

Beechwood School

Joint Health & Safety Policy

In Partnership with Pinnacle FM

(Incorporating the Emergency Evacuation Plan)

Headteacher	Anita Spires
Chair of Governors	Katherine Russell
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Contact Information

Emergency Services	Telephone No
Fire	999
Ambulance	999
Police	999
Bomb Squad	999

Key Pinnacle Personnel		
Jamie Watts	Contract Manager	07739 632 001
Paul Marshall	Hard Services Manager	07442 960 949
Key Beechwood Personnel		
Anita Spires	Headteacher	07909922545
Steve Crump	PFI & Business Coordinator	07805882750
First Aider		Ext: 777
Key Holders		
Kyle Murphy	Senior Site Controller	0799 056 7380
Help Desk	24/7 assistance	0800 587 8799
Contractors		
For any contractor please call the 24/7 helpdesk		0800 587 8799
Electric Utility Company		
Address:		N / A
Emergency Telephone No.		
Account no		N / A
Main isolation breaker (school)		Plant Room
Breaker Key Holder (via Pinnacle Helpdesk)		0800 587 8799
Main isolation breaker (S/INT)		N / A
Breaker key holder		N / A
Contact Tel No		N / A
Gas Utility Company		
Address:		N / A
Emergency Telephone No.		0800 111999
Account no:		N / A
Main isolation valve (heating)		Plant Room
Access key holder (via Pinnacle Helpdesk)		0800 587 8799
Main isolation valve (kitchen)		N / A
Access key holder		N / A
Contact Tel No		N / A
Main isolation valve (S/INT)		N / A
Access key holder		N / A
Contact Tel No		N / A
Water Utility Company		Thames Water
Address		N/A
Emergency Tel No		0845 124 2424
Account No		N / A
Main isolation valve (School)		Plant Room
Access key holder (via Pinnacle Helpdesk)		0800 587 8799

1. Aims

The school and its service provider, Pinnacle FM (PFM), undertake to provide and maintain a safe and healthy environment, equipment and systems of work for all students, staff and visitors to the school site.

To ensure robust procedures are in place in case of emergencies and to ensure the premises and equipment are maintained safely and are regularly inspected.

To regularly review training and supervision needs as may be required for this purpose.

2. Legislation

This policy is based on advice from the Department for Education 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 lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess 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 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..

3. Roles and Responsibilities

Organisational

- 3.1. The governance of the school, together with Reading Borough Council and PFM, recognises and accepts its collective responsibility to provide and maintain a safe and healthy environment for all students, staff, and users of the premises. The Trustee who oversees health and safety is Paul Rowley.

The school 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
- 3.2. The headteacher, Anita Spires, her team and the PFM site staff have a responsibility to manage health and safety on a day-to-day basis. This includes:
- Implementing the health and safety policy
 - Ensuring there is enough staff to safely supervise students
 - Ensuring that the school building and premises are safe and regularly inspected
 - Providing adequate training for school staff
 - Reporting to the governing board on health and safety matters
 - Ensuring appropriate evacuation procedures are in place and regular fire drills are held
 - Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
 - Ensuring all risk assessments are completed and reviewed
 - Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the senior deputy, Julie Noctor, assumes the above day-to-day health and safety responsibilities.

The nominated health and safety lead is Steve Crump

- 3.3. In addition to the information contained or appended to this policy, PFM have produced the [PFM Health & Safety Manual](#), along with many other policies and procedures to ensure a safe environment for all users of the school. PFM will also ensure that subcontractors play their part in maintaining a safe and healthy environment. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. PFM also maintains separate recording and reporting mechanisms. These are available for the school to view as required.

- 3.4. School staff have a duty to take care of students' health and safety. 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

- Cooperate with the school management on health and safety matters
- Work in accordance with training and instructions
- Report matters, which represent a serious and imminent danger to health and safety
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them
- Not wilfully misuse, not interfere with any item provided in interests of health, safety and welfare

3.5. All students, parents/carers and users have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others and report any health and safety incidents to a member of staff. Arrangements will be made to ensure that all staff and visitors receive appropriate Health and Safety information.

It is recognised that no safety policy is likely to be successful unless it actively involves people within the workplace. The Trust, governors and the headteacher therefore welcome the appointment of Safety Representatives by recognised Trade Unions and encourage their active involvement in the design, implementation, monitoring and review of safety policies.

This policy will be regularly monitored and reviewed annually as required by the local governing body - delegated by the Trust. This will be a joint review with Pinnacle FM.

4. Site Security

The school operates a visitor booking in and out procedure. PFM operate a separate system for their subcontractors and visitors. However, all PFM visitors during school hours must first register with the school.

4.1 Children are not permitted to leave the school without express permission, during the school day. Parents/carers who wish to take their child(ren) out of school during the school day for an approved reason, should report to the main reception, where their child can safely be signed out and the Attendance Officer informed.

Exceptional circumstances may apply such as school closures, such as snow, etc. In these cases, parents/carers would first be notified and consent obtained to release their child from school early.

Communication between the School and PFM shall be conducted primarily through the School radio system and designated mobile telephones. Contact numbers will be exchanged and used only for emergency situations or where immediate operational communication is required.

4.2 Vehicles on Site

- Entry and Exit to the Site: Students are instructed to use the pedestrian entrance or the cyclist gate. Students are also instructed to not enter or leave via the car park vehicle gate.
- Deliveries to site will be given access between the times of 09:30 and 14:30 only.

- Parking: Visitors are regularly reminded not to bring cars into the school grounds during student arrival and departure times i.e. between 8:30am and 9.00am and between 15.00pm and 15:30.
- Bicycles: Parents are regularly reminded to check the roadworthiness of their children's bicycles. In addition:
 - We shall not let a pupil take a bicycle away from the school if we consider it unroadworthy, until it is either repaired or collected by a parent or carer.
 - Cycling in the school grounds is strictly forbidden.
 - Students are encouraged to wear cycle helmets when riding to and from school.
 - All cyclists must use the cycle entrance.
 - No electric scooters or bicycles are permitted to be brought onto site by students.
 - No bicycles or scooters are permitted to be ridden on the school grounds. All must be walked off the site before being mounted.

Contractors operating on site are subject to agreed contractual obligations and for the health, safety and welfare of their employees. Contractors and subcontractors must:

- Ensure the school is informed in advance of any planned attendance on site during school hours via the weekly (Friday) work schedule. In cases of urgent attendance, prior agreement must be obtained from Steve Crump before arriving on site.
- Make contact with Main reception/PFM Team member on arrival, ensuring that the reason for their presence is understood
- Inform Main reception/PFM Team each day that they are on site of their intended work area
- Undertake work with the utmost regard to Health and Safety precautions for students, staff, visitors and themselves
- Unless an emergency situation requires it, make the minimum amount of disruption to the operation of the site. This includes playing of radios and use of offensive language. Prior consultation between the school and the PFM Team will assist in making a decision on the most appropriate timing of work to be undertaken
- Notify Main reception/PFM Team when they are leaving the site
- If attending site before the school day, they must ensure they vacate the site by 07:30
- Comply with any requirements for mandatory Personal Protective Equipment when on site.

Security of the buildings and environment is the responsibility of the duty PFM Team. Regular inspections will be made of the workplace by the PFM team.

Paul Rowley - Linked Safeguarding Trustee oversees, on behalf of the Trust, bi-annual inspections. Beechwood School's Site Coordinator completes weekly site checks.

The PFM Team also are key holders and will respond to an emergency. They will inform the headteacher of any emergencies.

The school or PFM can accept no responsibility for personal items brought on to the site, including cars, bicycles etc.

5. Fire and Evacuation

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The fire risk assessment of the premises is

completed annually by an external auditor. Actions and risk assessment are reviewed regularly by the PFM team and through liaison with the school.

A copy of fire evacuation procedures has been placed in every room and at other locations around the facility.

All emergency equipment and procedures will be tested in accordance with the most recent regulations by PFM.

- Emergency evacuations are practised at least once a term
- The fire alarm is a loud continuous bell
- Fire alarm and sprinkler tests take place weekly and are logged in PFM's Fire Book
- All new Beechwood staff, PFM employees, sub-contractors and grounds staff will be trained in fire safety and all staff and students 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
- Staff and students will congregate at the assembly points
- Form tutors will take a register of students, which will then be checked against the attendance register of that day
- The member of staff designated by the headteacher will take a register of all staff
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Please refer to Appendix A for the Emergency Evacuation Plan, which includes 'Emergencies during examinations'.

6. COSHH (Control of Substances Hazardous to Health) Regulations

Appropriate environmental monitoring will be carried out at suitable intervals. The type of frequency of the monitoring is kept under review and considered within the guidelines set by COSHH Regulations. Annual reports/results of any monitoring will be kept, and made available for inspection.

COSHH regulations must be complied with throughout the school, with particular emphasis in high-risk departments (e.g. Science/Technology). In Science, the Safety and Science document will be complied with, and appropriate information provided to PFM.

No food or drink is to be consumed in areas where hazardous substances are present.

COSHH regulations in schools require that employers control substances that are hazardous to health. This includes scheduled poisons, chemicals, vapors, dusts, and fumes.

6.1 Gas Safety

- The heating and ventilation systems are regularly serviced and maintained by PFM
- 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

Please also refer to the Emergency Evacuation Plan – Appendix A.

6.2 Legionella

- A water risk assessment was completed on 9th April 2024 by Equans - Water Compliance by Sam Palmer. Paul Marshall - Hard Services Manager, is responsible for ensuring that the identified operational controls are conducted and recorded in the PFM'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 temperature checks, regular flush to waste, and disinfection and descale of showers and taps.

6.3 Asbestos

PFM holds a certificate from a qualified asbestos surveyor, stating that after a thorough inspection of property, no asbestos-containing materials (ACMs) were found to be present at Beechwood School.

7. Equipment

When new equipment is purchased, it is checked to ensure it meets appropriate health and safety standards.

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

All equipment should be used for its intended purpose only. Defective equipment must be taken out of use and removed. Plugs and leads should be visually inspected regularly and defects reported to the PFM Help Desk.

No second hand equipment shall be introduced into the school until it has been checked for safety.

7.1 Electrical Equipment

No one should carry out work of any electrical nature unless they are competent to do so. The Portable Appliance Test of equipment is managed by PFM as detailed in their contract.

- Employees are expected to report any concerns or faulty equipment immediately
- 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.

7.2 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)

7.3 PE Equipment

- Students 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 Pinnacle Helpdesk

7.4 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
- If applicable, oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

8. Lone Working

Please refer to both Beechwood School's and PFM's Lone Working Policies.

9. Working at Height

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

In addition:

- The PFM Team retains ladders for working at height
- Students are prohibited from using ladders
- Trained 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.

10. Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school and PFM will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and students 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.

11. Noise

Excessive noise can be damaging to health. All activities should be undertaken with this in mind. Defects in machinery causing excessive noise should be reported immediately to PFM.

12. Off-site Trips and Activities

All offsite activities must be undertaken in accordance with regulations and guidance and be managed by Beechwood's designated Educational Visits Coordinator (EVC), in conjunction with Evolve management software.

Please refer to Beechwood School's Off-Site Activities Policy.

13. Lettings

Those who hire any aspect of the school site or any facilities will be made aware of the content of Beechwood School's and PFM's Health and Safety Policies, and will have responsibility for complying with it.

Please refer to Beechwood School's Premises Hire Policy and PFM's current Lettings Policy.

14. Violence and Inappropriate Behaviour at Work

We believe that school and PFM staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from students, visitors or other staff.

Examples include, but are not limited to:

- Aggressive physical contact which may or may not result in pain/injury
- Aggressive behaviour directed to staff/students e.g., verbal abuse, intimidatory behaviour causing fear or concern
- Violence to property, which may encompass a range of behaviour from throwing a teacup to ransacking a building.

Staff on duty should be positive and proactive in dealing with students to minimise the chances of inappropriate behaviour and violence by:

- Making every effort to ensure they arrive promptly at their duty area.
- Discouraging the use of bad language between students
- Discouraging inconsiderate movement around the school, e.g. students should not be pushing or shoving each other
- Regularly checking inside areas such as toilets, stairs and stairwells
- Covering the restaurant areas, including access areas and queues
- Managing break time transitions to ensure students enter and leave the school in a responsible manner and at the appropriate time.

15. Smoking

Any form of smoking - including cigarettes, vapes and E Cigarettes is not permitted anywhere on the school premises or grounds.

16. First Aid and Infection Prevention and Control

We follow approved First Aid practice and adhere to national guidance published by the UK Health Security Agency when responding to infection control issues.

Staff and those responsible for the supervision of others must familiarise themselves with the first aid arrangements for their work area(s). First Aid boxes are readily available in various locations, including the science preparation room, art studio, technology rooms, food tech rooms and sports areas.

The register of qualified First Aiders is circulated to all staff and updated regularly as changes occur. The School Reception area can provide information on the location of qualified First Aiders and the relevant procedures to follow in the event of an emergency. In urgent situations, First Aiders may be contacted via radio, through Student Services, or by calling the First Aid Group internal extension number **777**, which alerts all first aid-trained staff simultaneously.

During the school day, the Lead Medical Coordinator is the first point of contact for medical issues and is also responsible for updating notices and replenishing stocks in First Aid boxes.

The medical room, at the request of parents, can hold medicines, when appropriate documentation is completed.

Only qualified first aiders are to administer medications.

Please refer to Beechwood's First Aid policy

16.1 Handwashing

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

16.2 Coughing and sneezing

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

16.3 Personal protective equipment

- Comply with any requirements for mandatory 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
- 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.

16.4 Cleaning of the environment

- Clean the environment frequently and thoroughly
- The environment includes school kitchens and catering areas.

16.5 Cleaning of blood and body fluids 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

16.6 Laundry

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

16.7 Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used 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, securely tied and store in a dedicated, secure area while awaiting collection

16.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep away from students
- Supervise students when playing with animals
- Seek veterinary advice on animal welfare and animal health issues.

Please refer to the School Dog policy for more information.

16.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, 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 students 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, and ensure surfaces that are frequently touched are cleaned twice a day.

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

16.10 Students vulnerable to infection

Some medical conditions make students 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.

16.11 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.

17. New and Expectant Mothers

Risk assessments will be carried out whenever any employee or student 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
- Some pregnant women will be at greater risk of severe illness from COVID-19

18. Occupational Stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

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

Please refer to The Schelwood Trust – Staff Health and Wellbeing Policy for further information.

19. Accident Reporting

Any accident and incident involving injury (including a near miss) that cause concern, or which might be the subject of external complaint, must be reported and where appropriate investigated. Control measures should be implemented where the need for such is identified. Reports shall be made to the school office and/or Reception. In turn, a copy of the report will be provided to the PFM Help Desk to ensure any issues relating to the building are addressed. The school's online Medical Tracker and accident reporting form should be completed in accordance with Reading Borough Council Regulations and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

In addition to the below, the school has an obligation to report some accidents and first aid records to the local authority.

19.1 Slips, Trips and Falls

A high proportion of accidents in the workplace are due to slips and trips caused by spillages and objects left lying on the floor. It is every person's responsibility to rectify hazards they become aware of.

- Spillages must be cleaned up immediately. Where this is not possible the area must be cordoned off
- Aisles and corridors should be kept clear from stock or other items
- Where the floor is being cleaned, suitable signs must be displayed.

19.2 Accident Record – Online Medical Tracker

- An accident form will be completed as soon as possible after the accident occurs by the Lead Medical Needs Coordinator or Steve Crump. An Accident, Incident and Near Miss report will be filed online through Reading Borough Council at https://self.reading.gov.uk/en/service/School_Accident_Reporting.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the student's educational record
- Records held on the school's medical tracker system 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.

19.3 Reporting to the Health and Safety Executive

The Lead Medical Needs Coordinator 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 Lead Medical Needs Coordinator will report all relevant incidents to Reading Borough Council (RBC) Health & Safety, who will in turn, where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), report incidents to the Health and Safety Executive (HSE) as soon as reasonably practicable and, in any event, within 10 days of the incident. Fatalities, specified major injuries, and dangerous occurrences will be reported to RBC Health & Safety without delay (by RBC's online portal or by telephone). This includes reportable injuries, diseases, and dangerous occurrences involving school staff.

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 Lead Medical Needs Coordinator 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:
 - 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.

Students 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](#)

19.4 Child Protection

Beechwood School and PFM staff are provided with annual Safeguarding training. Beechwood School has a separate Child Protection Policy and a Designated Safeguarding and Deputy Designated Safeguarding Officers. Please refer to Beechwood School's Child Protection and Safeguarding Policy.

20. Training

Beechwood School and PFM 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 students with special educational needs (SEN), are given additional health and safety training.

21. Monitoring and Review

This policy will be reviewed annually by Beechwood School and PFM.

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

22. Links with other policies and documentation referred to within this policy:

- [Lone working Policy](#)
- [PFM's Lone Working Policy](#)
- [First Aid Policy](#)
- [Off-Site Activities Policy](#)
- [PFM's Lettings Policy](#)
- [Beechwood School's Premises Hire Policy](#)
- [Beechwood School's Staff Handbook](#)
- [Schelwood Trust's Staff Health & Wellbeing Policy](#)
- [Child Protection and Safeguarding Policy](#)
- [Beechwood School - Emergency Evacuation Plan](#)
- [Beechwood School - Emergency Evacuation Policy \(Exams\)](#)
- [Beechwood School Dog Policy](#)

- [PFM Emergency Evacuation Plan](#)
- Accident, Incident and Near Miss Process
[https://self.reading.gov.uk/en/service/School Accident Reporting.](https://self.reading.gov.uk/en/service/School_Accident_Reporting)