

# HEALTH & SAFETY POLICY

## COVERING BOTH SCHOOLS INCLUDING EYFS & BOARDING

<b>Governors' Committee normally reviewing:</b>	Governance Committee
<b>Date formally approved by the Governors :</b>	Summer Term 2024
<b>Date policy became effective :</b>	February 2010

<b>Period of Review:</b>	Annually
<b>Next Review Date :</b>	Summer Term 2025

<b>Persons responsible for implementation :</b>	All Staff
<b>Other relevant policies and plans:</b>	<ul style="list-style-type: none"> <li>● Site Security Policy</li> <li>● Fire Safety and Emergency Evacuation Policy</li> <li>● Risk Assessment Policy</li> <li>● First Aid Policy</li> <li>● Educational Visits Policy</li> <li>● Safeguarding (Child Protection &amp; Staff Behaviour) Policy</li> <li>● Crisis Management Plan</li> </ul>

**The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School**

**[Aims and Ethos](#)**

**SAFEGUARDING STATEMENT**

*Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.*

**EQUAL OPPORTUNITIES STATEMENT**

*The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.*

# HEALTH AND SAFETY POLICY

## 1. PREFACE

- This policy is required under the Health and Safety at Work Act ('the Act'). Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the School or individual employees.
- This policy makes an unequivocal commitment to high standards of health and safety.
- Every Manager and Supervisor is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.
- Failure to comply with safety requirements may lead to disciplinary action.
- Responsibilities of staff are outlined in this document.
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Chair on behalf of the Board of Governors  
Summer Term 2024

## **2. STATEMENT OF INTENT**

Felsted School ('the School') fully recognises its responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governing Body are committed to promoting the welfare of all in our community so that effective learning can take place.

The Governing Body has specified that the School should adopt this policy for managing health and safety.

## **3. OBJECTIVES**

The School's objectives are, so far as is reasonably practicable:

- 3.1 To seek to ensure that all activities are being carried out safely and without risk to health.
- 3.2 To ensure there are procedures covering work activities.
- 3.3 To seek to ensure that all staff are aware of and actively support the Health and Safety Policy and accept their own personal responsibilities.
- 3.4 To ensure that all new employees are made aware of the Health and Safety Policy and the appropriate health and safety procedures through the School's Induction procedure.
- 3.5 To ensure that all pupils are aware of their health and safety responsibilities.
- 3.6 To seek to ensure that all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements.
- 3.7 To seek to ensure that consultative procedures facilitate the involvement and commitment of employees and their appointed representatives.
- 3.8 To promote awareness of health and safety issues.
- 3.9 To provide support on health and safety matters.
- 3.10 To have and make readily available appropriate health and safety information concerning legislation, approved codes of practice or British standards.
- 3.11 To have and make readily available appropriate health and safety information concerning substances, materials, articles, processes, plant and equipment employed by the School.
- 3.12 To seek to ensure that suitable and sufficient assessments are carried out of the risks to the health and safety of employees, pupils and others.
- 3.13 To keep this policy under review and revise it as required but at least annually.
- 3.14 To monitor the implementation of the Health and Safety Policy.

## 4. ORGANISATION AND RESPONSIBILITIES

### 4.1 (a) The Governing Body

- a) The Governing Body, via the Governance Committee, will oversee health, safety and welfare matters and will seek to ensure so far as is reasonably practicable that the necessary resources are provided.
- b) The Governing Body will monitor the implementation of the Policy. The Governance Committee will receive a termly report including minutes of the Health and Safety Committee meeting and a termly report from the Safety, Health, Environmental and Fire Advisor (SHEF).
- c) The identified governor for reporting back to the Board on matters relating to health and safety is Patricia Wardell.

The role of the identified governor is to review the following areas (at least twice yearly) on behalf of The Governing Body and to report to the Governance Committee on their findings from each review

- Health and Safety records, including a sample of risk assessments for both on site and off site activities.
- Accident records and reporting.
- Any identifiable trends or issues of concern relating to accidents or incidents (including 'near misses').
- A sample of Health and safety training records.
- Agenda for, and minutes of, the termly Health and Safety Committee meeting.

The review is likely to involve a meeting with the Estates Manager and the Safety, Health, Environmental and Fire Advisor (SHEF Advisor) and further discussions with the Deputy Head (Prep), Senior Deputy Head and the Senior School Educational Visits Co-ordinator, as necessary.

### 4.1 (b) The Health and Safety Committee

The Health and Safety Committee meets termly and reports to the Governing Body via the Governance Committee.

The Health and Safety Committee is responsible for:

- a) Reviewing all accident and incident reports, identifying any trends and patterns and ensuring that appropriate follow up actions are taken as a result.
- b) Keeping under review the provision of Health and Safety training, (including risk assessment, manual handling, accident reporting and control of hazardous substances training) and seeking to ensure that regulatory requirements and identified training needs are met.
- c) Keeping under review the process for and practice of, safety equipment installation and testing, including fire alarms and emergency lighting.
- d) Keeping under review policies and plans relating to Health and Safety and risk assessment, and their implementation.
- e) Seeking to ensure that as appropriate staff are suitable and sufficiently

- f) briefed in a timely manner on all relevant changes to Health and Safety legislation and requirements and that policy and procedure is amended accordingly.
- g) Standing agenda items for the Health and Safety Committee including:

SHEF Advisor report:

- Accident/Incident Reporting (including types of incidents and 'near misses' and RIDDOR reports)
- Risk Assessment Register and Progress
- Training Update including Inductions

Departmental Reports:

- Academic
- Boarding Houses
- General Services (inc Catering)
- Enterprises
- Grounds
- Medical
- Science
- Sport
- Student Welfare
- Works Department

Inspection Updates of

- PAT Testing
- Emergency Light testing
- Fire Alarm Testing
- Site Inspection

Progress reports against policies and plans

Health and Safety updates

- New information from HSE, insurers and forums
- Planned campaigns to raise awareness in the workplace
- Any proposed major works that may have health and safety significance
- Any upcoming large-scale/public events

## 4.2 Heads

The Heads of the Senior and the Prep School, working closely with the Bursar and supported by the Deputy Heads and Heads of Department, are responsible to the Governing Body for the safe functioning of the School's activities. They will have a particular focus on academic, pastoral and co-curricular aspects of health and safety and will seek to ensure that:

- a) The Health & Safety Policy is brought to the attention of all academic staff.
- b) Relevant health and safety information is communicated to academic staff.
- c) Relevant health and safety training needs of academic staff are identified and appropriate arrangements are made for training.
- d) New academic staff receive appropriate health and safety information including details of the Health and Safety policy, fire evacuation drill procedures and other safety procedures.
- e) Fire evacuation drills are carried out.

### **4.3 Deputy Heads**

The Deputy Heads are responsible for supporting the Heads duties' particularly in the Heads absence.

### **4.4 The Bursar**

The Bursar will act as the School Health and Safety Co-ordinator. The Bursar, working closely with the Heads of the Senior and Prep School and supported by the Estates Manager, is responsible for the Governing Body for facilities estates, domestic and administrative aspects of health and safety at the School. Specific duties include:

- a) Establishing arrangements for dealing with health and safety matters such as:
  - The Health and Safety Policy is brought to the attention of all non-academic staff
  - The dissemination of relevant health and safety information to all staff.
  - Relevant health and safety training needs of non-academic staff are identified and appropriate arrangements are made for training.
  - New non-academic staff receive appropriate health and safety information including details of the safety policy, codes of practice, fire evacuation drill procedures and other safety procedures.
  - Identifying the First Aid requirements of the school and ensuring they are met.
  - Accident/incident reporting processes are highlighted and understood by all staff
  - Emergency evacuation procedures are reviewed and practised
  - Ensuring regular fire evacuation drills are undertaken in all areas of the school.
  - Ensuring health and safety matters raised by staff are addressed.
  - The regular review of the Health and Safety registers held by the SHEF Advisor and Estates Manager, including accident reporting, reporting of RIDDOR, all Health and Safety training, management of asbestos, control of hazardous substances, maintenance (electrical, gas, ventilation and water systems,), management of contractors and on-site vehicle movement risk assessments.
  - The overall procedures for safety are monitored.
  - Assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded and recommendations are implemented
- b) Seeking to ensure co-ordination of all aspects of Health and Safety Policy and practice.
- c) Ensuring that the implementation of the Health and Safety Policy is monitored through regular reviews of departmental H & S arrangements
- d) Reporting to the Governing Body on all matters of Health and Safety

### **4.5 Estates Manager**

The Estates Manager is responsible for supporting the Bursar in their health and safety responsibilities and in particular also for:

- a) Making safe and rectifying any identified premises and facility defects affecting health and safety.
- b) Liaising with contractors and monitoring the work to ensure that appropriate standards of health and safety are maintained.
- c) Ensuring that all relevant statutory inspections are carried out at legally required intervals and records are maintained.
- d) Ensuring that equipment is inspected and serviced at the recommended intervals and records are maintained.
- e) Ensuring that formal arrangements are in place for liaising with contractors to ensure appropriate co-operation and co-ordination between the School and the contractor as required by the Management of Health and Safety at Work Regulations; that all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation of the school and that contractors are made aware of any special risks to children which might arise out of their work.
- f) Reporting to the Bursar and the Health and Safety Committee on all matters of Health and Safety relating to facilities and estates at the School, (including accident reporting and any trends identified, staff training, outcome of regulated inspections, maintenance and testing, risk assessments, implementation of the Health and Safety Policy and the Risk Assessment Policy, status of registers held, management of contractors and compliance with legislation, Approved Codes of Practice and British Standards).

#### **4.6 The SHEF Advisor**

The SHEF Advisor will report directly to the Estates Manager on all matters relating to Health and Safety and specific duties include:

- a) Supporting the co-ordination of all aspects of the Health and Safety Policy and practice and providing regular reporting to the Estates Manager and Bursar on health and safety practice.
- b) Monitoring the implementation of the Health & Safety Policy and notifying the Estates Manager and/or other appropriate staff members concerning appropriate improvements.
- c) Assisting with accident investigations where necessary.
- d) Reporting notifiable accidents/incidents to the HSE.
- e) Liaising with contractors and visitors as appropriate.
- f) Maintaining the Fire Evacuation Register of practice evacuations.
- g) Identifying and delivering Health and Safety training as appropriate, including risk assessment (see Risk Assessment Policy), manual handling and other appropriate training. Maintaining a training register, detailing the type and date undertaken.
- h) Ensuring that a copy of Appendix 1, Management Arrangements for Health and Safety, is posted on notice boards in a prominent position and updated at regular intervals.



#### **4.7 Heads of Department**

Heads of Department are responsible for implementing the Health and Safety policy within the work activities/area under their control.

In particular they are responsible for ensuring that:

- a) Activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health.
- b) The implementation of the Health and Safety Policy is monitored properly in their area of responsibility; raising any concerns on safety matters with the SHEF Advisor.
- c) Employees are made aware of their responsibilities for health and safety.
- d) Suitable arrangements are made for consultation with employees' safety representatives.
- e) Health and safety training needs of staff within the Department are identified and that staff are adequately trained, instructed and supervised.
- f) Procedures appropriate to the work activity are brought to the attention of all staff in the Department.
- g) Procedures are complied with and appropriate safety signs or notices are displayed.
- h) Relevant health and safety information is communicated to staff.
- i) First aid procedures are complied with.
- j) All accidents occurring in the Department are recorded on the Accident/Incident Report (AIR) Form, and the completed form is immediately forwarded to the SHEF Advisor.
- k) Reasonable arrangements for allowing safety representatives to carry out their functions are complied with. Staff are aware of fire evacuation procedures (including all escape routes) and regular fire safety awareness training is undertaken.
- m) New employees receive all appropriate health and safety information/training including departmental safety procedures and, if required, risk assessment and manual handling training.
- n) Ensuring appropriate assessments are undertaken of all risks to health and safety and that the significant findings are recorded and any recommendations are acted upon.
- o) Ensuring departmental staff regularly read and understand those Risk Assessments relevant to their role.

#### **4.8 Line Managers, Supervisors and Senior Technicians**

All Managers and supervisors are responsible for ensuring the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity.

In addition to ensuring that work activities under their control are carried out, safely and without risk to health, additional responsibilities include:

- a) Monitoring the implementation of the Health and Safety Policy in their area of responsibility and carrying out inspections of workplaces and equipment.
- b) Ensuring individual employees under their control are aware of their responsibilities for health and safety.
- c) Making suitable arrangements for consultation with employee safety representatives.
- d) Ensuring employees under their control are adequately trained, informed, instructed and supervised.
- e) Procedures appropriate to their area are brought to the attention of all relevant staff.
- f) Procedures are complied with and appropriate safety signs or notices are displayed.
- g) Relevant health and safety information is communicated to staff.
- h) First aid procedures are complied with.
- i) All accidents/incidents (including 'near-misses') occurring in the department are recorded on the accident/incident report form, and the completed form is immediately forwarded to the SHEF Advisor.
- j) Reasonable arrangements for allowing safety representatives to carry out their functions are complied with.
- k) Training needs of staff within the area are identified.
- l) Staff are aware of the fire evacuation procedures (including all escape routes).
- m) New employees receive appropriate health and safety information including specific safety procedures.

#### **4.9 Teachers**

Teachers are responsible for the safety of students in classrooms, laboratories, workshops and learning activities including sports, trips and co-curricular. In particular they are responsible for:

- a) Knowing the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- b) Exercising effective supervision of students and ensuring students are aware of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.
- c) Giving clear instructions and warnings.

- d) Ensuring that coats, bags, cases etc. are safely stowed away, that fire escape routes are kept clear at all times and not obstructed, and that fire doors are not held open.
- e) Integrating all relevant aspects of safety into the teaching process and if necessary giving special lessons on safety.
- f) Following safe working procedures personally.
- g) Always using appropriate protective clothing and guards and special safe working procedures when appropriate or required.
- h) Bringing to the attention of and making recommendations on safety matters to the Head of Department, Line Manager or SHEF Advisor.
- i) Ensuring that all accidents/incidents (including 'near-misses') occurring in the class and/or during an activity are recorded on the AIR (Accident/ Incident Report) form, and that the completed form is immediately forwarded to the SHEF Advisor.

#### **4.10 All Employees and Volunteer Staff**

It is the responsibility of all employees and Volunteer Staff

- a) To take reasonable care of their own health and safety and that of all persons affected by their acts or omissions at work. This includes understanding and following those Risk Assessments relevant to their role.
- b) To co-operate with line managers so far as it is necessary to enable them to meet their responsibilities for health and safety.
- c) To use work equipment provided correctly in accordance with instructions and training.
- d) To inform their line managers or the SHEF Advisor of any situations which may represent a serious and immediate danger to health and safety.
- e) To report to their line manager or the SHEF Advisor any accident/incident (including a 'near-miss') which occurs at work.

#### **4.11 Pupils**

Pupils are responsible for:

- a) Exercising personal responsibility for the safety of themselves and others.
- b) Observing the Health & Safety rules and procedures of the School.
- c) Using and not wilfully misusing, neglecting or interfering with any item provided for safety.
- d) Reporting any Health and Safety hazards they notice to a member of staff as soon as possible.

## **5. SAFETY REPRESENTATIVES AND CONSULTATION**

The School will provide for effective joint consultation on health and safety matters with safety representatives or, if safety representatives are not appointed, consultation on health and safety issues will be through Departmental staff meetings (of teaching and non-teaching staff) with written reports submitted to the H & S Committee

## **6. HEALTH & SAFETY ADVICE**

Additional H & S advice is sought via;

- a - HSE website and updates
- b - ISBA
- c - CLEAPSS Advisory Service
- d - Expert contractor advice and Training Bodies, as necessary
- e - Sporting Associations/Governing Bodies - e.g. RFU, Hockey, Cricket, Tennis, Swimming
- f - Other Government websites

## **7. GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY**

### **7.1 Management Arrangements**

Appendix 1 to this Policy indicates management arrangements for implementing the Health and Safety Policy.

### **7.2 Accident/Incident Reporting**

The Accident/Incident (including a 'near miss') reporting procedure is detailed in Appendix 2 to this Policy.

### **7.3 Risk Assessment**

It is the responsibility of the Head of Department (both academic and operational) to ensure that risk assessments are undertaken for any risks to health and safety, that significant findings are recorded and that any recommendations are acted upon. They are also responsible for ensuring departmental staff read and understand the relevant Risk Assessments on a regular basis.

For school trips it is the particular responsibility of the trip organiser to ensure that Risk Assessments are undertaken, appropriate sign off is received before the event, that the significant findings are recorded and that any recommendations are acted upon. See Educational Visit Policy for more details.

Risk assessments must be completed before the introduction of any new activity (including any events) and reviewed and revised as appropriate whenever there is a change to an existing school activity or following an accident/incident (including a 'near miss'). They are to be signed off by the Head of Department (both academic and operational) and the SHEF Advisor who will have been sufficiently involved in the creation and/or review of the Risk Assessment.

Risk Assessments for all events need to be signed off by the Deputy Head (Prep or Senior).

It is the responsibility of the Head of Department (both academic and operational) to review risk assessments at regular intervals (including after any significant changes such as Change of HoD, any accidents or incidents occurring) and at least annually. (See Risk Assessment Policy for more details).

The School makes use of model or generic risk assessments for educational activities and visits. It subscribes to the CLEAPSS Advisory Service and follows their advice regarding risk assessments for all science and design technology activities.

Each term, the School's Health and Safety Committee reviews the records of accidents/incidents (including 'near misses') that have occurred and seeks to ensure that reasonable remedial action has been taken to reduce any future risks.

#### **7.4 Health and Safety Monitoring**

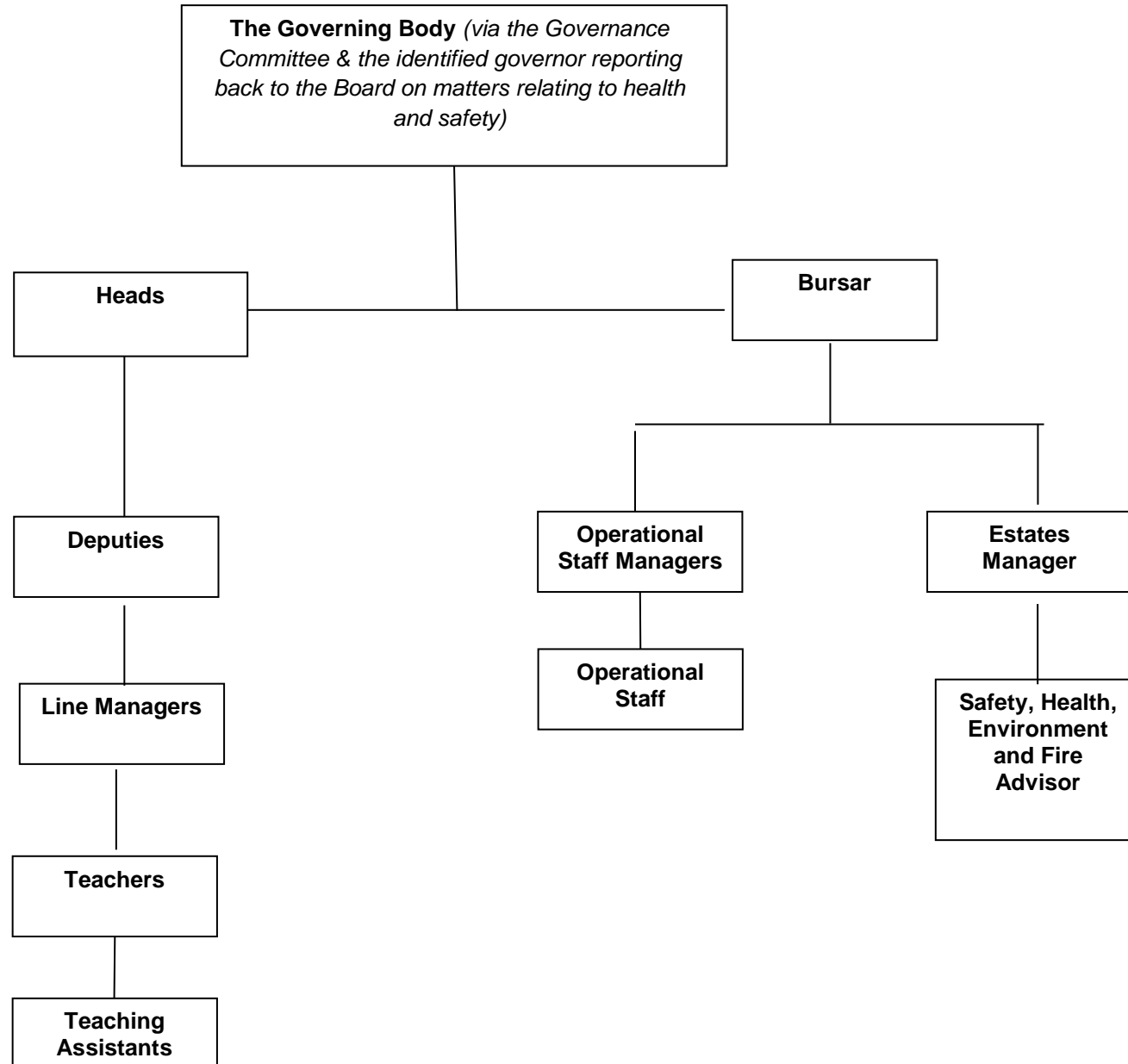
- a) A regular review of health and safety arrangements and procedures will take place between the Bursar and the Estates Manager and issues discussed. A termly meeting also takes place between the SHEF and the Head and the SHEF and the Bursar.
- b) Accidents/incidents (including 'near-misses') will be investigated, as appropriate, as set out in Appendix 2
- c) The SHEF Advisor will review accident/incident (including 'near-miss') records (at least termly) and report on those submitted via Health & Safety Committee meetings.
- d) The School will carry out fire safety risk assessments and inspections as detailed in the Fire Safety and Emergency Evacuation Policy

#### **8. ACCESS TO POLICY STATEMENT**

Copies of this policy are made available to all employees and visitors via the relevant Staff Handbooks, the intranet and upon request.

## APPENDIX 1

### Management Arrangements for Health & Safety



# **APPENDIX 2**

## **ACCIDENT/ INCIDENTS/NEAR MISSES**

### **1. INTRODUCTION**

This document outlines the reporting procedures that are to be adopted when any pupil, employee, visitor or contractor experiences an accident/incident (including a 'near miss') on the school's premises. This procedure should also be followed in respect of visitors who are members of the public. For the purposes of this document, brief definitions and examples of an accident and an incident are given below.

The Heads of Department must give suitable information and training to all personnel in their department, regarding accident/incident reporting and the location and completion of the AIR (Accident/ Incident Report) Form, which is also available via the School Homepage

The person responsible for co-ordinating all accident/incident (including 'near misses') reporting is the SHEF Advisor.

### **2. ACCIDENT**

- An unplanned event, which causes injury to persons, damage to property or a combination of both.

### **3. INCIDENT (including a 'near miss')**

- An unplanned event which may not cause injury or damage but could do so.
- Examples include articles falling near to people, short-circuits on electrical equipment.

### **4. THE ACCIDENT/ INCIDENT REPORT FORM (AIR Form)**

- All accidents/incidents (including 'near misses') resulting in injury (however minor) must be recorded on an AIR Form. Unless the school is informed of these incidents, it will be unable to take the correct remedial action
- The forms are available in all Departments (both academic and operational), are available online and a hard copy is also included within First Aid kits. The Head of Department/Senior adult responder is to ensure that the form is completed in full and that a copy of the completed form is immediately forwarded to the SHEF Advisor.
- The AIR Form will be regularly reviewed by the SHEF Advisor to ascertain the nature of incidents which have occurred in the workplace.
- An injury may be dealt with by a First Aider or the situation taken under control by an appointed person (this should be the most senior member of staff present). However, if an emergency arises, medical assistance must be called at the first opportunity.
- Any incident involving an emergency service must be reported to the School Leadership Team (SLT) immediately.

### **5. REPORTING PROCEDURE — EMPLOYEES**

#### **5.1 General Procedures**

- In addition to completing the AIR Form, any accident or dangerous occurrence must be reported to the Line Manager/Head of Department.
- Injuries that occur whilst carrying out work duties off-site must be reported in the same way and the occupier of the site should be advised accordingly.
- If an injury renders an employee unable to complete an AIR Form, this should be completed by a witness or someone who is able to enter an account of the incident. The employee's account of the incident must be entered as soon as possible after the event. Employees must be informed of the location of the AIR Form by the Head of Department.
- Where an accident results in absence from work, employees must tick the appropriate box on the

self-certification form. Employees who are absent as a result of an accident at work must keep the school informed of their health progress, up to and including a return to normal duties.

### **5.2 Reporting procedure — Heads of Department (both academic and operational)**

- When an accident/incident is reported, the Head of Department must ensure that appropriate records are maintained.
- If an employee sustains an injury through an accident at work, the Head of Department must forward to HR any records of developments to the injured person's health, up to and including a return to normal duties.
- The Head of Department must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.
- The Head of Department is responsible for assisting contractors and visitors in complying with school policy regarding accident reporting whilst on school premises.

### **5.3 Reporting under RIDDOR (2013)**

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation: If the incident results in over seven consecutive days of incapacity for work it is reportable under RIDDOR and the local enforcing authority must be informed within 15 days.
- Major incidents must also be reported to the enforcing authority immediately by telephone and be followed within 10 days by a completed Form.
- A copy of the completed form should be kept on record.
- The SHEF Advisor is responsible for completing RIDDOR within the required timeframe. AIR Forms should be completed and sent to the SHEF Advisor within 48 hours, or notified within 24 hours depending on the injury

## **6. REPORTING PROCEDURE — VISITORS/CONTRACTORS/MEMBERS OF THE PUBLIC**

- Any non-employee who is involved in an accident/incident (including a 'near miss') whilst on school premises must report it immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor/member of the public must obtain the assistance of a responsible person to ensure that school procedure is adhered to, who must forward the report to the SHEF Advisor.
- If an injury occurs to a visitor, contractor or member of the public, resulting in his/her removal from site for hospital treatment, then this may be notifiable to the HSE.
- All injuries must be reported, however minor. Visitors, contractors and members of the public who are unable to enter their own account onto an AIR Form must arrange for another person to make an entry on their behalf.
- Visitors, contractors and members of the public should also notify their own employer where applicable.

## **7. SAFE SYSTEM OF WORK**

All accidents/incidents must be reported, however minor. In order to achieve this, the following procedure should be adopted:

- Obtain treatment for the injury from a First Aider if required.
- Make the area safe following the accident/incident to safeguard other personnel in the vicinity. If the accident results in a major injury, make the area safe but leave the scene undisturbed until advised otherwise by the SHEF Advisor or the enforcing authority.
- Enter details on an AIR Form.
- Inform the injured person's Head of Department (or a responsible person) of the accident/incident.
- Keep the school informed of any after-effects of the accident/incident, including periods of total or partial incapacity for work.
- Review existing workplace risk assessments and safe systems of work in light of the accident investigation report.
- Implement any recommendations from the review as appropriate.



## **8. ACCIDENT INVESTIGATION**

The depth of an accident investigation will depend on the seriousness of the incident and this in turn will indicate the type of approach to be taken. For minor injuries or incidents such as cuts or bruising that do not result in any time lost from work or a member of the public / student being taken into hospital, a brief description of the incident along with the injured party's details will need to be entered into the AIR Form.

In the case of a more serious injury, incident, or disease, for example one needing to be reported under RIDDOR 2013, a more in-depth process will be required.

The procedure for investigating a serious or major accident or incident (including "near-misses" is as follows:

- Control hazards/secure accident site, if safe to do so
- Report immediately to the Bursar (or, in their absence, the Head) and to the SHEF Advisor (or in their absence, the Estates Manager)
- The Bursar, (or in their absence, the Head) will obtain specialist Health and Safety legal advice before commencing an investigation. In appropriate cases, the specialist lawyer will commission an investigation and report for the dominant purpose of the conduct of anticipated litigation. Such reports will be protected by legal privilege and circulation of the full report will need to be restricted, although details of any remedial actions may be circulated more widely as appropriate.
- In most serious or major cases, the investigation will be conducted for the Bursar (and/or the lawyer) by the SHEF Advisor, who will investigate promptly as appropriately, including potentially interviewing employees or witnesses.

## **9. SUMMARY STATEMENT**

Any accident/incident/near miss on the school site or whilst carrying out work or activities on behalf of the School, must be reported: The four most important steps are to:

- Remove residual hazards that may pose a risk for other people in the area.
- Make sure that all the relevant details are reported as soon as possible, in accordance with the established procedures.
- Notify line manager of incapacity for work that may have resulted from an injury sustained during a work activity.
- Review existing systems of work to prevent a recurrence of the accident/incident/near miss.