

# Health & Safety Policy

(Including First-Aid)

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*A copy of OCC guidance on Accident Reporting should be stored with this policy.*

*NOTE: This policy should be read in conjunction with other school policies especially:*

- Drug Education*
- Educational Visits*
- Emergency Policy & Pack*
- Hiring Policy*
- Lunch Hour Policy*
- Pupil Behaviour Policy*
- Safeguarding Policy and Procedures*
- Sex Education*
- Supporting Pupils with Medical Needs*
- Non Smoking*

**Policy approved: .....**

.....  
*headteacher*

.....  
*Chair of Governors*

## **A. OXFORDSHIRE COUNTY COUNCIL'S HEALTH AND SAFETY POLICY PART III**

### **INTRODUCTION**

The health and safety of all people who visit, work or learn at Great Tew are of fundamental importance. The Governors work within the framework prescribed by 'A Guide the Law for School Governors' and have adopted the County Council Health & Safety Policies and Procedures including their Model Part III Policy.

#### **A1. AIM**

- To establish and maintain a safe and healthy working & learning environment.

#### **A2. OBJECTIVES**

- To raise awareness amongst employees, pupils and other site users of health and safety issues and to encourage good practice.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event a hazardous situation developing, and of an accident and / or emergency occurring on or off site.























#### **A3. RESPONSIBILITIES**


##### **A3.1 Governors**

(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/g/govdel.pdf>)

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Development Plan.
- Purchase and maintain equipment to British and European Standards (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/publis.pdf>)
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.
- Ensure the school undertakes annual monitoring of the school's health and safety status, either by signing up to the OSJP package or contracting competent commercial specialists approved by the County's Health and Safety Team.
- Ensure all self-help building projects adhere to the regulations over such things as asbestos and insurance and correct notification to the County Council
- Monitor the health and welfare of all staff by receiving reports on the pattern of staff health absence, physical and verbal abuse and accidents. Address the issues of stress, working time and work- life balance.
- Receive reports, at least annually on the health & safety training status of all staff.




**A3.2 Headteacher**

- To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by;
  - Allocating sufficient resources to meet health and safety priorities;
  - Ensuring attendance on appropriate health and safety training courses ([Learning & Culture](#)  [Resources](#)  [Health & Safety](#)  [Training](#)  );
  - Liaising with the employer (OCC) over health and safety issues;
  - Regularly checking the Health and Safety website: ([Learning & Culture](#)  [Resources](#)  [Health & Safety](#)  [Procedures](#)  )
  - Ensuring good communications by including health and safety issues in Staff meetings;
  - Organising and implementing termly inspections in consultation with Governors; <http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/safrep.pdf>)
  - Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
  - Ensuring that health & safety is a criteria for performance management
- Formulate and implement a policy for the management of critical incidents ([Learning & Culture](#)  [Resources](#)  [Health & Safety](#)  [Procedures](#)  [Emergency Plans](#)  )
- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employee([Learning & Culture](#)  [Resources](#)  [Health & Safety](#)  [Training](#)  )
- Monitor and review school risk assessments, practices and procedures.
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern  
[http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/Pupil\\_Behaviour.pdf](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/Pupil_Behaviour.pdf)).
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/teach.pdf>).
- Support employees with personal safety issues including stress  
<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/strpre.pdf>
- Ensure off site visits are approved and appropriately staffed  
([Learning & Culture](#)  [Resources](#)  [Health & Safety](#)  [Procedures](#)  [Out and about with Oxfordshire](#)  )
- Monitor and review subject coordinator coordinators risk assessments annually.
- Ensure that pupils are aware of health & safety issues and that these are being continually reinforced.
- Carry out daily checks of the site and take appropriate remedial action.
- Ensure all employees and contractors are fully briefed on health and safety site issues.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely

- (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/tracom.pdf>);
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder  
([Learning & Culture](#)  [Resources](#)  [Health & Safety](#)  [Procedures](#)  );
- Alert the Governing Body to issues of security and lone working  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/l/lonwor.pdf>).

### **A3.3 SCHOOL SECRETARY**

Is required to ensure that:

- All office risk assessments are completed and reviewed  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/d/displa.pdf>);
- Visitors sign in, and are briefed on the emergency procedures;
- Hazard reporting and maintenance documentation is actioned
- Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health & Safety Team;  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/perpav.pdf>).
- All appropriate risk assessments guidance and hiring documentation is completed for community use of the site  
[http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/appendix\\_g.doc](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/appendix_g.doc)
- All community users are registered and made aware of emergency procedures;
- Adequate trained first aid cover is available for on /off site activities and periodic checks are made of the first aid arrangements and containers  
[http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/f/First\\_Aid\\_at\\_Work.pdf](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/f/First_Aid_at_Work.pdf)
- Organise the planned programmed maintenance of equipment.
- Arrange for the annual electrical testing programme  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/e/elepor.pdf>)
- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/publis.pdf>).
- Ensure that the school follows the County Council procedures:
  - when selecting a contractor  
(<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/c/consel.pdf>);
  - when completing a Self Financed Improvement Project (SFN Form) ([Learning & Culture](#)  [Resources](#)  [Planning and Development](#)  )
  - when liaising with contractors over health and safety matters;

- when monitoring health and safety issues on-site regarding either county council or school appointed contactors.
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder;

#### **A3.4 SUBJECT CO-ORDINATORS**

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/teachs.pdf>).
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

#### **A3.5 ALL STAFF**

- Cooperate with health and safety requirements.
- Report non hazardous defects in the blue repairs and maintenance book and any hazardous defects in the yellow hazards book and inform school secretary.
- Complete and action risk assessments for all potentially hazardous on/off site activities where necessary.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.

#### **A3.6 VISITORS and CONTRACTORS**

- Sign in at the School Office on arrival.
- Read the resume of the health and safety procedures on arrival at the School.
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos.
- No vehicles are allowed on site between 8:30am and 3:30pm on school days without the express permission of the headteacher.
- Follow evacuation procedures in the event of an emergency.

#### **A3.7 PUPILS**

- Behave in a way that does not put their health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for their health, safety and welfare.

## **B. GREAT TEW SCHOOL'S HEALTH AND SAFETY PROCEDURES**

### **B1. PERSONNEL**

#### **B1.1 PUPILS**

- Pupils are taught about H&S in lessons, assemblies and in informal opportunities throughout the school year.
- The pupil and parent surveys conducted in the Spring each year aim to identify whether the children understand safety issues and feel safe in school.
- The results of the survey are fed into the school's self evaluation and actions points drawn up as a result.

#### **B1.2 VISITORS**

- Procedures in the school's Safeguarding Policy outline our arrangements for visitors. All are asked to sign in and to read our 'In an Emergency' information. Visitors should tell the secretary if they have particular needs that we should be aware of in an emergency.

#### **B1.3 STAFF INDUCTION**

- All new staff have an introductory H&S briefing with the headteacher. A H&S induction checklist is used as an aide memoire and record of this meeting. The record is stored in the H&S training spreadsheet. A copy of the checklist is stored on the spreadsheet..
- The headteacher tailors the induction briefing for volunteers as appropriate.

#### **B1.4 STAFF TRAINING**

- *Recording*

Staff H&S training is recorded on the H&S Training Spreadsheet. For security, a back-up copy should be stored off-site.

- *Strategic analysis*

The H&S training spreadsheet is reviewed by the headteacher annually in an analysis of the school's overall training needs. The headteacher reports to the FGB annually, with any cost implications.

- *Individual's training*

The H&S training needs of individual members of staff (including the need for basic training in Risk Assessment) are identified during the performance management or appraisal process and form part of CPD.

- *In house training*

It will often be possible to provide in-house training to staff members through cascading skills and alerting staff to information available, for example on-line. The H&S training spreadsheet should be updated to reflect this training as well as attendance on more

formal courses.

### ***B1.5 ON-GOING STAFF HEALTH & SAFETY BRIEFING***

- The school secretary checks the H&S pages on the intranet regularly for updates and informs the headteacher and other staff as necessary.
- All staff gather for the Wednesday lunchtime staff meeting where H&S reminders and updates are given.

### ***B1.6 STAFF WELL-BEING***

- Staff workload is monitored by the headteacher by means of observation and an annual questionnaire and, in the case of teachers, through careful management of directed hours.
- Headteacher workload is monitored by the Chair of Governors.
- The Summer term Finance/Personnel committee should receive a report from the headteacher on the pattern of staff health absence, physical and verbal abuse and accidents and issues stress, working time and work- life balance.
- The Finance/Personnel committee should consider annually whether to subscribe to the LA Staff Well-Being scheme.
- Individual members of staff who are suffering from stress will be supported by the Headteacher using LA advice and support mechanisms.

## **B2. PREMISES & EQUIPMENT**

### ***B2.1 SITE CHECKS***

- Regular checks of the site and equipment are made in accordance with a timetable drawn up in response to legislation, LA recommendations and our own risk assessments. A copy of this timetable is attached in the appendix.
- Checklists are used to ensure that the timetabled checks are carried out. Template copies of these checklists are attached in the appendix.

The H&S log contains the checklists that are in use.

### ***B2.2 RISK ASSESSMENT (RA)***

- All significant risks in the school's work are identified and formally risk assessed.
- The person conducting the risk assessment must have had suitable training in basic RA techniques and a thorough knowledge of the activity being assessed.
- The appendix to the policy contains a RA Schedule which details the risks that need assessing, the personnel responsible for conducting the assessment and how often it must be reviewed.
- Risk assessments are conducted according to the schedule and stored in the H&S log.

### **B3. OUT OF SCHOOL ACTIVITIES**

#### ***B3.1 EXTENDED SCHOOLS***

- Where the school runs extended services, all school H&S procedures continue to operate.
- Where an external provider wishes to hire the school, we follow the procedures outlined in the school's Hiring Policy to ensure that both the school and any external provider have regard to H&S issues.

#### ***B3.2 OFF-SITE VISITS***

- The school follows the procedures outlined in the Outdoor Education Adviser Panel (OEAP) National Guidance, as adopted by the Oxfordshire County Council. This is available on the intranet.

### **B4. RECORDS, REPORTING, MONITORING & TAKING ACTION**

#### ***B4.1 REPORTING HEALTH & SAFETY ISSUES***

- Hazardous defects should be recorded in the yellow hazards book and the school secretary informed.
- The headteacher should be informed and ameliorative action planned as appropriate.
- Non hazardous defects are reported in the blue repairs and maintenance book.
- Accidents and incidents of physical and verbal abuse are reported in the incident book

#### ***B4.2 MONITORING OF H&S***

- Our checklists provide evidence of regular H&S monitoring and these are completed as stated in point B2.1
- The headteacher is responsible for completing the H&S report once per term. (This is largely a tick list showing compliance with policy and a template copy is attached to the policy in the appendix.)
- Where possible this report should be compiled alongside the H&S Governor who should monitor the H&S log.
- The Head's H&S report should be filed in the H&S log and with the minutes for the relevant FGB meeting.
- The LA inspects the school's Health & safety arrangements annually. The LA report should be circulated to all governors and the Chair of Governors.
- The annual LA H&S report should be an agenda item for the next meeting of the FGB and should be filed with the minutes of that meeting and in the H&S log.
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#### **B4.3 RECORD KEEPING**

- A new H&S log should be created each academic year and the old ones filed (alongside any accident, incident and H&S reporting books for that year.)
- All H&S records should be kept for at least 5 years and destroyed only after LA H&S advisor has confirmed it is wise to do so.

#### **B4.4 H&S ACTION**

- Where H&S deficiencies are discovered they should either be corrected immediately by the Headteacher (who will consult governors as appropriate) or added as action points to the H&S section of the school's SDP.
- All action points stemming from the LA annual H&S report should be implemented immediately or added to the SDP

## **C. FIRST AID POLICY**

### **C1. THE PURPOSE OF FIRST AID**

- The prevention of deterioration in an individual's well being until expert professional help is available. The first-aider's skills will be used whilst the help of nursing or medical personnel or the ambulance service is obtained.
- First aid also includes the treatment of minor injuries, which do not require a medical practitioner.

### **C2 ADMINISTRATION OF FIRST AID**

- Teachers' conditions of employment do not include giving first-aid, although any member of staff may volunteer to undertake these tasks.
- Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.
- If a child needs to attend hospital an ambulance should be called.

*Note, : The governing body consider that in all normal circumstances it is best to call an ambulance rather than staff to take the injured person to hospital themselves - even if this delays the time it takes to get to hospital. This decision is based on the fact that specialist medical attention, including trained personnel and life-saving equipment are provided by ambulance staff on arrival, well before the injured party reaches hospital.*

*In addition, the school needs to be mindful of retaining sufficient staff on site should other incidents occur.*

- Unless the child's parents have arrived in time to accompany the child, a familiar member of staff should travel in the ambulance (and take a taxi to return to school later once the parent has arrived).
- Parents should be informed immediately of any significant injuries using the contact details available in the emergency pack.
- For minor matters where first-aid was administered, parents should normally be informed at the end of the school day

### **C3 FIRST-AID PERSONEL**

#### **3.1 First Aid personnel in the Early Years Foundation Stage (EYFS)**

- Statutory requirements for First-Aid in the EYFS differ to those for the rest of the school. (See 'Statutory Framework for EYFS')
- At least one person who has a current LA approved paediatric first aid certificate must be on the premises at all times when EYFS children are present.

- There must be at least one person who has a current LA approved paediatric first aid certificate on outings with EYFS children.

### **3.2 The Appointed Person**

- Schools are required to have at least one appointed person who will:
  - Take charge when someone is injured or becomes ill;
  - Look after the first-aid equipment e.g. restocking the first-aid container;
  - Ensure that an ambulance or other professional medical help is summoned when appropriate.
- A risk assessment should be undertaken to determine how many appointed persons are needed. Adequate cover must be maintained at all times.
- Strictly, the role of appointed person is not that of a first aider and they do not have to be trained to provide first-aid. It is good practice, however, to ensure that the appointed person is also a trained first-aider who has had emergency first aid training/ refresher training as appropriate.
- The name(s) of our appointed person(s) is/are recorded in the H&S Training Spreadsheet.

### **C3.3 The number of first-aiders required**

- The headteacher should regularly review (at least annually) the number of first-aiders at the school taking into account the needs of pupils, staff and visitors. Particular points to consider are:
  - EYFS provision
  - Provision in all buildings including temporary classrooms.
  - The remoteness of the school from the local emergency services
  - Any identified risks including temporary hazards such as building works.
  - The specific needs of some pupils or staff with health needs or disabilities.
  - Accident statistics indicating risks.
  - Advice from the LA
  - DfE 'Guidance on First Aid For schools' indicates that schools generally fall into a lower risk category where it is recommended that there is one first aider for an establishment with 50-100 personnel. (At Great Tew we do have in excess of 100 people on site)
- Attention should also be given to:
  - Adequate provision at lunchtime and breaks. We expect our lunchtime supervisors to have first aid training. ?.
  - Adequate provision in case of absences
  - Adequate provision for off-site activities
  - Adequate provision for school-run after school activities
  - Ability of the first-aider to leave task to go to an emergency

- At Great Tew it has been agreed that no staff will have the full first-aider training but all, as far as possible, should have undertaken the 'Emergency 1st Aid in Schools' training or '1st-Aid Paediatric' training.

The names of our those who are currently qualified are recorded in the H&S training spreadsheet.

#### ***C3.4 Contacting First-Aid Personnel***

- The procedure for contacting a first-aider is to call the nearest trained member of staff (nearly all staff will be trained to 'Emergency First Aid in School' standard.)

#### ***C3.5 Training for First-Aiders***

- Each person trained in first-aid must have undertaken an appropriate first-aid course and hold a valid certificate of competence.
- If the certificate expires, the individual will have to undertake another full course of training.
- A record of staff's certification dates can be found in the H&S Training spreadsheet.
- This record is checked every (old style) term.

### **C4 EQUIPMENT & FACILITIES**

#### ***C4.1 FIRST-AID CONTAINERS***

##### *C4.12 Number and siting of containers*

- A first-aid container should be kept in each building (including any temporary classroom)
- A first-aid container should be available for all trips including to the Tew Centre.

##### *C4.13 Contents of a first-aid container on site*

- There is no mandatory list of contents but where there is no special risk identified, the Health & Safety Executive recommends the following minimum provision. (Equivalent or additional items are acceptable)
  - A leaflet giving general first-aid advice
  - 20 individually wrapped sterile adhesive dressing (assorted sizes)
  - 2 sterile eye pads
  - 4 individually wrapped triangular bandages (preferably sterile)
  - 6 safety pins
  - 6 medium sized (approximately 12cmx12cm) individually wrapped sterile unmedicated wound dressings

- 2 large (approximately 18cmx18cm) individually wrapped sterile unmedicated wound dressings
- One pair of disposable gloves

#### *C4.14 Checking the contents of first-aid containers*

- The person responsible is the Appointed Person
- Containers are checked regularly.
- Containers are restocked after use. Extra stock should be stored in the school. Items should be discarded safely after the expiry date has passed.

#### *C4.15 Travelling first-aid containers*

- Before undertaking any off-site activities, the headteacher should assess what level of first-aid provision is needed.
- Where no special risk is identified, a minimum stock of first-aid items for travelling first-aid containers is as follows: (Equivalent or additional items are acceptable)
  - A leaflet giving general first-aid advice
  - 6 individually wrapped sterile adhesive dressing (assorted sizes)
  - 2 triangular bandages
  - 2 safety pins
  - 6 individually wrapped moist cleansing wipes
  - One pair of disposable gloves

#### **C4.2 FIRST-AID ACCOMMODATION**

- The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. In Great Tew the area is

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#### **C4.3 HYGIENE/INFECTION CONTROL**

- All staff should take precautions to avoid infection and must follow basic hygiene procedures.
- Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Further advice is provided by the LA and available on the H&S pages of the intranet.

**C4.4 NOTICES**

- First-aid notices should be displayed in order to fulfil our legal duty to inform all staff of the first aid arrangements.
- A list of required notices forms a checklist stored in the H&S log .These notices should be checked annually by the headteacher or H&S governor

**C5 REPORTING ACCIDENTS, RECORD KEEPING & MONITORING****C5.1 RECORD KEEPING**

- All accidents must be recorded in the accident book
- Accident books must be kept for a minimum of five years
- A record should be kept of any first-aid treatment given by first aiders. A template form is provided in the appendix. There is no requirement to use this form but it is necessary to record the information stipulated. Records of first-aid treatment given should be stored in the H&S log.
- Accidents should be investigated in line with the procedure listed in part D of this policy.
- Accident records should be analysed by the Headteacher and H&S governor and to see if lessons can be learnt.

**C5.2 REPORTING ACCIDENTS**

- The County Council provide guidance on accident reporting. This is available on the intranet and a copy should be stored alongside this policy.
- It is the responsibility of the person reviewing this policy annually to ensure that copy attached to the policy is the latest version.
- Accidents and incidents must be reported in accordance with OCC guidance

**C5.3 POLICY MONITORING**

- This First –Aid policy is monitored along with other H&S policies and procedures – see B4.2 above

## **D. INVESTIGATION OF ACCIDENTS & INCIDENTS PROCEDURE**

### **Purpose**

The purpose of accident investigations is to improve health and safety performance by identifying causes and remedies.

### **When**

Start the investigation as soon as practical after the situation has been made safe and all the injured have been treated and helped.

### **Notification**

Notify the HSE and or the LA if necessary (in accordance with the attached County notification procedures). Be guided in any investigation by these bodies.

### **What level of investigation is required ?**

In the absence of specific guidance from the HSE or LA, the head teacher should decide the appropriate level of investigation. This should be based on the potential severity of the accident rather than just its immediate effect. Accidents that are potentially more serious should be investigated in greater depth and by personnel with more seniority than is necessary for less serious accidents.

### **Investigative Procedure**

1. The headteacher determines who conducts the investigation.
2. Observe the location of the accident as soon as possible after the incident has occurred.
3. Interview those involved and any witnesses. The emphasis should be on prevention, not blame. Separate interviews should be conducted to stop people influencing each other.
4. Review any documentation (e.g. checklists, risk assessments, policies etc.) Determine whether the written procedure was satisfactory. Was it followed? Were people trained/competent to follow it?
5. Assess the causes using the above information having considered:
  - reliability and accuracy
  - identifying conflicting information and resolving differences
  - Identifying gaps in the evidence
6. Determine what remedial action is necessary
7. Make a record of causes and necessary preventative measures. Ensure this record is passed to those who need to know.
8. From time to time review all investigations to check if patterns emerge from multiple incidents .

## ***E. Appendix***

### **Appendix Contents**

Item no.		Policy ref.
D1	Template copy of Head's H&S staff induction checklist <i>See H&amp;S training spreadsheet</i>	B1.3
D2	Staff H&S training records (including in-house training) <i>See H&amp;S training spreadsheet</i>	B1.4,C3.4
D3	Template of Record of Administration of First-Aid	C5.1
D4	Template checklists for each check	B2.1
D5	Risk Assessment schedule- including who (role ) is responsible and frequency	B2.2
D6	Template Head's H&S Report	B4.2
D7	County Council Guidance on accident reporting	C5.2
D8	Stress at Work Policy - OCC	



**Health & Safety Policy Appendix D1**

Template Copy of Staff Health & Safety Induction Checklist

This is available on sheet 7 of the Training Spreadsheet

**Health & Safety Policy Appendix D2**

**STAFF HEALTH & SAFETY TRAINING RECORDS**

These are stored on the Health & Safety training spreadsheet. For security a copy of this should be held offsite.

**Health & Safety Policy Appendix D3:** This information should be recorded and filed in the H&S log whenever first aid is administered.

**RECORD OF ADMINISTRATION OF FIRST-AID**

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**Date of incident**

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**Time of incident**

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**Place of incident**

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**Name of injured or ill person**

**Details of injury/illness**

**Details of what first-aid was given**

**What happened to the person immediately afterwards** (for example, went home, resumed normal duties, went back to class, went to hospital)

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**Name of person dealing with the incident**

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**Signature of person dealing with the incident**

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**APPENDIX D4**      Template checklists for each check

**Daily**

- Fire doors unlocked
- All access routes & signs clear of obstruction
- Visual check that fire extinguishers are in place
- Visual check of fire alarm panel to see all indicators are 'normal'
- CCTV switched on
- Check supply staff all wearing badges
- Check the following and take any necessary action
  - Accident book
  - Incident book
  - Repairs book
- Check staff absences not compromising safety - including emergency & first aid needs
- Complete any outstanding urgent H&S work - e.g. chasing contractors
- Check grounds for dog fouling & dangerous items

**Weekly**

- Staff meeting with H&S on agenda - all matters including premises
- Check there are no new staff in need of H&S induction
- Check any new staff have photo displayed
- Check signing in procedure is being followed- review sheets for gaps
- Test fire alarm from different call point on rotational basis. Record in Fire Folder F22
- Visually check smoke & heat detectors for fault or damage
- Check of torches - in position & working. Record in Fire Folder F21
- Perimeter check including gate opening.

**APPENDIX D5**      Risk Assessment schedule- including who (role ) is responsible and frequency

**Health & Safety Policy Appendix D6 – see separate file**

**Health & Safety Policy Appendix D6 – The Head’s H&S report to governors – see separate Word document**

**Health & Safety Policy Appendix D7**

See Health& Safety Reporting (separate pdf)