Health and Safety Policy

Document Control

Changes History

Version	Date	Amended by	Recipients	Purpose
5	11.10.2017	COO	All Plymouth CAST staff	New Policy
6	15.11.2017	COO	All Plymouth CAST staff	Approved policy
7	11.9.2018	CFOO	All Plymouth CAST staff	Updated policy
8	04.12.2018	CFOO	All Plymouth CAST staff	Finalised policy

Approvals

This policy requires the following approvals:

Board	Chair	CEO	Date Approved	Version	Date for Review
*			Final Version 15.11.2017	6.0	July 2018
*			21.9.2018	7.0 updated as v8	September 2019

National/Local Policy

☒ This policy must be localised by Academies

☐ This policy must not be changed, it is a National Policy (only change logo, contact details and yellow highlights)

Position with the Unions

Does the policy require consultation with the National Unions under our recognition agreement? ☒ Yes ☐ No If yes, the policy status is: ☐ Consulted and Approved ☐ Consulted and Not Approved ☒ Awaiting Consultation

Distribution

This draft document has been distributed to:

Position	Date	Version
Joint Unions	11 Sept 2018	7.0 (draft)
Board	21 Sept 2018	7.0 (draft)
All schools	4 Dec 2018	8.0 (final)

1. VISION AND VALUES

Plymouth CAST is a multi-academy trust of Catholic schools which is part of the mission of the Catholic Church dedicated to human flourishing and the building of a kingdom of peace, truth and justice. The Trust is to be conducted in all aspects in accordance with canon law and the teachings of the Roman Catholic Church and at all times to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

Our vision and values are derived from our identity as a Catholic Trust. Central to our vision is the dignity of the human person, especially the most vulnerable. Our academies are dedicated to providing an education and formation where all our pupils and young people flourish in a safe, nurturing, enriching environment. All governors in our academies are expected to be familiar with the vision, mission, values and principles of the Trust and not in any way to undermine them. They should support and promote the vision and conduct themselves at all times in school and on school business according to the vision and principles of the Trust

2. INTRODUCTION

2.1 Plymouth CAST expects all its employees to recognise their obligations to each school within the Multi-Academy Trust, the public, pupils and other employees and to provide consistently high standards of education and performance at all times and in accordance with Plymouth CAST's vision, mission and principles.

HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

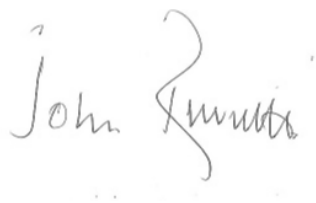
The Board of Directors of the Plymouth CAST Multi Academy Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the *Health and Safety at Work etc. Act 1974* and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the Trust's and individual Academy's organisation and arrangements for dealing with different areas of risk. It establishes specific responsibilities at all levels of the Trust and individual Academy organisation. It also outlines the general arrangements put in place to manage these areas of risk and hence to meet the Academy's obligations under the law.

This policy will be brought to the attention of all members of staff at induction; a copy is available to view online, and on request.

This policy statement and the accompanying organisation and arrangements will be reviewed annually, all changes will be brought to the attention of all staff, and where appropriate, the students.

Everyone, at all levels of the Plymouth CAST Multi Academy Trust must comply with this policy. Serious breaches of this policy may be dealt with under a disciplinary policy.



..... Date: 07th December 2018

Chair for the Plymouth CAST MAT

....

Head Teacher Date

[Enter academy name here]

SECTION 2: ORGANISATION

The Duties of the Employing Body (Plymouth CAST MAT)

- To produce and regularly review the Health and Safety Policy for all academies within the Trust. This policy will reflect the requirements of the *Health and Safety at Work etc. Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation
- To monitor both compliance with, as well as the effectiveness of, this policy
- To provide adequate resources, including training, to meet the academy's legal responsibilities as well as compliance with this policy
- To assist the Employing Body in discharging its legal obligations, the Trust has appointed the Devon Health and Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The Chief Executive Officer of Plymouth CAST is ultimately responsible for the Trust's compliance with Health and Safety legislation. If the Chief Executive Officer has any concerns with levels of risk or available resources, they must immediately refer the issue to the Chair of Plymouth CAST Board in writing, copied to the Chair of Audit and Risk sub-committee.
- The Chief Executive Officer of Plymouth CAST will ensure that an annual report on Health and Safety is presented to the Plymouth CAST board, annually in the month of June.
- The specific arrangements adopted will be guided by the Devon Health and Safety Service's Health and Safety Guidance Notes for Academies Arrangements.

The Duties of the Head Teacher

The Principal/Head Teacher has day-to-day responsibility for health and safety management of their academy and will take all reasonably practicable steps to secure the health and safety of students, staff and others using the academy premises or participating in academy sponsored activities.

In particular, the Head Teacher will:

- produce and regularly review Appendix 3 to the Plymouth CAST MAT Health and Safety Policy with specific information about their academy
- ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- where appropriate, ensure that safe systems of work are in place and followed

- co-operate with the Employing Body to ensure that this policy and its associated arrangements are implemented and complied with
- communicate the Health and Safety Policy and other appropriate information to all relevant people including contractors. Employees are required to sign a local register held by the Health and Safety Coordinator to confirm they have read and understood the Health and Safety Policy.
- report to the Employing Body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- report to the Employing Body any significant risks or policy requirements which cannot be met within their academy budget
- identify the training needs of staff and ensure they are competent to carry out their roles and are provided with adequate information, instruction and training
- ensure consultation arrangements are in place for staff and their trade union representatives where unions are represented in the academy
- monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- promote a positive health and safety culture by leading by example
- Ensure that operational reporting of incidents using the OSHENS system is conducted in a timely and accurate manner, initially within 6 hours of a reportable incident as per the guidance at Appendix 1 to this policy. Further data can then be added under incident management.
- In addition to reporting in OSHENS; make sure the CEO of Plymouth CAST is informed of any incident involving staff, pupils or any visitor to site, including contractors that requires emergency services attendance. Notification to the Director of Education and Standards and/or the CFOO can be deemed as informing CEO.

Whilst overall *responsibility* for health and safety cannot be delegated the Head Teacher may choose to delegate certain *tasks* to the Health and Safety Coordinator.

The Duties of the Health and Safety Coordinator

All academies must appoint a named Health and Safety Coordinator with sufficient knowledge, skills and experience to undertake the role. In some cases, this role may be undertaken by the Academy Administrator. Where schools are grouped together in pairs or more as a 'cluster' under an Executive Principal, that person may choose to appoint a single Health and Safety Coordinator for more than one school. However, each Academy must still have a named point of contact on behalf of the Academy to liaise with the Coordinator.

The Health and Safety Coordinator has the delegated task of assisting the Head Teacher discharge their duties in relation to day-to-day health and safety management.

To do this the Health and Safety Coordinator will:

- coordinate and manage the risk assessment process for the academy;
- coordinate and manage the identification and implementation of any necessary safe systems of work;
- coordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Head Teacher who in turn reports to Plymouth CAST as employer;
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Head Teacher who reports to Plymouth CAST as employer;
- assist with the identification of health and safety training needs and training delivery across the academy to ensure that staff and students are adequately instructed;
- collate accident and incident information and, when necessary, carry out accident and incident investigations;
- arrange periodic health and safety audits and liaise with the Head Teacher and Employing Body in relation to findings and any associated remedial actions;
- arrange at least half termly health and safety walks/inspections in conjunction with the Local Governing Board (LGB) Health and Safety Portfolio Holder, and report any necessary remedial actions to the Head Teacher:
- collect other inspection results from heads of departments/team leaders/ supervisory staff and report any issues to the Head Teacher.

The Duties of Heads of Departments/Team Leaders/Supervisory Staff

The heads of departments/team leaders/supervisory staff have specific delegated tasks in relation to health and safety management within their departments/subject areas.

They must ensure that:

- they apply the arrangements described in this Health and Safety Policy to their own department or area of work, including the arrangements described in any associated guidance notes;

- staff they line manage or supervise are aware of and follow any externally adopted health and safety guidance;

- risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented:

- appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively:

- they take appropriate action on health, safety and welfare issues referred to them, informing their Line Manager of any problems they are unable to resolve within the resources available to them;

- they carry out regular inspections of their areas of responsibility and report/record these inspections to the Head Teacher/Employing Body via the Health and Safety Coordinator;

- sufficient information, instruction, training and supervision is provided to enable staff and students to avoid hazards and contribute positively to their own health and safety;

- all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

The Duties of all Members of Staff

Under the *Health and Safety at Work etc. Act 1974* all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the academy.

Specifically, all employees have a responsibility to:

- take reasonable care for the health and safety of themselves and others in undertaking their work;

- always comply with the Academy's Health and Safety Policy arrangements;

- report all accidents and incidents to line management;

- cooperate with academy management on all matters relating to health and safety;

- not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;

- report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager;

- ensure that they only use equipment or machinery that they are competent/have been trained to use;

- make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Students

Students, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others;

- observe standards of behaviour and dress consistent with safety and/or hygiene;

- observe all the health and safety rules of the academy and, in particular, the instructions of staff given in an emergency;

- not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

Contractors

All contractors who work on the academy premises are required to identify and control any risks arising from their activities and inform the Principal/Head Teacher via the site manager/school administrator of any risk that may affect the staff, students and visitors.

All contractors must be aware of this Policy, and the associated emergency procedures, and always comply with these requirements.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Head Teacher will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

SECTION 3: SYSTEM AND ARRANGEMENTS

System

A system approach to managing health and safety is applied within Plymouth CAST as follows:

Plymouth CAST publishes a Health and Safety Policy (this document). It mandates the requirements for individual Academies with regard to individual roles and responsibilities and also documentation that Academies are required to produce. No Academy should ever need to produce a document from scratch; full guidance and templates will always be provided by Plymouth CAST, usually via the OSHENS system.

Plymouth CAST will centrally generate a small number of policies such as 'accident reporting' or 'driving on company business' for which consistency is required across the Trust.

Academies can request expert support and intervention if necessary from Devon County Council who are contracted to act as the Trust's 'competent person'. The Plymouth CAST Board will review Academy reporting under the OSHENS system at every meeting and will review and approve this policy on an annual basis.

Every Academy is required to have a dedicated Health and Safety noticeboard clearly accessible to all employees. It must contain a copy of this policy, relevant bulletins and notifications, workplace points of contact and employee representatives plus a copy of the Company insurance certificate and H&S Law Poster.

Overall responsibility for Health and Safety management and policy across the Trust lies with the Chief Executive Officer. This cannot be delegated. Site safety for individual Academies lies with individual Head Teachers / Heads of School as 'persons controlling premises'. This cannot be delegated.

Arrangements

The general arrangements adopted by the Plymouth CAST Multi Academy Trust are guided by the Devon Health and Safety Service's Health and Safety Guidance Notes for Academies Arrangements. These can be accessed via the OSHENS (Online Safety, Health, EnviroNment System) system Document Library. This system applies to all Academies within Plymouth CAST including those that originally belonged to different Local Authorities and Counties.

Any Plymouth CAST Academy without access or valid Log In details to the OSHENS system should immediately inform Plymouth CAST at admin@plymouthcast.org.uk

All Head Teachers within Plymouth CAST must attend the one-day Senior Managers' Premises Overview (Schools) course offered by Devon County Council within 12 months of joining the Trust or appointment into role and regular updating will take place on an annual basis.

Plymouth CAST Academies should access the OSHENS system Document Library and ensure they have developed their own **arrangements** from the templates provided for:

Whole School Risk Assessment
Asbestos Monitoring and Control
Curriculum Activities
Display Screen Equipment
Fire Safety
First Aid
Administering of Medicines
Legionella Control
Lettings Policy
Manual Handling
Personal Safety and Security
Radioactive Sources
Radon
Stress/Employee Wellbeing
Tree Safety
Work Experience
Working at Height
Lone Working

**Please note this list is not exhaustive and other areas may apply for example, if academy staff operate their own kitchen or the site has a swimming pool. Similarly, some areas may not apply and can simply be deleted. The OSHENS system contains templates for every relevant policy or risk assessment. If in doubt, please email healthandsafety@devon.gov.uk*

Plymouth CAST, as employer, will centrally issue policy or guidance for the following listed below. This is in order to ensure consistency across the Trust. Any Academy needing to adapt these prescribed policies should consult the Plymouth CAST Health and Safety Committee by notifying the Trusts Chief Finance and Operating Officer.

Accident/Incident Reporting (this policy)
Risk Assessment (RA) Procedures (this policy)
RA for Driving on Company Business (available on OSHENS)
Guidance on Control of Contractors (available on OSHENS)

Details for these policies will therefore be the same at each location. Further details of arrangements will be attached as an annex to this policy at each academy within the Plymouth CAST MAT. These further arrangements are guided as above and must be approved by the Plymouth CAST MAT.

The Plymouth CAST MAT also has a subscription to CLEAPSS via the Devon Health and Safety Service. CLEAPSS guidance has been adopted to guide arrangements in Science, Design and Technology, and Art.

In addition, secondary academies within the Plymouth CAST MAT have adopted the CLEAPSS guidance L93 *'Managing Ionising Radiations and Radioactive Substances in Schools and Colleges'* as its policy arrangements for the use of radioactive sources.

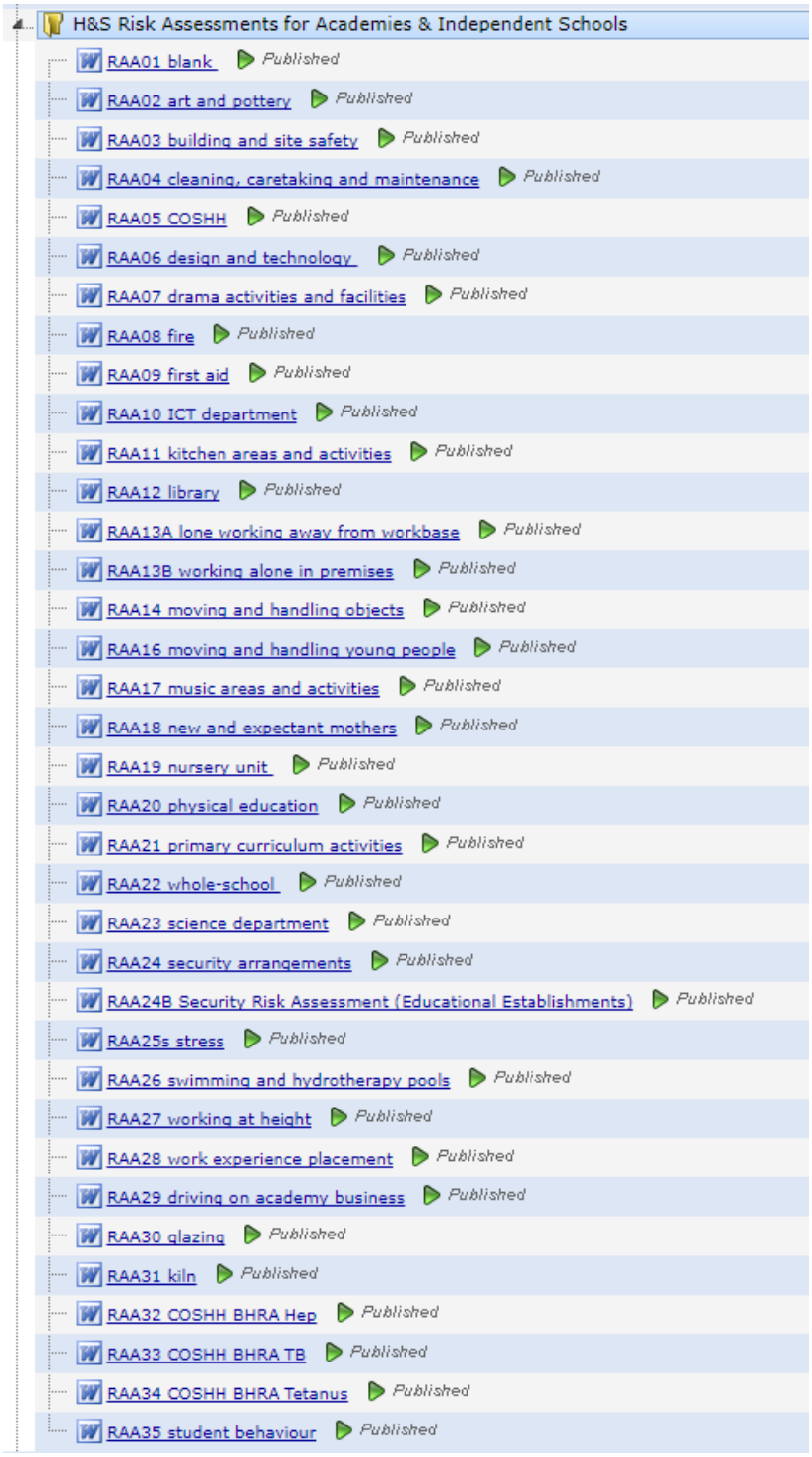
The following publications have been adopted to guide arrangements for safety in specific curriculum areas:

- *'Safe Practice in Physical Education and School Sport'* Association of Physical Education 'AfPE' http://www.afpe.org.uk/

- *'Outdoor Education, Visits and Off-Site Activities Health and Safety Policy'* Devon County Council and Torbay Council, www.devonvisits.org.uk

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Devon Health and Safety Service. Specifically, the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:



It is accepted that not all the risk assessments will apply.

Where model risk assessments do not address all the significant hazards of the academy, the RAA01 format will be used to record findings and decisions.

Risk assessments must be available for all staff to view and must be held centrally by the Health and Safety Coordinator. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed either annually or every 3 years depending upon the levels of risk. This will be identified on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Risk Assessment Guidance Note (to be known as Arrangements from December 2017).

Accident/Incident Reporting

All accidents and near misses, without exception, involving employees and visitors must be reported to Plymouth CAST. This will be achieved by the Principal/Head ensuring that their Academy Health and Safety Coordinator enters all accident details onto the OSHENS on-line accident reporting system. A useful reporting guide is at Appendix 1 to this policy.

Accidents to students and pupil should be recorded in the accident book kept and administered by the School Administrator. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure which needs addressing, must also be reported by entering accident details onto the OSHENS on-line accident reporting system. Any accident to students and pupils that results in them being sent home or receiving treatment from a medical practitioner (e.g. Paramedic or Nurse) must also be entered into OSHENS.

Parents/carers will be notified immediately of all major injuries.

All accidents which fall within the scope of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE via the OSHENS on-line accident reporting system. Onward notification to the HSE will be undertaken by the Devon Health and Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Accident Information Guidance Note (to be known as Arrangements from December 2017).

Lone Working

Lone working is defined as “workers who are separated from their work colleagues”. Members of the public, visitors or students are not work colleagues.

To manage the risk associated with lone working, a risk assessment must be carried out and safe systems of work developed. Various control measures may have to be introduced into the safe systems of work, such as:

- no lone working in high risk activities, e.g. working at height
- arrangements for remote supervision and good communication including emergency contact numbers
- no lone meetings with parents in certain circumstances for example, where there are concerns about a parent’s conduct the meeting will be conducted with two staff present
- use of alarm systems

This list is not exhaustive, specific tasks will need careful consideration of the management of the associated risks.

Radon

All academies must have a regime in place for the monitoring of radon within their premises. Testing should be undertaken at intervals as determined by our property advisors, Torbay Economic Development Company Limited, based on previous results and known geographical risk.

Any recommended remedial actions must be undertaken.

Movement around Site

All academies must risk assess the movement of staff, students and visitors, etc., around their site.

This will include the principal risks and must identify any control measures taken, for example: -

- decluttering corridors
- adequate lighting
- highlighting steps
- non-slip surfaces
- removal of manifestations on glass doors

Training including refresher training

The requirement to provide staff with information, instruction and training is clearly laid down in *The Health and Safety at Work etc. Act 1974* and many associated regulations such as the Management of Health and Safety at Work Regulations 1999.

The Head Teacher is responsible for ensuring that all staff under their control have access to the appropriate health and safety training for their activities and any additional responsibilities given to them by their establishment's health and safety arrangements, e.g. fire warden.

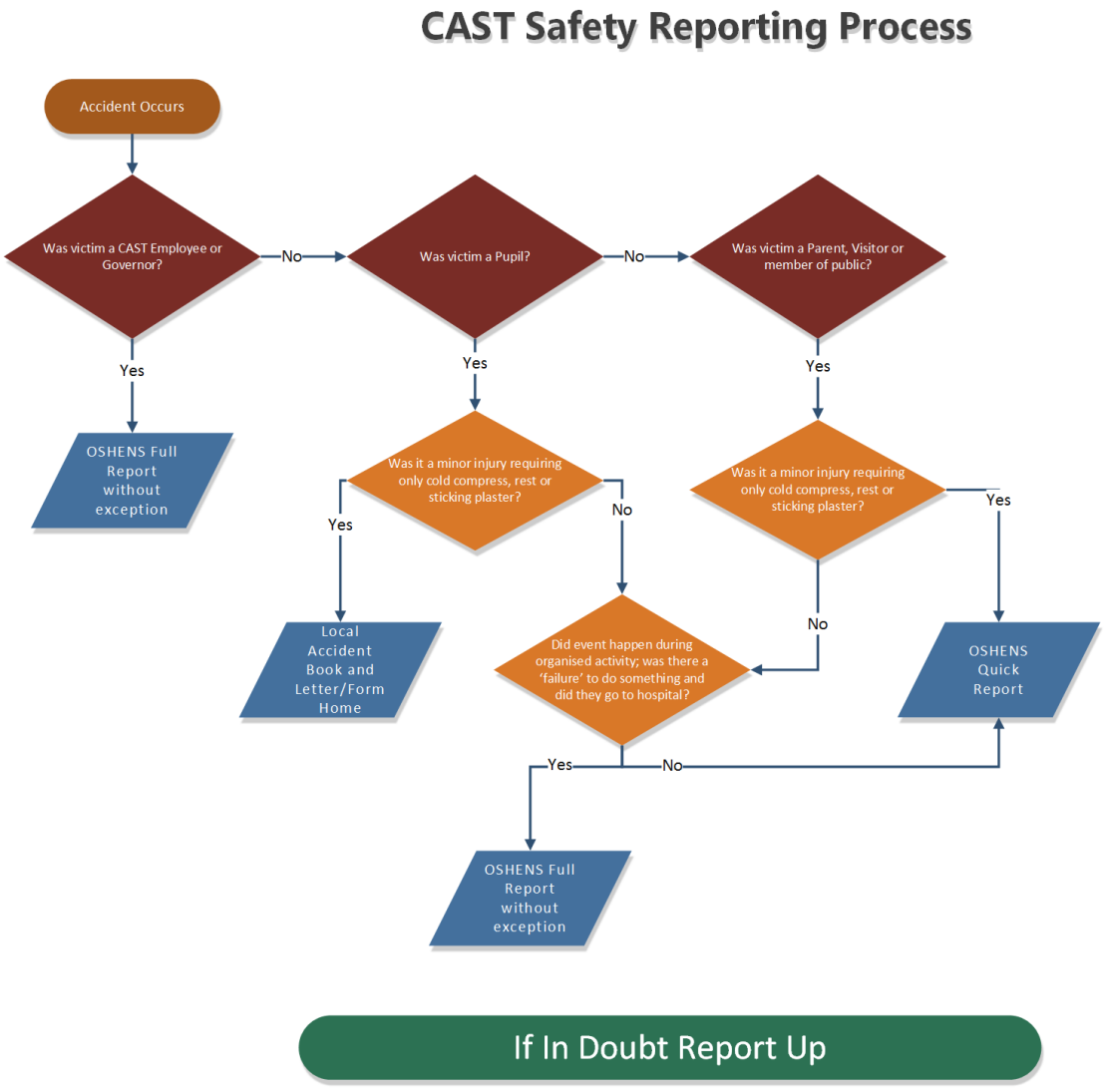
The Head Teacher should ensure that adequate records are kept of all health and safety training undertaken by staff under their control.

Any questions regarding this policy should be directed to the Plymouth CAST CFOO in the first instance.

APPENDICES:

1. Reporting Guide Flowchart
2. School Points of Contact
3. Academy Further Arrangements
4. Reporting Tools and Emergency Pyramid

Appendix 1

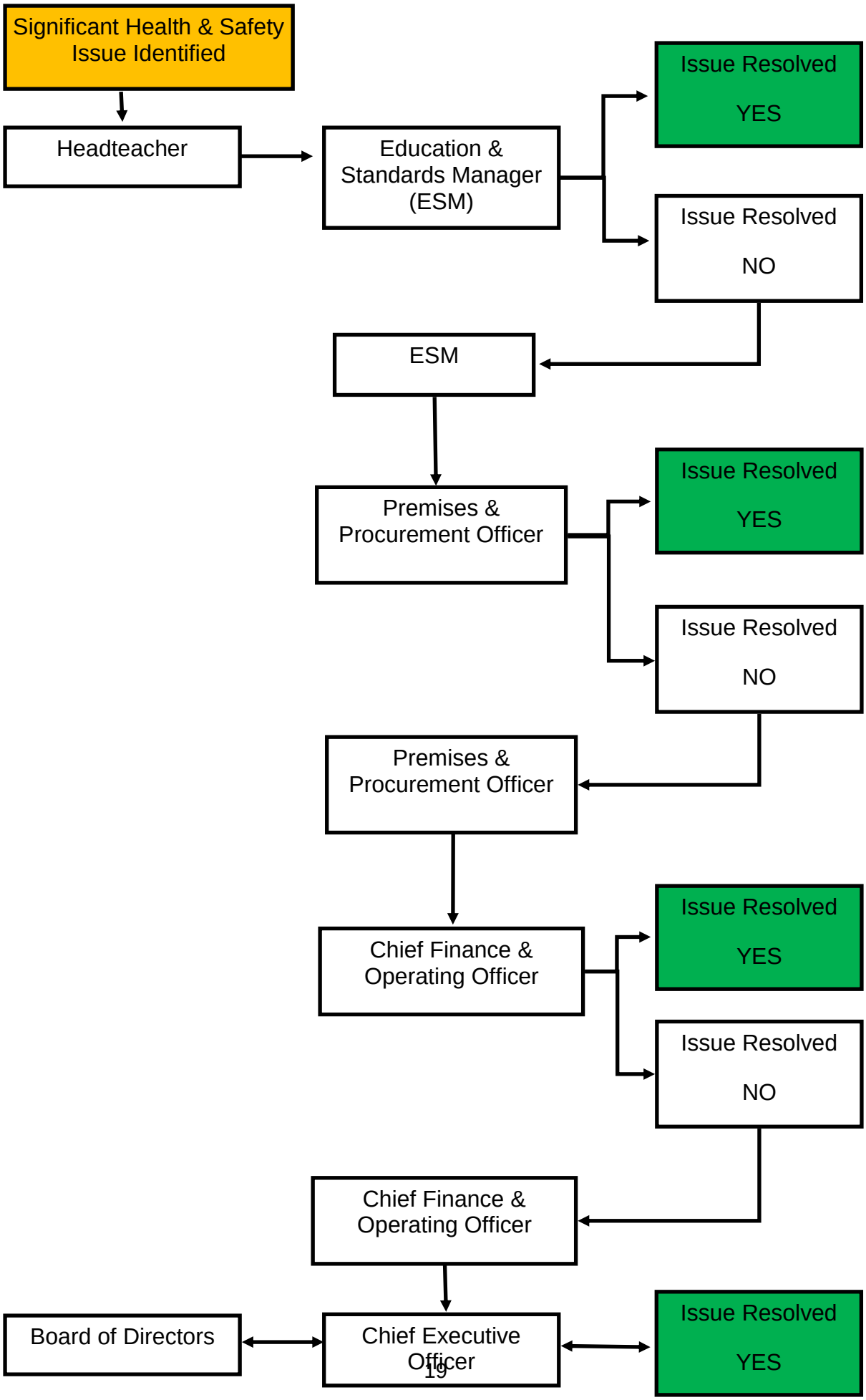

CAST Safety Reporting Process
Accident Occurs
Was victim a CAST Employee or Governor?
No
Was victim a Pupil?
No
Was victim a Parent, Visitor or member of public?
Yes
Yes
Yes
OSHENS Full Report without exception
Was it a minor injury requiring only cold compress, rest or sticking plaster?
Was it a minor injury requiring only cold compress, rest or sticking plaster?
Yes
No
Yes
Local Accident Book and Letter/Form Home
Did event happen during organised activity; was there a 'failure' to do something and did they go to hospital?
No
OSHENS Quick Report
Yes
No
OSHENS Full Report without exception
If In Doubt Report Up

Appendix 2 – School Contacts

TRUST LEAD HEALTH & SAFETY CONTACTS & COMMUNICATION LINES

1.1 PLYMOUTH CAST – BOARD AND EXECUTIVE (THE COMPANY)		
Name	Role	Email Address
Paul Stewart	Head of Premises and Procurement First line contact for major incidents/accidents	paul.stewart@plymouthcast.org.uk
Karen Cook	Designated Lead Officer	karen.cook@plymouthcast.org.uk
Raymond Friel	Chief Executive Officer	admin@plymouthcast.org.uk
Graham Briscoe	Board Member	admin@plymouthcast.org.uk

All schools must publish on their website the name and contact details of the Head Teacher, Administrator, Premises/site officer and designated governor.


Significant Health & Safety Issue Identified
Headteacher
Education & Standards Manager (ESM)
Issue Resolved YES
Issue Resolved NO
ESM
Premises & Procurement Officer
Issue Resolved YES
Issue Resolved NO
Premises & Procurement Officer
Chief Finance & Operating Officer
Issue Resolved YES
Issue Resolved NO
Chief Finance & Operating Officer
Board of Directors
Chief Executive Officer
Issue Resolved YES

Appendix 3

Further arrangements specific to …… Academy.

Delete any sections which are not applicable to your school.

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Devon Health and Safety Service.

Where model risk assessments do not address all the significant hazards of the academy, the template RAA01 format will be used to record findings and decisions.

Risk assessments are available for all staff to view and are held centrally in *… [insert location here] …*. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed either annually or every 3 years depending upon the levels of risk. This will be identified on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Risk Assessment Arrangements.

Further arrangements are listed in alphabetical order: delete any sections which are not applicable to your school.

Accident/Incident Reporting

All employee and visitor accidents must be reported to Plymouth CAST. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.

Accidents to students and other non-employees should be recorded in the accident book. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure which needs addressing, must also be reported by entering accident details onto the OSHENS on-line accident reporting system.

Parents/carers will be notified immediately of all major injuries.

The Head Teacher will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrences Regulations 2013 will be reported to the Health and Safety Executive (HSE) via the OSHENS on-line accident reporting system. This will be undertaken by the Devon Health and Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Accident Information Arrangements.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in *… [state location] …*.

The Asbestos Register is held in *… [state location] …* and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment that may contain asbestos *… [e.g. kilns, boilers etc. – amend if not applicable]…*. Contractors will sign to acknowledge receipt and understanding of the Asbestos Register. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- the AMP is reviewed annually or more frequently if the Asbestos Register recommends this and that any changes are approved by the Employing Body
- that the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- a visual inspection of those asbestos containing materials remaining on site is

conducted and recorded on the ASB2 form according to the frequencies identified in the AMP
- all changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Asbestos Register

All parties will ensure that any damage to materials known or suspected to contain asbestos is reported to *… [state name/s] …* at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HSA004 Asbestos Management Arrangements as well as the Asbestos Management Plan.

Communication and Training

Detailed guidance and information about health and safety issues can be found in the Devon Health and Safety Service's Arrangements which are located in the OSHENS Document Library.

The Health and Safety Law poster is displayed in *… [state location] …*.

Health and Safety Training
All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept *… [state location] …*. *… [state name] …* is responsible for coordinating health and safety training needs. The academy has a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HSA0055 Training Arrangements.

Consultation

Teachers and Support Staff are represented on the Plymouth CAST Health and Safety Committee. The terms of reference for this committee are published on the Plymouth CAST website and a copy of the Committee Terms of Reference is available on request from admin@plymouthcast.org.uk The committee meets at least termly.

Consultation of day-to-day matters at Academy level will be achieved by … [state arrangements for regular staff meetings] …

Members of staff with concerns should raise them initially with the Head Teacher/Head of School and/or the Health and Safety Coordinator. If required, requests for external advice should then be sought from the Devon Health and Safety Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Employing Body welcome the support of trade unions in health and safety matters.

For full details relating to staff consultation, reference should be made to the HSA008 Consultation and Communication Arrangements.

Contractors

All contractors used by the academy shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to *… [state to who and where] …* where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency … [*insert name] …* will undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The academy, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

*… [insert name/s] …*is/are responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work. … [*insert name] …* will ensure that the specific client requirements of the Construction (Design and Management) Regulations 2015 have been complied with.

For full details relating to the control of contractors, reference should be made to the HSA0007 CDM Arrangements.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant *… [SLT/phase leaders/Subject Coordinator - amend as necessary] …* using the appropriate Devon Health and Safety Service model risk assessments listed previously.

Within science, CLEAPSS *Hazards* and *Recipe Cards* are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into *… [schemes of work/lesson plan/technicians requisition sheet – amend or delete as necessary] …*.

For full details relating to the higher risk curriculum areas, reference should be made to the HSA0003 Art and Pottery, HSA0011 Design and Technology, HSA0042 Physical Education and HSA0049 Science Safety Arrangements.

Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use). Further details and latest policy is available by emailing admin@plymouthcast.org.uk

For full details relating to DSE, reference should be made to the HSA0012 DSE Arrangements.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to *… [insert name] …*.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the appliance type *… [insert different frequencies here or cross reference to a separate document or appendix] …* This inspection and testing will be conducted by *… [state contractor name or name of trained member of academy staff] …*

… [state name/s of responsible person/s e.g. site manager, relevant departmental managers etc.]… is/are responsible for keeping an up to date inventory of all relevant electrical appliances within their areas of responsibility and for ensuring that all equipment is inspected and where appropriate, tested according to the frequencies set out above.

Personal items of equipment should not be brought into the academy without prior authorisation and must be subjected to the same inspection process as academy-owned equipment.

An electrical installation test will be conducted by *… [insert contractor name] …* every 5 years. *… [state name] …* is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

For full details relating to work equipment and electrical safety, reference should be made to the HSA0016 Electrical Safety and HSA0058 Work Equipment Arrangements.

Fire Safety

The Head Teacher is responsible for ensuring the Academy's Fire Risk Assessment is undertaken using the RAA08 or equivalent document and controls implemented accordingly. The Fire Risk Assessment is located in the … [*state where] …* and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located *… [state where] …* and a summary Fire Action notice will be posted at the exit point of each room. These procedures will be reviewed along with the Fire Risk Assessment and are made available to all staff as part of the academy induction process.

All staff will be briefed in the contents of the Fire Emergency Plan on an annual basis. This will be augmented by fire drills which will be undertaken termly, and results recorded in the Fire Log Book. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment.

Evacuation procedures are also made known to all contractors/visitors.

Emergency contact and key holder details are held *… [state where] …*

… [state name] … is responsible for ensuring that the Academy's Fire Log is kept up to date and that the following inspection/maintenance is undertaken:

- dates of fire-fighting equipment inspections and checks
- dates and outcome of fire alarm system(s) inspections and checks
- dates and outcome of emergency lighting system - records of tests
- dates and outcome of visits by the Fire and Rescue Service
- list of all fire training/instruction carried out
- dates and outcome of fire drills

Procedures for other critical incidents and off-site emergencies are contained within the Academy's Emergency Management Plan which is located *… [state where] …* and will be reviewed annually.

For full details relating to fire safety, reference should be made to the HSA0018 Fire Safety Arrangements.

First Aid

The academy has risk assessed the need for first aid provision and this is recorded on the RAA22 Whole Primary Academy or RAA09 First Aid Needs Risk Assessment document. The following first aid provision has been provided accordingly:

First Aid at Work level:
… [insert names of employee(s) and dates of training] …

Emergency First Aid at Work level:
… [insert names of employee(s) and dates of training] …

Paediatric First Aid (where required):
… [insert names of employee(s) and dates of training] …

First aid qualifications remain valid for 3 years and *… [state name] …* will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.

First Aid boxes are located at the following locations:
… [insert locations] …

*… [state name] …*is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

For full details relating to first aid, reference should be made to the HSA0019 First Aid Arrangements.

Hazardous Substances

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

Within curriculum areas *… [SLT/heads of departments] …* are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, *… [SLT/heads of departments] …* must ensure that an up to date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their department. It shall be ensured that the findings of model risk assessments are incorporated into point-of-use documents within the department *… [amend and expand to describe specific arrangements within the department to ensure that measures described in model risk assessments are followed] ….*

In all other areas, the responsible manager shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date

- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment (PPE)
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers

For full details relating to the control of hazardous chemicals, reference should be made to the HSA0010 COSHH Arrangements.

Legionella

A Water Hygiene Risk Assessment for the academy has been completed by *… [state which contractor] …* and *… [state name] …* is responsible for ensuring that the identified operational controls are being conducted and recorded in the Water Hygiene Log Book. This risk assessment will be reviewed where significant changes have occurred to the water system.

A Water Hygiene Management Plan is in place and has been completed by *…[state who]…* and *…[state who]…* is responsible for ensuring that it is reviewed on an annual basis.

For full details relating to the control of legionella, reference should be made to the HSA0028 Legionella Arrangements.

Lettings/shared use of premises

[name of employee]… will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard, either to the building itself or to the safety or health of the occupants within it.

Maintenance of Plant and Equipment

Regular inspection and testing of academy equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept *…[state name/s of responsible person/s e.g. site manager, relevant departmental managers etc.]…* All staff are required to report any problems found with plant or equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal.

Plymouth CAST have contracted for provision of specific statutory compliance inspections and tests where required (for example lifts, gas appliances or water quality). This is provisioned by means of 'Service Level Agreements' or 'SLA'. [insert employee] holds a list of SLAs that the Academy is signed up to. This can be checked by email to propertyserviceshelpdesk@tedcltd.com

All staff should immediately report if they believe any plant and equipment present significant hazards. This will then require risk assessments to be undertaken and any training needs and personal protective equipment requirements provided.

Medication Arrangements

[This section may be removed if Academies choose to produce a separate medication policy which is Academy specific. A model policy to amend and adopt is available in the OSHENS Document Library. If it is adopted, this section can be replaced with a simple reference to the separate policy]

Students will be encouraged to self-administer medications wherever this is appropriate. Nevertheless, the academy will, at the request of the parent/carer and with the consent of the Head Teacher, administer medication prescribed by a doctor.

In circumstances when a student suffers headaches, menstrual pains, toothache etc, staff may be asked to provide a mild analgesic to relieve pain. Only analgesics containing paracetamol will be given to children under the age of 16 when parents have given *prior written permission*. On no account will aspirin, or preparations containing aspirin, or medicines containing ibuprofen, be given to students unless prescribed by a doctor.

No member of staff will administer any medication unless a request form has been completed by the parent/carer.

…[state name]… is responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administering. All administration undertaken by academy staff will be recorded. Records of administration will be kept *…[insert local arrangement details, who, where, etc.]…* Where required, training will be undertaken by staff to administer specific medications.

All non-emergency medication kept in the academy is securely stored in *…[describe local arrangements]…* with access strictly controlled. Where children need to have

immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in *…[describe local arrangements]…* and clearly labelled.

For full details relating to the administration of medication, reference should be made to the HSA0032 Medication Arrangements.

Monitoring

The Head Teacher, assisted by the Health and Safety Coordinator, will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health and Safety Review process undertaken by the Devon Health and Safety Service. Feedback from this process is to be referred to the LGB and the Plymouth CAST MAT Chief Finance and Operating Officer. Monitoring reports will be presented to the Health and Safety Committee at least annually for all schools.

A general inspection of the site will be conducted *…[state how often]…* and be undertaken by *…[state name/s]…* . The person(s) undertaking inspections will complete a report in writing and submit this to the Head Teacher and the *…[Employing/Governing Body]…*. Responsibility for following up items detailed in the safety inspection report will rest with *…[state name/s]…*.

Inspections will be conducted jointly with the Academy's Health and Safety Representative(s) if possible *...[amend/delete as applicable]….*..

Other processes employed to monitor compliance with this policy and health and safety performance in general include:

- *…[state other monitoring methods adopted here; summary of findings from formal maintenance reports forwarded to the Employing/Governing Body; training audits etc.]…*

For full details relating to monitoring, reference should be made to the HSA0005 Audit and Monitoring Arrangements.

Moving and Handling

Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to *…[state name]…*. Where such activities cannot be avoided, a specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instructions given when carrying out the task. Staff should ensure that they do not lift heavy items unless they have received a briefing on the control measures in place.

All moving and handling of students will be risk assessed by *…[state name]…* and recorded in a specific Handling Plan for the individual concerned. The format found in the HSA0035 Moving and Handling People Arrangements will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by *…[state who]…*.

For full details relating to moving and handling, reference should be made to the HSA0034/35 Moving and Handling Objects/People Arrangements.

Off-site Visits

The academy has adopted the Devon County Council (DCC) document *Outdoor Education, Visits and Off-site Activities Health and Safety Policy 2016* as its own policy.

In line with this policy, the DCC Educational Visit Adviser has been engaged to endorse arrangements for higher risk activities. The DCC Educational Visit Adviser will therefore be notified of all Category B and C visits via the *Evolve* online system.

…[name of academy] … local arrangements for Category A off-site visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities Policy and Standard Operating Procedures, which are reviewed annually. A copy of these documents can be found in *…[state where]…*.

The Academy's Educational Visits Coordinator *…[state name]…* will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Head Teacher for final approval.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health and Safety Policy 2018*.

Personal Safety and Security

The academy believes that staff should not be expected to put themselves in danger and will not tolerate violent or threatening behaviour to its staff. A separate specific …[*Behaviour Policy - amend as necessary]…* is in place at the academy.

Staff will report any such incidents on the OSHENS system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures. Work involving potentially significant risks for example, work at height, will not be undertaken whilst working alone. In order to ensure that this is the case, staff working outside normal academy hours must obtain the permission of *…[state who e.g. the Head*

Teacher/site manager]….

The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

Academy staff responding to call outs
Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague where possible. They should not enter the premises unless they are sure it is safe to do so. *…[detail specific call out arrangements here e.g. where a key holder service is used] …*.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA13 Lone Working Risk Assessment or equivalent risk assessment document.

Academy Security
…[state name/s]… is/are responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This will be reviewed annually or after significant change and recorded by amending the RAA24B Security Risk Assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA0031 Lone Working and HSA0050 Security Arrangements.

Radon Gas

…[delete this section if the academy is not in a radon affected area. Amend the section below to reflect measured radon levels]…

The academy is located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 7-10 year cycle as the Trust perceives necessary.

If levels are below the 400 Bq/m3 threshold, this process of measurement will continue. If readings exceed the 400 Bq/m3 threshold a Radiation Protection Adviser (RPA) will be engaged and a risk assessment of staff exposure will be undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 400 Bq/m3. These systems will be maintained.

Stress/Wellbeing

The academy is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the Health and Safety Executive's management standards.

…[Detail specific arrangements for responding to individual concerns and monitoring staff workloads e.g. return to work procedures following absence; the academy buys

back occupational health support; participates in the Employee Assistance Programme; performance management arrangements; mentoring etc.]…

Where appropriate, risk assessment findings will be recorded on the RAA25s Stress Risk Assessment document.

For full details relating to staff wellbeing, reference should be made to the HSA0024 Health Issues for Staff Arrangements.

Work at Height

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff *must not* climb onto chairs/tables etc.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. The Academy's nominated person(s) responsible for work at height is/are *…[state name/s here]…*.

The nominated person(s) shall ensure:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- a register of access equipment is maintained and all equipment is regularly inspected and maintained
- access to fragile surfaces is properly controlled *…[delete as necessary]…*

For full details relating to the control of work at height, reference should be made to the HSA0060 Work at Height Arrangements.

Work Experience

…[state name/s]… is/are responsible for managing and coordinating work experience.

If the academy *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians. This assessment will be recorded on the RAA28 Work Experience Placement Risk Assessment document.

Workplace Safety

…[state name/s]… is/are responsible for undertaking a risk assessment for general

sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

- slips, trips and falls
- glazing
- trees
- waste storage and disposal
- vehicle/pedestrian conflict
- *…[insert any other significant site hazards here]…*

This will be reviewed annually or after significant change and recorded by amending the RAA03 Building and Site Safety Risk Assessment document or equivalent risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HSA0044 Premises Arrangements.

APPENDIX 4

REPORTING TOOLS AND EMERGENCY PYRAMID

Background

Knowing what to report and when can be confusing. In a busy school environment there are likely to be many different events that need recording in order to ensure appropriate compliance and record keeping. This is to ensure the needs of the casualty are met; that lessons can be learned and that the school can respond to any subsequent action or investigation.

Goal

The goal is that all Academies in the Trust have auditable records to improve health and safety for the benefit of all those under our care and supervision including pupils, staff, visitors and members of the public including parents. All of the guidance below is available from the OSHENS website.

Threshold for Formal Reporting

The adage of 'if in doubt report it' should apply. Clearly any system also needs to be effectively managed to ensure it does not become overwhelmed. The first principle is the OSHENS 'Reporting Triangle at Figure 1. If in doubt report it.

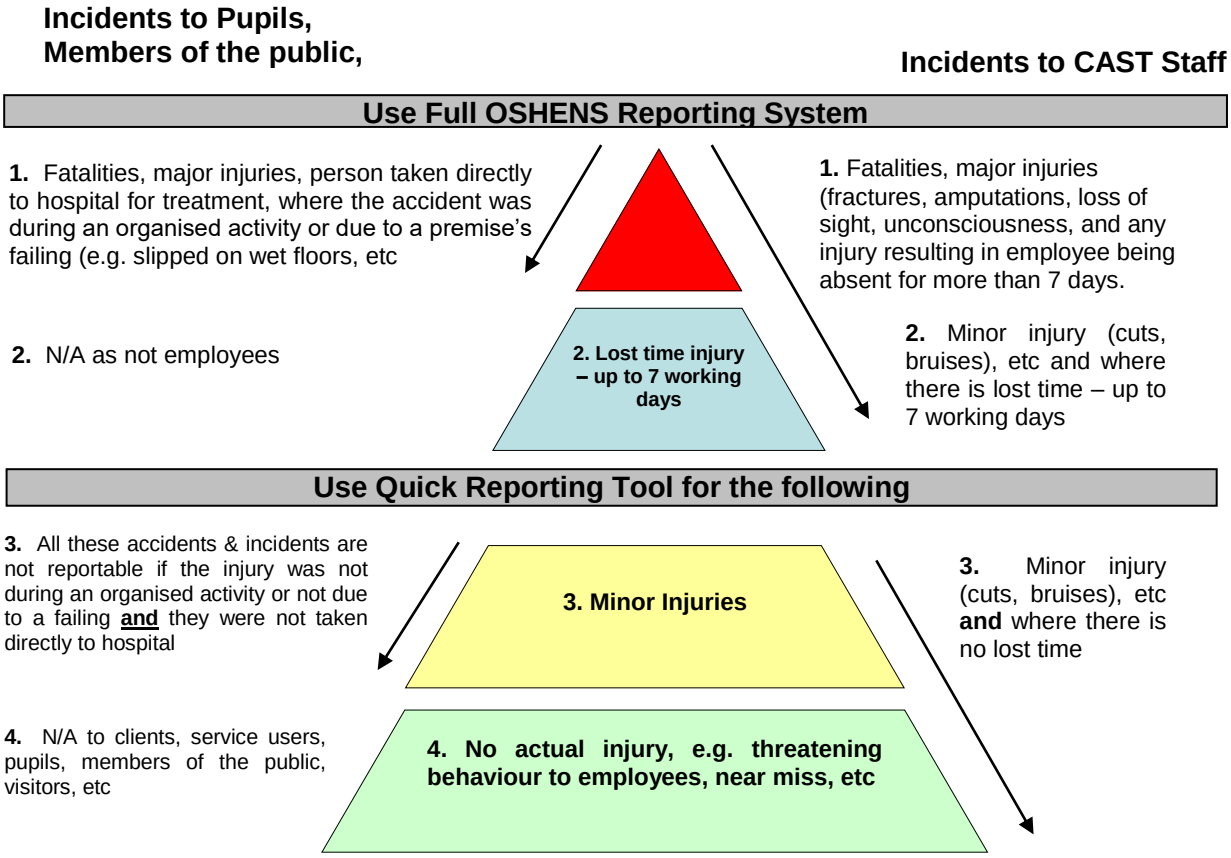


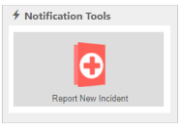
Figure 1. OSHENS Reporting Triangle

1. QUICK REPORTING TOOL

1. Go to https://devon-safety.co.uk

2. Enter username and password. If you do not have a username and password, contact the Health and Safety Service on 01392 382027 or alternatively healthandsafety@devon.gov.uk

3. Refer to Accident Triangle to check Quick Reporting Tool is appropriate to use

4. Click on icon below Quick Tools 

5. Select **Type of Incident** from drop-down list

6. Under 'Person Entering this Report (Contact Details:)

7. If your name does not populate automatically (e.g. because you have used a generic team/establishment password to open up the record) you will need to enter your name

8. Ensure you add your contact telephone number

9. Under 'About the Incident':

10. Ensure you change the time and date to that of the incident if not autogenerated.

11. Complete **Part of Organisation** if not already pre-populated, incorrect or if you have used a generic team/establishment password. This should read:

12. Department: Non DCC LA Maintained Establishment

13. Service: Plymouth CAST MAT

14. Group or Team: Select your school from the drop-down list

15. Click NEXT

16. Under 'Where it happened' enter:

17. Did it occur on or near one of our sites click Yes or No (most likely yes)

18. Location Type: Select Primary or Secondary School or Nursery Unit

19. Site or Building: Select Your establishment from the List

20. Area; select the most appropriate descriptor for the area.

21. Complete text box for exact location with as much detail as possible.

22. CLICK NEXT

23. What: describe a) what happened and b) follow up actions to prevent a reoccurrence. Select most appropriate main cause from drop-down list. Click Next

24. People: if there were people involved in incident select Yes. Select Add Details

a. In **Personal Details** select category of person and type of involvement. If "Look up Employee" is available – click and search. If person is found – select by ticking the box and click OK (you can access additional details about that person by clicking on their name; this will help if you find two or more individuals with the same name). If "Look up Employee" is not available or person is not found in search – add personal details and click next (if affected person click Save)

b. In **Injuries** add injury details (click Add Injury if more than one). Select the most appropriate severity/outcome of injury (as known at time of entering report). Click Next

c. In **Initial Treatment** section, select treatment given from the drop-down list. Answer the three yes/no questions relating to the injury (if answers to these questions are not known, DO NOT tick a box as ticks can be changed but not removed). Then select what happened after incident from the drop-down list. Click Next and Save Details

25. Local Investigation: complete either employee or non-employee section. Click Next

26. Tick agreement box and select Submit Now

27. You can now save or print the PDF report by clicking on red icon and click Close

2. FULL ACCIDENT/INCIDENT REPORTING

1. Go to https://devon-safety.co.uk

2. Enter username and password. If you do not have a username and password, contact the Health and Safety Service on 01392 382027 or alternatively healthandsafety@devon.gov.uk

3. Check that the incident has to be inputted using the full system. Check the accident triangle if unsure

4. Select the **Incident Management** icon

5. Select the **New Incident** tab

   - Under 'Select Department' dropdown choose Non-DCC LA Maintained Establishments
   - Under 'Select Service' dropdown choose Plymouth CAST MAT
   - Under 'Group or Team' dropdown choose your own site.

6. Select type of incident from the drop-down list. Click Create. The full incident report screen will be created and will open in the **Incidents Details** tab, **Date & Time** section. The report has now been given a unique reference number that is displayed at the top left of the page

7. Change the Incident time and date to the actual one of the incident (it pre-populates with the current time and date)

8. Next to **Date & Time** select **Where**. Select whether the incident took place on your site. If yes, use the three drop-down boxes to select the location, building and area of the incident. Provide more information in the **Exact Location** field, e.g. 'room 24' or 'by monkey bars'.

9. Next to **Where** select **What**. Describe a) what happened and b) follow up actions to prevent a reoccurrence

10. Next to **What** select **People**: if there were people involved in incident select **Add Person**

    a. In pop up box, select **Category of Person**, i.e. employee etc and **Nature of Involvement**, i.e. injured person etc.

    b. If **Verify Person Identity** box appears, continue below. If **Person Details** box appears, go to 11C.
    Enter surname and click search. If person is found – select by ticking the box and click Save (you can access additional details about that person by clicking on their name; this will help if you find two or more individuals with the same name). If not found in search, select **New Person**, enter details of person and click Save. Note that New Person details will appear under the search section; tick box next to person added which will select that person. Click Save. Go to 11D

c. If **Person Details** box appears, enter details in **Personal** tab. If contractor, enter details in top section of **Employment** tab and click Save

Note: All boxes with red asterisk * are mandatory fields

Note: Once new record is created you may wish to click on person's name to add further details. This is mandatory for RIDDOR

d. Select **Involvement Details**

- In **Involvement Details** if person is employee, select **Type of Work** from drop-down list. Click Next
- If Affected Person (no injury), press SAVE and go to 12
- In **Injury Details**, use the 4 dropdown boxes to select injury. If there are multiple injuries, use **Add Injury** and complete another line
- In **Injury Severity** select the most appropriate level from the drop-down list (as known at time of entering report). The level can be amended later if necessary
- Add comments if necessary and click Next
- Complete the 5 questions (if answers to the 3 tick box questions are not known, DO NOT tick a box as ticks can be changed but not removed). Click Save

11. Next to **People** select **Local Investigation**. Complete either employee or non-employee box

12. Next to **Local Investigation** select **Notify**

- Here you can send a notification email, if necessary, to let others know about the incident. However, this has to be to someone with named access to the system (not a generic login). This could be a manager / Headteacher or the Devon Health and Safety Service Mailbox.
- Select **Allocate People** and search for person's surname. For H&S Mailbox, type 'H&S Inbox', select by ticking the box next to name and click OK
- Select **Email People** to send standard notification email. Pop-up confirmation box comes up, tick box and click OK

13. Next to **Notify** select **Sign Off**

- Select most appropriate main cause from drop-down list
- Select **Review and Sign Off**
- **System Check**
  OSHENS will automatically check the record.

  Yellow warning signs flag up issues but will not prevent you from moving on. Check to see if any require actions.

  Red error signs flag issues that must be rectified – possibly missing information. Note the Record Section and the Error Description, select Cancel to go back into the main record to make the amendments. Once completed start 14 again. Click Next

- **RIDDOR Check**
  OSHENS will automatically check the record to see whether the incident MAY BE notifiable to the H.S.E. This is only a recommendation. The Devon Health and Safety Service will be able to give you advice and will send the report to the H.S.E. if necessary. Click Next

- **Incident Assessment**
  Use the 3 drop-down boxes to select the Actual Severity, Potential Severity and Likelihood (press "i" button for guidance on each of these). Click Next

  Note the advice given on the level of investigation required. Further action may be required.

- **Sign Off**
  Tick confirmation box and click OK

14. By selecting the red icon (Incident Review Form) on the next screen you can print and/or save a copy for your records or pass to the injured/affected person

15. Absence

If there is any employee absence associated with incident, select the **Absence** tab and **either** update the record by selecting the person and adding absence end date **or** select **Record Absence** and complete the record for each injured person's absence

16. RIDDOR

If you believe that the incident is reportable under RIDDOR, select the RIDDOR tab and fill out the form. There is a separate Guide available to help you do this. If you are unsure about whether to complete this step, contact the Devon Health and Safety Service on 01392 382027

APPENDIX 5

REPORTING MINOR FIRST AID AND INFORMING PARENTS

Minor incidents such as a plaster or bump are likely to outnumber OSHENS reportable incidents. The OSHENS system 'Quick Reporting' may be used for all incident reporting but this may be impractical for schools and is not suitable for notifying parents.

The following two forms produced by Plymouth CAST may be adapted at local level for recording minor incidents and notifying parents.

It is perfectly acceptable for Schools to use their own forms provided all the information require is collected as per the sample forms and that receipt of the form is acknowledged by the parent/guardian.

[insert school name]

Headteacher – [insert name]

First Aid Report

Pupil's Name …… Class ……..

Today's Date …… Time ……...

Dear Parent / Carer

Today your child received First Aid treatment and this report is to let you know what that was. If you would like to know any more detail, please come and see me. Please could you return the slip below to the School Office to confirm that you have seen this note.
IMPORTANT – Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.

Class Teacher: [insert name of class teacher]

Type of injury (circle as appropriate or other)

Cut Graze Bruise
Bite /

Sting Soft tissue Bump on head

Other ……

Location of injury……

First Aid Treatment Administered

Cleaned with a sterile wipe Cold pack applied Dressing applied

Other ……

Signed ……Teacher / Teaching Assistant / Mealtime Assistant / Administrator

Please tear off and return this part to school office:

Child's Name .....

I confirm that I have received a First Aid note today.

Signed ..... Date .....

SAMPLE SCHOOL OFFICE FIRST AID REPORT FORM

Name of Person Treated	Gender	**P**upil **S**taff **V**isitor	WHO DID FIRST AID Treatment administered by	LOCATION AND HOW IT HAPPENED Exact location of incident and brief description of the circumstances	WHAT PART OF THE BODY? Nature of injury / illness including part of the body affected and treatment given	Was outside assistance called for YES / NO	**A**ccident or **T**ed Form Completed / Form returned Yes or No