coccyx	<input type="checkbox"/> Upper arm – left	
<input type="checkbox"/> Buttocks	<input type="checkbox"/> Face	<input type="checkbox"/> Hip – left	<input type="checkbox"/> Lower leg – left	<input type="checkbox"/> Shoulder – left	<input type="checkbox"/> Upper arm – right	
<input type="checkbox"/> Chest	<input type="checkbox"/> Finger/s – left	<input type="checkbox"/> Hip – right	<input type="checkbox"/> Lower leg – right	<input type="checkbox"/> Shoulder – right	<input type="checkbox"/> Upper leg – left	
<input type="checkbox"/> Ear – left	<input type="checkbox"/> Finger/s – right	<input type="checkbox"/> Internal organs	<input type="checkbox"/> Lungs/Respiratory system	<input type="checkbox"/> Teeth	<input type="checkbox"/> Upper leg – right	
<input type="checkbox"/> Ear – right	<input type="checkbox"/> Foot – left	<input type="checkbox"/> Knee – left	<input type="checkbox"/> Mouth	<input type="checkbox"/> Thumb – left	<input type="checkbox"/> Wrist – left	
<input type="checkbox"/> Elbow – left	<input type="checkbox"/> Foot – right	<input type="checkbox"/> Knee – right	<input type="checkbox"/> Neck	<input type="checkbox"/> Thumb – right	<input type="checkbox"/> Wrist – right	
Cause of Injury						
<input type="checkbox"/> A failure or fitting	<input type="checkbox"/> A piece of equipment	<input type="checkbox"/> Another person	Deliberate action <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Other, please specify	
Injury description						
Parent Contacted		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
If yes, date and time contacted						
Parent contacted details						
First Aid administered		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
First Aider attending						
First Aid description						
Was the person sent home		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
Illness Details – If applicable						
Person involved						
Relationship to the school		<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Contractor	<input type="checkbox"/> Visitor	<input type="checkbox"/> Other, please specify
Illness description						
Parent Contacted		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
If yes, date and time contacted						
Parent contacted details						
Medicine given						
Self-medicated		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
If no, person who administered medicine						
First Aid administered		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
First Aider attending						
First Aid description						
Was the person sent home		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
Restraint Details – If applicable						
Person involved						
Relationship to the school		<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Contractor	<input type="checkbox"/> Visitor	<input type="checkbox"/> Other, please specify
Injured		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
Fatality		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
RIDDOR reportable		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
Injury Type		<input type="checkbox"/> Broken bone	<input type="checkbox"/> Contusion (bruise)	<input type="checkbox"/> Fracture	<input type="checkbox"/> Laceration (cut)	<input type="checkbox"/> Repetitive strain injury
<input type="checkbox"/> Abrasion (scrape)	<input type="checkbox"/> Bump	<input type="checkbox"/> Dermatitis/Skin irritation	<input type="checkbox"/> Freezing	<input type="checkbox"/> Loss of consciousness	<input type="checkbox"/> Respiratory irritation	
<input type="checkbox"/> All other injuries		<input type="checkbox"/> Burn	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> No apparent injury	<input type="checkbox"/> Sprain
<input type="checkbox"/> Amputation	<input type="checkbox"/> Chemical burn	<input type="checkbox"/> Electric shock	<input type="checkbox"/> Heat stress	<input type="checkbox"/> Panic attack	<input type="checkbox"/> Strain	
<input type="checkbox"/> Bite mark	<input type="checkbox"/> Chest pain	<input type="checkbox"/> Exposure (chemical etc.)	<input type="checkbox"/> Inflammation	<input type="checkbox"/> Pulled muscle	<input type="checkbox"/> Swelling	
<input type="checkbox"/> Blood (not due to cut)	<input type="checkbox"/> Contacted mark	<input type="checkbox"/> Foreign body	<input type="checkbox"/> Insect bite	<input type="checkbox"/> Puncture	<input type="checkbox"/> Vision impairment	
Body Part						
<input type="checkbox"/> Abdomen including groin	<input type="checkbox"/> Elbow – right	<input type="checkbox"/> Hand – left	<input type="checkbox"/> Lower arm – left	<input type="checkbox"/> Nose	<input type="checkbox"/> Toe/s – left	
<input type="checkbox"/> Ankle – left	<input type="checkbox"/> Eye – left	<input type="checkbox"/> Hand – right	<input type="checkbox"/> Lower arm – right	<input type="checkbox"/> Pelvis	<input type="checkbox"/> Toe/s – right	
<input type="checkbox"/> Ankle – right	<input type="checkbox"/> Eye – right	<input type="checkbox"/> Head	<input type="checkbox"/> Lower back area	<input type="checkbox"/> Sacrum and Coccyx	<input type="checkbox"/> Upper arm – left	
<input type="checkbox"/> Buttocks	<input type="checkbox"/> Face	<input type="checkbox"/> Hip – left	<input type="checkbox"/> Lower leg – left	<input type="checkbox"/> Shoulder – left	<input type="checkbox"/> Upper arm – right	
<input type="checkbox"/> Chest	<input type="checkbox"/> Finger/s – left	<input type="checkbox"/> Hip – right	<input type="checkbox"/> Lower leg – right	<input type="checkbox"/> Shoulder – right	<input type="checkbox"/> Upper leg – left	
<input type="checkbox"/> Ear – left	<input type="checkbox"/> Finger/s – right	<input type="checkbox"/> Internal organs	<input type="checkbox"/> Lungs/Respiratory system	<input type="checkbox"/> Teeth	<input type="checkbox"/> Upper leg – right	
<input type="checkbox"/> Ear – right	<input type="checkbox"/> Foot – left	<input type="checkbox"/> Knee – left	<input type="checkbox"/> Mouth	<input type="checkbox"/> Thumb – left	<input type="checkbox"/> Wrist – left	
<input type="checkbox"/> Elbow – left	<input type="checkbox"/> Foot – right	<input type="checkbox"/> Knee – right	<input type="checkbox"/> Neck	<input type="checkbox"/> Thumb – right	<input type="checkbox"/> Wrist – right	
Cause of Injury						
<input type="checkbox"/> A failure or fitting	<input type="checkbox"/> A piece of equipment	<input type="checkbox"/> Another person	Deliberate action <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Other, please specify	
Injury description						
Parent Contacted		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
If yes, date and time contacted						
Parent contacted details						
First Aid administered		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
First Aider attending						
First Aid description						
Restraint's						
Restraint category						
<input type="checkbox"/> To prevent a pupil behaving in a way that disrupts a school event, trip or visit			<input type="checkbox"/> To remove a disruptive student from a classroom where they have refused to follow instruction			
<input type="checkbox"/> To prevent a student from attacking a member of staff			<input type="checkbox"/> To restrain a pupil at risk of harming themselves			
<input type="checkbox"/> To prevent a student leaving the classroom where allowing them to leave would risk their safety or lead to behavior that disrupts the behavior of others			<input type="checkbox"/> To stop a fight between students			
<input type="checkbox"/> Other, please specify						



Emergency Services				
Emergency services called/attended to treat/take to hospital	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If yes, Emergency services called by				
Emergency services response time in minutes				
Investigation				
Investigation required	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If yes, please detail the names of the investigator/s				
Investigation due date				
Investigation guidance	<p>S is for Specific: Vague action plan points will lead to vague application. Pinpoint the issues and establish specific approaches.</p> <p>M is for Measurable: 'Improve promptly' and like phrases will lead to action which, even if fulfilled, cannot be gaged or built upon. Set measurable action points and targets.</p> <p>A is for Agreed: Communicate with staff to ensure the control measures and areas for development are agreed and understood.</p> <p>R is for Realistic: Do not overestimate what can be achieved. Set manageable, realistic and informed targets.</p> <p>I is for Time-scaled: This is not an overnight fix. Set timescales which communicate realistically with objectives and findings.</p>			
Investigation checklist	<ul style="list-style-type: none"> - When and when did the accident happen? - Who was injured/suffered ill health? - What was damaged? - What and where was the injury? - Who was involved? - How did the accident happen? - What activities were being carried out at the time? - What did witnesses see? - Was there anything new or different about the working conditions? - Were there adequate safe systems of work and were they obeyed? - Was the activity being properly supervised/managed? - What was the primary cause from immediate observation? - What were the outcomes of the accident - injury, disease, damage, death, near miss, loss? - What was the cause of any injury? - What were the immediate and underlying causes of the accident? - What does the relevant risk assessment say? - Was the risk known? If yes, why was it not controlled? If no, why not? - Did the work organisation (or lack of it) impact on the accident? - Was the maintenance and guarding adequate? - Were the people involved suitable and competent? - Did the workplace layout influence the accident? - Did the nature, shape or form of the material influence the accident? - Did the work equipment influence the accident? - Had the people involved received adequate information, instruction and training? - Was this clearly documented? - Was adequate safety equipment provided and used correctly? - Was maintenance and cleaning/hoovering sufficient? - What other conditions influenced the accident? 			
Investigation report				
	Has the risk assessment relating to the activity been reviewed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Amendments required and documented	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If yes, has this been approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Further action required	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If yes, add actions	Action	Actioned	Expected completion date	Actual completion date
Action 1				
Action 2				
Action 3				
Action 4				
Action 5				
Action 6				
Action 7				
Action 8				
Action 9				
Action 10				
Investigation Completed by				
Name		Date		
Sign		Position		
Incident Form Completed by				
Name		Date		
Sign		Position		

25. APPENDIX 4. H & S RESPONSIBILITY FLOW CHART

For all health and safety responsibilities including:

