

Health and Safety Policy



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1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

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 make an assessment of 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
- [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

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

3. Roles and responsibilities

3.1 The local authority and governing body

Hampshire County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the Head teacher and staff members.

3.2 Head teacher

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

- Implementing the health and safety policy
- 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 governing 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
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Head Teacher's absence, the site manager assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is School Business Manager, supported by the Site Manager.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- 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

3.5 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.

3.6 Contractors

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

4. Site security

The Site Manager is 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 Site Manager and Caretaker are key holders and will respond to an emergency. Other key holders are the Head teacher, School Business Manager and Hive Lead Practitioner.

5. Fire

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 by the Fire Co-ordinator and Governors.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud bell.

Fire alarm testing will take place every 7 days or less.

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 only, and only then if staff are trained 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 points. These are in the front car park, the Hive garden, Den Garden and Forest Area.
- Key people will take a register of children and alert a fire warden if a child is missing.
- Fire Warden will inform the most senior member of staff at the front carpark when all children are accounted for, or if a child is missing. This will be done visually initially using the red and green card system. Verbal follow up required if card shown is red.
- 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. PEEPS are written for individual children with mobility or behavioural needs that may mean they cannot easily evacuate the building. These are written by the Nursery Managers and shared with Key People. These are reviewed termly or sooner if there is any change. Staff PEEPS are written and reviewed. These are stored on the SLT drive.

The Fire Safety Co-ordinator will update the fire management plan in line with Hampshire County Council at least annually and this will be reviewed by the Chair of Governors with delegated approval annually.

- At least one member of school staff will be trained in IOSH Fire Co-Ordinator training.

Site manager and the School Business Manager are fire safety coordinators who are the competent people for fire safety on the premises and acts on behalf of the responsible manager. He/she are to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual. The site manager leads on this role and school business manager acts as deputy.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/Head teacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

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

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Headteacher.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. The files for these are stored in the main office. There are only COSHH assessments where section 2 of the data sheet is marked 'hazardous.'

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. There are posters displayed showing the 7 steps for spillages, which are located in the COSHH area, cleaning store and H&S board.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- 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 water risk assessment has been completed by Hampshire County Council. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every term 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 and recording these on paper and online
 - Online temperature checks sent to Hampshire County Council
 - The disinfection of shower areas
 - Water heater checks
 - Running taps after each holiday or periods where they have not been used
 - Shower heads run weekly and checked for scale
 - Taps which are not used all the time are flushed weekly and recorded
- The Nursery School is only closed for Christmas week, and therefore after this closure all taps are flushed and recorded

Legionella Competent Person

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. He/she is to annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the responsible manager/Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or Property Services as required.

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. This is recorded on the asbestos register.
- 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
- A record is kept of the location of asbestos that has been found on the school site
- There is an asbestos competent person who has completed the taught course. The Site Manager will complete annual training on this online.

The Site Manager is the nominated responsible person for asbestos on the premises and acts on behalf of the Head teacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He/she will advise the responsible manager/Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

7. Equipment

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day

Poor housekeeping or hygiene conditions are immediately reported to the Site Manager.

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. This is stored as an outlook calendar with access from the Site Manager and School Business Manager. Play equipment has a monthly check by the Site Manager that is recorded with any identified problems actioned

immediately. There is a yearly check by ROSPA and manufacturer. This is overseen by the Site manager and any identified actions are put into place immediately.

- 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 Manager 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. This is on a timetable in line with recommendation.
- All isolators 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 Play equipment

- Pupils are taught how to use play equipment safely. Staff check that equipment is set up safely daily.
- Any concerns about the condition of the apparatus will be reported to the Site Manager and put into the defect book. This is checked daily.
- The Nursery School has ROSPA checks and these actions will be acted upon by the Headteacher and Site Manager

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.

7.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

7.5 Glazing

Glass and glazing on site has been surveyed and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking into account the activities undertaken and types of children at the school. The survey and assessment are kept electronically by the Site manager and is reviewed annually. Or when there are changes to the premises.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager 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.

If 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. See policy.

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

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- 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
- Access to high levels, such as roofs, is only permitted by trained persons.

Work at height is always to be undertaken in accordance with the Corporate policy on Work at Height. At Haven general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is *The Site Manager* and he/she is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Children's Services staff will not be permitted to work on roofs, unless they have suitable edge protection and safe access arrangements.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be selected by the competent person and only used as specified in the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is **forbidden** for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have attended the Ladder stepladder training or have received training from the ladder and stepladder competent person (using the CSHST Ladder presentation).
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels 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 including medical hoists. Medical hoists are stored in the Acorn changing room and the Hive changing room.

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

Staff will undertake yearly manual handling e-learning through Hampshire County Council. Evidence of this will be recorded on the training matrix.

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 mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- The Nursery School Educational Visits Co-Ordinator is the Headteacher
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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.

The responsible Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

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.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using incident reporting system.

14. Smoking

Smoking is not permitted anywhere on the school premises. This includes the use of e-cigarettes and vapes and extends to the school boundary. Staff are not permitted to smoke in visible work uniform anywhere.

15. Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. 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 fluids (for example, nappy or pad changing)
- 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, including toys and equipment, 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 such as gloves
- 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 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- Always segregate domestic and clinical waste
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a designated yellow bins outside in the car park awaiting collection

15.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet
- They must have an Animal Risk Assessment completed before coming on site.

15.9 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/carers will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

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.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. Staff are encouraged to use the Hampshire Resilience Website in order to gain more information on managing stress and workloads.

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 *at 7 years. Health and safety records will be kept for a minimum of 5 years*

The on-site trained accident investigator is the Headteacher who will lead on all accident investigations in accordance with departmental and corporate procedures. These investigations will be retained and held securely.

18.2 Reporting to the Health and Safety Executive

The Headteacher 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 report these to the Health and Safety Executive and Hampshire County Council Health and Safety team as soon as is reasonably practicable and in any event within 10 days of the incident.

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)

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

18.3 Notifying parents

The Key worker will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to Ofsted and child protection agencies

The Headteacher or SENDCo will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Hampshire County Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

19. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as working with pupils with special educational needs and disabilities (SEND), are given additional health and safety training including use of restraint and moving and handling.

Majority of staff will complete Fire Warden Training. The Site Manager ensures that there are enough people trained to cover areas. This list is reviewed termly or after any major change. It is stored in the Fire Safety Manual.

All staff complete DSE user, Fire refresher, Moving and Handling, Managing stress e-learning annually.

19a Forest School

Forest Health and Safety

Haven Nursery is a Forest School. As such, the staff and users of the forest will abide by the Health and Safety Policy contained in this document. However, there are some additional information regarding Forest Health and Safety that should be read below:

Induction:

- All staff are inducted to Forest School, have access to the Staff Forest Handbook and are informed of any additional health and safety issues before the forest session
- The staff forest hand book includes safety routines and procedure specific to forest school e.g. Fire Circle Rules. This enables staff to model safe practices and behaviours.
- Visitors to the forest are inducted as above
- A forest school level 3 leader conducts Forest School sessions

- Staff regularly receive forest school training and updates as part of their CPD

Emergency Procedures:

- Emergency procedures are contained within the handbook

Gas Safety

- Small gas cylinders are stored in a green locked cabinet out of the reach of children
- These will only ever be operated by a Forest Leader
- These are visually checked before each use

Equipment

- Tools such as saws are maintained and replaced to ensure that they are in good condition at all times. These are stored in a locked cupboard in the Forest. These are never used without supervision
- These are visually checked before each use.
- Additional play equipment is made from natural and reclaimed products and are monitored daily for signs of degradation and condition. They are replaced and repaired as appropriate by the Site Manager. All additional play equipment is checked against Forest School guidelines
- Heat Protective gloves are worn for cooking
- Protective gloves are used for removing fungi, faeces and spillages. This is always in line with the Health and Safety Policy

Animal Handling

- Children wash hands BEFORE handling animals
- Children are supervised when bug hunting
- Advice is sought about the care of animals including injured animals, illness such as foxes with Mange
- Children are educated about safe interaction levels with the animals they likely to encounter.

20. Monitoring

This policy will be reviewed by the Headteacher and Governing Body every 2 years or in the event of any major changes.

At every review, the policy will be approved by the Full Governing Body.

The Health and Safety Governor will have a monitoring schedule and report all monitoring to the Full Governing Body at least termly.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Supporting pupils with medical conditions
- Accessibility plan
- Site Security Policy

Appendix 1. Accident Recording Form

See Hampshire guidance for staff accident and incident.

Children accidents will be recorded on Famly

Appendix 2. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken [Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](#) please access this link for