

Conatus Federation

Health and Safety Policy

Our Schools aim to:

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

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 schools follow [national guidance published by Public Health England](#) when responding to infection control issues.

Roles and responsibilities

The local authority and governing board

Royal Borough of Greenwich has ultimate responsibility for health and safety matters in the schools, but delegates responsibility for the strategic management of such matters to the schools' governing board. The governing board delegates operational matters and day-to-day tasks to the headteachers and staff members.

The governing board

The governing board has ultimate responsibility for health and safety matters in the schools, but will delegate day-to-day responsibility to HOS. The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the schools premises. The governing board, as the employer, also has a duty to:

1. Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
2. Inform employees about risks and the measures in place to manage them.
3. Ensure that adequate health and safety training is provided

The Premises committee oversees health and safety.

Head of School

The Head of schools are responsible for health and safety day-to-day. This involves:

- Implementing and monitoring the effectiveness of the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school buildings 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
- Receive and review all accident reports and where necessary, undertake accident investigations and implement the appropriate remedial measures;
- Analyse accident reports to determine if there are trends that indicate areas of particular concern;
- Report accidents to Royal Borough of Greenwich Council and when the accident is covered by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR), to the Health and Safety Executive;
- Ensure that safe arrangements are implemented where vehicles are permitted on the school's sites;
- Draw up arrangements for the joint use of the premises and other facilities;
- Ensure that there is adequate liaison between the school and the providers of catering and cleaning services;
- Meet with the premises manager regularly to discuss health and safety issues
- Meet their responsibilities as a member of staff;
- Set a personal example.
- Prioritising the allocation of funds for health, safety and welfare;

- Issuing information on the risks and hazards in the school activities and the preventative measures that must be taken to ensure their own and other's safety;
- Monitoring that actions and improvements though necessary in the interest of Health and Safety are implemented;

In the HOS absence, AHTs assumes the above day-to-day health and safety responsibilities.

Health and safety lead

The nominated health and safety lead is The Premises Manager

The Premises Manager will:

- Be familiar with the schools' Safety Policy and his responsibilities under the policy as Premises Manager and a member of staff;
- Undertake their responsibilities under the Health and Safety at Work, etc. Act 1974;
- Have a knowledge of their responsibilities under other relevant Health and Safety legislation having an effect on the schools' activities;
- Be familiar with the agreed Education Health and Safety Codes of Practice relating to premises activities;
- Carry out a general assessment/ risk assessment of the building condition and any health and safety issues during the course of their normal daily activities and carry out a daily check against a prepared checklist
- Advise the HOS on the choice of contractors and suppliers to the school;
- Ensure the safe management of asbestos in the schools, the Premises Managers will bring to the notice of any contractors working in the building the asbestos register;
- Play a major role in the prevention of fires in the schools;
- Ensure the safe evacuation of the building he should ensure that:
 - All emergency exits are unlocked while the building is occupied;
 - The premises are checked after evening use;
 - No rubbish and combustible materials are allowed to be stored or accumulate in boiler rooms or on escape routes;
 - All rubbish and combustibles are safely stored in a safe area and disposed of at the earliest opportunity.
- Inform the HOS of instances where their authority does not allow them to deal effectively with a hazard to health and safety;
- Keep a register of all portable electrical equipment;
- Undertake/arrange the annual testing of portable electrical equipment and ensure that fixed electrical equipment is tested every five years (or as required) and a certificate given for the test.
- Ensure that assessments have been undertaken on all substances considered hazardous to health as required by the Control of Substances Hazardous to Health Regulations 1999 (COSHH) and that the safety requirements, deemed necessary by the assessments, are complied with by all users of the substances;
- Ensure that any new substances added to the schools' inventory are assessed for COSHH;
- Ensure that all visitors to the site, including contractors, are made aware of any hazards on site;
- Advise the HOS on the health and safety implications of contractors working on site, and of other visitors;
- Report to governing body premises committee termly on Health and Safety issues
- Ensure that contractors employed by the school meet the same standard of health and safety criteria as the school activities do;
- Maintain the records of testing and other registers as required by regulations and schools procedures;
- Ensure all P.E and climbing equipment is checked for safety annually by a qualified contractor.

- Displaying Health, Safety and Welfare information in the school;
- Supervise/carry out/arrange general maintenance tasks ensuring that any health and safety regulations are adhered to and ensure that the maintenance and, where necessary, the examination and testing, of plant and equipment. This may include:
 - Local exhaust ventilation;
 - Pressure systems;
 - Gas Appliances;
 - Portable electrical equipment;
 - Lifting equipment
 - Glazing safety

Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. 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
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not to bring ANY electrical equipment into school without the Premise managers' knowledge.
- Set a personal example.

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. All pupils are taught to and expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observe all the safety rules of the schools and in particular the instructions of the teaching staff in the event of an emergency - use and not willfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Head of Schools will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices, newsletters, school website and the school prospectus.

Collection of pupils

- It is not recommended that a child under the age of 10 walks home alone. Do not allow children to go home alone unless you are absolutely sure the parent has authorised it. If in doubt ensure that you gain written permission and/or phone the parent.
- Only adults over 16 years of age should pick up children in the Foundation Stage (unless written permission is gained following discussion with the parent). Adults picking up in the Foundation Stage should only be named people authorised by the parent.

- Staff should ensure by checking with the child if you don't know them that the adult is a parent or that the parent wishes them to collect the child. If any doubt, politely tell them that you'll need to call the parent to check. If still in doubt check with HOS or Assistant HOS.
- If a child is collected by an agency such as Social Services, passenger services or an escort, the children should be sent before the end of the school day (with an adult) to the office. This type of arrangement should be pre-arranged with the office. If an escort does come to the classroom door, send them back round to the office. Any agencies such as this will need identification. If in any doubt call the relevant agency or speak to the HOS or Assistant HOS.
- If support staff happen to be in the class when children are being dismissed and the teacher is not familiar with the pupils, perhaps you could just keep an eye or support them especially at the beginning of the year.
- If staff are on management time or PPA and the teacher dismissing your pupils is not familiar with the parents (e.g. an agency teacher or cover at the beginning of the year) then the class teacher must return to the class to dismiss the pupils.
- If an agency teacher is due to dismiss the pupils and there are concerns over their ability to do this, tell a member of management immediately.
- Office staff need to follow the above procedures when dismissing children who are late being picked up as well as ensuring that the adult collecting signs the child out using Inventory.

Risk Assessment

The HOS will ensure that processes are in place to enable a systematic approach to the risk assessment of significant risk associated with the activities and operations of the school. The purpose of risk assessment is to determine what measures should be taken to eliminate or reduce to an acceptable level the risks to health and safety of all staff, students, contractors and others. The Premises Managers will ensure that there are risk assessments on the following and monitor the implementation of control measures:

- Manual Handling
- Use of hazardous substances
- Play areas and fixed equipment
- Asbestos
- Pressure systems
- Glazing safety
- Working from heights
- Electricity
- Fire
- Slips trip and falls
- Lone working
- cleaning

The HOS will ensure that there are up to risk assessments on the following and monitor the implementation of control measures:

- Educational visits
 - Residential trips including those that leave the country
- Playground/outdoor environment
- PE and swimming
- Stress
- School security
- Home visits

All risk assessment will be reviewed annually, unless a significant event requires risk assessments to be reviewed before this time.

First Aid and Accident Reporting Procedures / control of drugs

See first aid and medical needs policy

Contractors

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

Site security

The premises manager and HOS are responsible for the security of the school sites in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The premises manager, HOS and EHT are key holders and will respond to an emergency.

Emergency planning

The Premises manager is responsible for updating the continuity business plan annually and in liaison with RBG. The HOS will be responsible for maintaining an emergency plan, disseminating it to all staff and key stakeholders, providing training and reviewing it. The emergency plan includes:

- Serious injury to pupils or staff e.g transport accident
- Significant damage to property e.g fire
- Criminal activity e.g. bomb threat
- Severe weather e.g. Flooding
- The effects of a disaster in the local community
- Public health incidents e.g. flu pandemic

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. Emergency evacuations are practised at least once a term. The fire alarm is a loud continuous bell. Fire alarm testing will take place once a week. 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 in how to operate them and are confident they can use them without putting themselves or others at risk
- The supervising adult(s) will instruct pupils to cease any activity. Collect the class iPad to register the pupils. Calmly and quietly evacuate room without running and exit the building via the nearest route, the last person closing the door. Report to the designated assembly point.
- Staff and pupils will congregate at the assembly points.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day and counted.
- The HOS will take a register of all staff. The SBM will ensure paper registers along with print out from Inventory and emergency contact numbers are taken to the assembly point.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The schools will have special arrangements in place for the evacuation of people with mobility needs such as evac chairs and fire risk assessments will also pay particular attention to those with disabilities.

All fire drills will be recorded in the log-book for the recording and evaluation of practice and evacuation, maintained by the premises manager.

COSHH

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

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

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

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

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

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

Legionella

Risk assessments for water hygiene are regularly undertaken by contractors provided by RBG. The Premises 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 2 years and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of any showers.

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

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

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

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 Premises 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

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

PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the gym floor or other apparatus will be reported to the the Premises Manager

Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

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.

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

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 Premises 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

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

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

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

Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed

- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

There will always be at least one first aider / first aider with a current paediatric first aid certificate for the Early Years Foundation Stage as required by the statutory framework, on school trips and visits

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 schools' health and safety policy, and will have responsibility for complying with it.

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/Head of School. This applies to violence from pupils, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the school premises.

Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

1. Handwashing
2. Wash hands with liquid soap and warm water, and dry with paper towels
3. Always wash hands after using the toilet, before eating or handling food, and after handling animals
4. Cover all cuts and abrasions with waterproof dressings
5. Coughing and sneezing
6. Cover mouth and nose with a tissue
7. Wash hands after using or disposing of tissues
8. Spitting is discouraged
9. Personal protective equipment
10. 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)
11. Wear goggles if there is a risk of splashing to the face
12. Use the correct personal protective equipment when handling cleaning chemicals
13. Cleaning of the environment
14. Clean the environment, including toys and equipment, frequently and thoroughly
15. Cleaning of blood and body fluid spillages
16. Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

17. 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
18. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
19. Make spillage kits available for blood spills

Laundry

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

Clinical waste

1. Always segregate domestic and clinical waste, in accordance with local policy
2. Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
3. Remove clinical waste with a registered waste contractor
4. Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

1. Wash hands before and after handling any animals
2. Keep animals' living quarters clean and away from food areas

Please refer to the full Covid 19 School Risk Assessment for specific infection prevention and control during the Coronavirus Pandemic.

Pupils vulnerable to infection

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

Exclusion periods for infectious diseases

The schools will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the schools that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

1. 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

2. 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
3. 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

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 schools for responding to individual concerns and monitoring staff workloads.

Accident reporting

1. 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.
2. As much detail as possible will be supplied when reporting an accident
3. Information about injuries will also be kept in the pupil's educational record
4. Records held in the first aid and accident book will be retained by the schools for a minimum of 6 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The **HOS** 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 **HOS** will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

1. Death
2. Specified injuries. These are:
3. Fractures, other than to fingers, thumbs and toes
4. Amputations
5. Any injury likely to lead to permanent loss of sight or reduction in sight
6. Any crush injury to the head or torso causing damage to the brain or internal organs
7. Serious burns (including scalding)
8. Any scalping requiring hospital treatment
9. Any loss of consciousness caused by head injury or asphyxia
10. 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
11. Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
12. Where an accident leads to someone being taken to hospital
13. Where something happens that does not result in an injury, but could have done

14. 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:
15. The collapse or failure of load-bearing parts of lifts and lifting equipment
16. The accidental release of a biological agent likely to cause severe human illness
17. The accidental release or escape of any substance that may cause a serious injury or damage to health
18. 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>

Notifying parents

The class teacher or TA will normally 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.

Reporting to Ofsted and child protection agencies

The HOS 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 HOS will also notify RBG of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

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

Monitoring

This policy will be reviewed by the HOS every year. Unless any significant events means it will need reviewing earlier. At every review, the policy will be approved by the Business committee.

Royal Borough of Greenwich Council Health and Safety Inspections

The school buys into the Occupational Health and Safety Service which provides a health and safety inspection, a follow on report and on-going health and safety advice. This will be presented to the Business Committee.

Links with other policies

This health and safety policy links to the following policies:

- Risk assessments
- Supporting pupils with medical conditions
- Accessibility plan
- Safeguarding
- Educational visits

Further support and guidance can be found:

- [HSE website: common hazards](#)
- [DfE guidance: Asbestos management in schools](#)
- [DfE guidance: Emergency planning and response](#)

- CLEAPSS for science and design and technology
- ASE for science
- The Design and Technology Association for design and technology
- Association for Physical Education
- Outdoor Education Advisers' Panel for school trips

Signed by:

Chair of Governors: Date:
(Conatus Federation)

Executive Headteacher: Date:

Agreed September 2022 - To be reviewed annually – Autumn 2023