



SOUTH WILTS GRAMMAR SCHOOL

SCHOOL AIMS

South Wilts is a progressive grammar school which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students for life-long learning and adult independence.

South Wilts is committed to safeguarding and promoting the welfare of children. The school fulfils its responsibilities as laid out in the following key documents: Working Together to Safeguard Children, Keeping Children Safe in Education and the procedures of the Safeguarding Vulnerable People Partnership.

Safeguarding links/ risks associated with this policy: This policy should be read in conjunction with the policies listed at the end of this document. When implementing this policy, safeguarding practices must be adhered to.

HEALTH & SAFETY POLICY

South Wilts Grammar School is committed to providing a safe and healthy working and learning environment for staff, students and visitors.

We accept responsibility to take all reasonably practicable steps to secure the health of students, staff and others using the school premises or participating in school-sponsored activities.

We believe that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of our students.

We will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and students must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Aims

- To promote a safe and healthy environment for all staff, students and visitors to the site
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- To monitor the safe working environment for all
- To encourage all to adopt safe working practices and for all to take responsibility for monitoring their practices and the environment
- To ensure that health and safety is an integral part of planning and decision making across all areas of the school and a positive safety culture is created within the school
- To deal with health and safety issues quickly and effectively
- 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 (DfE) on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 visitors on your premises
- [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 (HSE) 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 require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

Roles and responsibilities

The Board of Trustees

The trust board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the headteacher.

The trust 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 school premises.

- The board will review and make itself familiar with the school's Health and Safety Policy and the advice and guidance provided by the LA and the school's external H&S advisor
- Will take account of that policy and scheme within budget and other policy considerations
- Will periodically assess the effectiveness of this policy and ensure that any necessary revisions are made
- nominate a Lead Trustee for H&S who will carry out three full termly visits each academic year
- Will bring to the attention of the Chief Education Officer any health and safety concern outside their control or any that they are unable to meet

The board, as the employer, also has a duty to:

- 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
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The Headteacher

The headteacher is responsible for health and safety in the school but delegates day to day responsibility to the Business Manager.

The Headteachers responsibility involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the trust 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
- Providing the means for consultation with staff on health and safety matters

The Headteacher will ensure that a Critical Incident Plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the action to be taken in the event of a major incident so that everything possible is done to:

- (i) save life
- (ii) prevent injury
- (iii) minimise loss

The plan will be agreed by the Board of Trustees and be regularly rehearsed by staff and students. The result of such rehearsals will form part of the regular risk assessment survey

The School Business Manager

The school Business Manager is the nominated Health and Safety lead

- Will implement and keep up to date the health and safety policy
- Will ensure that the school building, premises and equipment are safe and regularly inspected
- Will ensure all risk assessments are completed and reviewed
- Will ensure all departments complete risk assessments and these are updated when new practices and/or equipment is used or annually as a minimum
- Will monitor cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Will develop and distribute school-specific procedures on health and safety issues
- Will monitor and secure compliance with the school's policy and effectiveness and control measures identified through risk assessments
- Will ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with school health and safety procedures
- Will consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on school site
- Will collate all incident reports and investigate all incidents and near misses and ensure under RIDDOR that specific workplace accidents, diseases, and dangerous occurrences are reported to the Health & Safety Executive (HSE)
- monitor and evaluate the health and safety performance of staff
- Will establish an effective safety culture
- Will oversee the day-to-day procedures concerning health and safety
- ensuring that all regular audits, machine health and safety checks and risk assessments
- Arrange regular meetings with the Site Manager to review Health & Safety issues

Staff with specific responsibilities

Site Manager

- Will inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger
- Will arrange routine maintenance and servicing of equipment
- Will consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on school site
- Will make available the most up to date asbestos register all external contractors

The Assistant Heads have responsibility for

- managing the completion of risk assessment forms for trips and visits
- managing the fire evacuation/stay safe arrangements within school and ensuring all documentation is up to date and fire/stay safe drills are carried out regularly

The HR Manager has responsibility for

- ensuring adequate numbers of first-aiders are trained and available

All Heads of Departments will ensure that

In addition to the general duties which all members of staff have, Heads of Departments will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility
- health and safety regulations, rules, procedures and codes of practice are being applied effectively
- staff, students and others under their jurisdiction are instructed in safe working practices
- new employees working within their area are given instruction in safe working practices
- risk assessments are conducted in their area of responsibility as necessary
- support staff in their departments in the completion of risk assessments for trips, visits and activities
- regular safety inspections are made of their area of responsibility as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest possible standards of health and safety
- all health and safety information is communicated to the relevant persons
- they report any health and safety concerns to the Business Manager or Headteacher

All staff have a responsibility to:

- read and make themselves familiar with the school's health and safety policy
- 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
- be vigilant at all times with relation to H&S matters to ensure the safeguarding of all staff, students and visitors
- report any incident or near miss, on the school's Incident Report and pass to the Business Manager
- familiarise themselves with the health and safety aspects of their work
- complete the required health and safety risk assessment forms when taking students off site for trips and visits and remaining onsite for activities as necessary

Health and safety competent person

The nominated competent person is Handsam. Contact details are: email info@handsam.co.uk or phone number 03332 070737.

Pupils, parents/carers and visitors

Pupils, parents/carers and visitors 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.

Contractors

Contractors will agree health and safety practices with the Site 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 Site Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Manager, Business Manager, Headteacher and Deputy Heads are key holders and will respond to an emergency.

Hirers, Contractors and Others

- The Headteacher is required to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times
- When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated above in the Duties of the Headteacher
- When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, then for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section
- When the premises are hired to persons not employed by the school, it will be a condition of all hirers, contractors and others using school premises or facilities that they are familiar with this policy, which is set out in the lettings and hire policy, that they comply with all safety directives of the school and that they will not, without the prior consent of the school:
 - (i) introduce equipment for use on the school premises;
 - (ii) alter fixed installations;
 - (iii) remove fire and safety notices or equipment;
 - (iv) take any action that may create hazards for persons using the premises or the staff or students of the school.

- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises
- In all instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site
- The school will draw the attention of all users of the school premises to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare

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 practiced 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, the emergency services are contacted automatically once the Alarm is sounded. 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
- Staff and pupils will congregate at the assembly point. This is on the back field by the far fence.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Senior Finance Manager will take a register of all support staff and the PA to the Headteacher of teaching staff not responsible for registering pupils
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of anyone with a personal emergency evacuation plans (PEEPs) and this is identified in the Critical incident Plan.

COSHH

Schools are required to control hazardous substances, which can take many forms, including but not limited to:

- 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 Business Manager and Site 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 and COSHH guidance. 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 they have adequate ventilation

Legionella

- A water/Legionella risk assessment has been completed on 29 October 2024 by Churchills and the Business Manager is responsible for ensuring that the identified operational controls and any remedial works are in place
- This risk assessment will be reviewed every 3 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: staff training, monthly temperature checks, heating of water, disinfection of showers, running/flushing of infrequently used outlets, annual TMV checks and annual CWST checks and disinfection and cleaning.

Asbestos

- An asbestos survey is carried out annually (or a review of the current survey) to identify and check on the status of already identified asbestos and an Asbestos Management Plan is in place.
- 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 that 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 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 they use and handle electrical equipment sensibly and safely

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator 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 Site 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)

Specialist equipment

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

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

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
- Remote working, self-isolation and/or remote learning

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 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.

We will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

In addition:

- The Site Manager retains ladders and a ladder register for working at height, and all ladders are tagged and are checked regularly and before use
- 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 a roof, is only permitted by trained and competent persons

Manual handling

The procedures related to manual handling apply to activities where there is a foreseeable risk of injury.

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 must seek further assistance.

We will ensure that a risk assessment is undertaken to identify the nature of manual handling in the school, and that those who may be involved in manual handling activities are required to read it. We will make sure proper mechanical aids and lifting equipment are available in the 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 school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details

- There will always be at least 1 first aider 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 school's 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 at themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

Smoking/Vaping

Smoking or vaping is not permitted anywhere on the school premises.

Infection prevention and control

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

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

- Clean and sanitise the environment frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately, and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface

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

Clinical waste

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

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any 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 school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

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

New and expectant mothers

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

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

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 and appropriate policies.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Accident reporting

Accident record book

- An accident/incident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 1
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- Incident forms will be uploaded by the Business Manager to the H&S competent provider (Handsam).

Reporting to the Health and Safety Executive

The Business Manager will keep a record of any incident/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 Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight

- Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:
- Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment

An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

Training

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

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Radiation Management

Most secondary schools use low-level radioactive sources as part of the national curriculum in science and/or advanced level physics.

Under the Ionising Radiations Regulations 1999 (made under the Health and Safety at Work Act 1974), SWGS is regarded as a radiation employer.

These regulations require that all radioactive substances are accounted for, stored properly, handled safely and monitored regularly.

Radiation protection roles

Radiation Protection Supervisor

The person in charge of radioactive sources within the school is known as a radiation protection supervisor (RPS). The RPS has the day-to-day responsibility for the security, safe storage, use and monitoring of radioactive sources in the school, and for ensuring that staff understand the standard operating procedures and model risk assessments.

It is recommended that this person should be a member of the science teaching staff, typically the Head of Department.

It is not recommended that the RPS role is taken on by a technician because technicians do not usually hold an authoritative role or an overview and active involvement in all aspects of the use of radioactive sources (including classroom practices). A technician could, however, be appointed as an assistant RPS within the school.

It is strongly recommended that any RPS attends a course specifically designed for school-level work. CLEAPSS run such courses for schools.

Radiation Protection Adviser

A radiation protection adviser (RPA) is an expert in radiological protection and will have the relevant training, experience and certification.

All schools that hold radioactive sources are required by the Ionisation Radiation Regulations 1999 to have an appointed RPA so that they can get specialist advice and support. SWGS use Hampshire County Council via the CLEAPSS RPA Service and they will appoint an RPA to meet this requirement.

The Head of Science and the Business Manager must be contacted with any radiation protection queries and staff must not make direct contact with our RPA.

The school will follow L093 of CLEAPSS which provide comprehensive guidance on managing, storing and handling radioactive materials and equipment used for teaching about radioactivity.

This policy should be read in conjunction with other **specific policies** and procedures including:

- Fire Management Plan
- Fire Evacuation Procedures
- Stay Safe Procedures

- Safeguarding and Child Protection Policy
- Minibus Guidance
- Medical Needs policy
- Staff handbook
- Lettings and Hire Policy
- SWGS Equal Opportunities Policy and Objectives Security Procedures
- Staff Health and Safety Handbook
- SWGS Critical Incident Plan and Business Continuity Plan
- Reporting of accidents, incidents, and near misses
- Trips & Visits procedures
- First Aid Policy
- Staff Code of Conduct
- Staff Wellbeing Policy

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non statutory	Website
Full Trust Board	Spring 2026	Annually	Spring 2027	Statutory	Yes

Appendix 1 - Incident Report and Investigation Form:

Accident/Incident Form



Incident Number (for office use only)

Nature of Incident: Accident / Near Miss / Incident of Assault or Abuse / Incident / Medical (circle)

1. Injured Person

Forename:				Last Name:			
Status:	<u>Employee</u> / Pupil / Member of Public / Contractor / Other (circle)						
If employee, give occupation:							
If student, give Tutor Group							
If contractor, give company name:							
If member of public, give address and contact details:						If under 18 give age:	

2. Incident Details

Description of incident e.g. what happened, what was the person doing?			
Where did it happen?			
Incident date:		Time of Incident (if known):	
Type of injury: e.g. cut/bruise/burn		Part/s of body injured:	
First aid <u>given</u> ? By <u>who</u> ? And what form of First Aid	YES / NO First Aider: Detail:	Went straight to hospital from school?	YES / NO Details if applicable:
To be reported to HSE?	YES / NO	Picked up by Parent?	YES / NO
Causes / contributory factors:			
Preventative measures already taken:			
Further preventative measures to be taken to stop reoccurrence:			
Names of witnesses if applicable:			
Name & signature of person completing form:			
Have you informed the Business Manager about this accident / incident?	YES / NO		
Business Manager's comments and signature:			