

BLACKROD PRIMARY SCHOOL



Health and Safety Policy

Approved by: HR Finance H&S Committee

Last reviewed on: March 2023

Next review due by: March 2024

Signature

A handwritten signature in black ink, appearing to be "M. Banks", is written over a light blue grid background.

M.Banks Chair of Governing Board

Contents

1. Aims	2
2. Legislation.....	3
3. Roles and responsibilities	3
4. Site security	4
5. Fire.....	5
6. COSHH	5
7. Equipment.....	6
8. Lone working	7
9. Working at height.....	7
10. Manual handling	8
11. Off-site visits	8
12. Lettings	8
13. Violence at work	8
14. Smoking.....	8
15. Infection prevention and control	8
16. New and expectant mothers	10
17. Occupational stress	11
18. Accident reporting.....	11
19. Training.....	12
20. Monitoring	12
21. Links with other policies.....	12
Appendix 1. Fire safety checklist	13
Appendix 2. Accident report	14
Appendix 3. Bolton Council Policy	16

1. Aims

The Governing Body recognises and accepts its shared responsibility with the Local Authority to provide a safe and healthy working environment for all its staff and will take all reasonable measures to meet its responsibility:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Safe arrangements for the use, handling and storage of substances
- Sufficient information and training to enable all employees to avoid hazards and contribute positively to their own safety and health at work
- Adequate welfare facilities

- All necessary measures will be taken to meet with Health and Safety/ COSHH regulations within the area of responsibility of Governors including the Fire Assessment Report.

- The Governors will take advantage of the specialist, technical advice provided by the Authority's safety Adviser where this task is of assistance to them and the Headteacher in their task.
- The Governors recognise that active involvement of staff is crucial to the achievement of their aims and will establish communications systems for the reporting of hazards and an appropriate forum for the discussion of health and safety issues. In this connection the Governors will co-operate fully in the appointment of safety representatives by recognised trade unions and will facilitate appropriate training in order to carry out their task.
- All staff are reminded of their duty under the Health and Safety at Work Act to take care for their own safety and that of all other persons including pupils, and to co-operate with governors in order to carry out their duties successfully.
- A copy of this statement will be issued to all employees. It will be reviewed, modified and added to from time to time as may prove necessary.

Our school aims to:

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), Bolton Council Health, Safety and Wellbeing Policy and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The 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.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

3.1 The local authority and governing board

Bolton Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The governor who oversees health and safety is Mr. M Banks / Mr. B Kenny

3.2 Head teacher

The headteacher is responsible for health and safety day-to-day. This 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 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 head teacher's absence, the deputy head teacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is Steve Hutchinson (Site Manager)

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- › Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- › Co-operate with the school on health and safety matters
- › Work in accordance with training and instructions
- › Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- › Model safe and hygienic practice for pupils
- › Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Their own risk assessment, MUST meet the schools controls as a minimum standard.

4. Site security

Steve Hutchinson, Ben Kenny, Joe Gallaher are 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.

Site Management/Head teacher/Deputy Head teacher are key holders and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- › The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- › Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- › Staff / pupils and visitors will congregate at the assembly point – The KS2 playground.
- › Form class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- › The Admin Team – Julie Ramsden / Diane Thompson will take a register of all staff and visitors
- › 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 people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

PEEP's are generated and continually reviewed as required, by Mrs. Wilson, (SEND Coordinator and Assistant Head Teacher) All PEEP's are stored securely on the 'All Staff' drive within school network. Only designated staff have access to same, however, the means of assistance required for safe and timely evacuation will be disseminated to all staff concerned.

A fire safety checklist can be found in appendix 1.

6. COSHH

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

- › Chemicals
- › Products containing chemicals
- › Fumes
- › Dusts
- › Vapors
- › 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 Steve Hutchinson / Julie Ramsden and collated in a file in the main office. Any Relevant COSHH RA will be circulated to any employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. These are stores in the Site Team office which is locked with access restricted to staff only.

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.

6.1 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

6.2 Legionella

- › A Legionella Risk Assessment (LRA) has been completed in November 2022 by GMS Services Ltd, as commissioned by Robertson's Facilities Management. Steve Hutchinson (S.M.) is responsible for ensuring that the identified operational controls are conducted and recorded in the school's LRA
- › This LRA will be reviewed every 12 months and when significant changes have occurred to the water system and/or building footprint
- › The risks from legionella are mitigated by the following:
 - Monthly temperature checks (hot and cold water)
 - Flushing of infrequently used taps (especially after periods of non-occupation such as holidays etc.)
 - Flushing of bib taps (especially after periods of non-occupation such as holidays etc.)
 - 6 monthly disinfection of shower heads (Statutory PPM as arranged by Robertson's Facilities Management.)
 - Be vigilant to, and arrange removal of any identified 'dead legs' of pipework

6.3 Asbestos – The Asbestos Management Plan (AMP) is kept in Main Office cupboard

- › 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. The AMP is provided to same for observance and strict adherence
- › Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work and inform staff immediately until the area is declared safe. Consideration should be given to isolating the affected area and if needed, use the school fire alarm/evacuation procedure to evacuate the school
- › A record is kept of the location of asbestos and/or Asbestos Containing Materials (ACM's) that has been found on the school site

7. 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.

7.1 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 Steve Hutchinson Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
 - Portable Appliance Testing (PAT) is carried out annually by a contracted company.
- 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 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 Team.

7.3 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)

8. Lone working – see School Policy

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.

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 site team retain ladders for working at height. They are stored securely in the Site Office
- 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. Records are kept and stored in the main office cupboard.
- › 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 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 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

11. 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 have access to a mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details
- › For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- › For other trips, there will always be at least one first aider on school trips and visits

12. 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.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate **abusive**, violent, threatening **words or** 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 pupils, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. 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.

15.1 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

15.2 Coughing and sneezing

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

15.3 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 (for example, 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

15.4 Cleaning of the environment

- › Clean the environment, including toys and equipment, frequently and thoroughly

15.5 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

15.6 Laundry

- › Wash laundry in a separate dedicated facility
- › Wash soiled linen separately and at the hottest wash the fabric will tolerate (Not in School)
- › Wear personal protective clothing when handling soiled linen
- › Bag children's soiled clothing to be sent home as is. Never rinse by hand, nor use school sinks/washing machines etc. to clean

15.7 Clinical waste

- › Always segregate domestic and clinical waste, in accordance with local policy
- › Used nappies/pads, 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

15.8 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 litter boxes away from pupils
- › Supervise pupils when playing with animals
- › Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.9 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 pupils to regularly wash their hands with soap and water or hand sanitizer, 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 daily.

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

15.10 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.

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Protection Agency and other government guidance

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

16. New and expectant mothers

Risk assessments will be carried out whenever any employee 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

17. 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.

School provide employees with access to the following:

- Stress Management Policy
- Health and Wellbeing Portal provided through our annual SLA with OPTIMA Health.

18. Accident reporting

18.1 Accident record book

- › An accident slip will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it and a copy sent home. If the accident results in a more serious injury the official accident form is completed (appendix 2) and a copy is sent to the LA Health and Safety Team.
- › 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 in line with our retention policy which form part of our Information Management Policy and is available to all staff on out staff portal.

18.2 Reporting to the Health and Safety Executive

The Head teacher will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

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

Reportable injuries, diseases or dangerous occurrences include:

- › Death
- › Specified injuries. These 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)
 - 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
- › Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- › Where an accident leads to someone being taken to hospital

- Where something happens that does not result in an injury, but could have done
- 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

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

18.3 Notifying parents

The class teacher will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to child protection agencies

The Head teacher will notify Bolton Integrated Front Door of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

18.5 Reporting to Ofsted

The Head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

19. Training

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

Staff who work in high risk environments or work with pupils with special educational needs (SEN), are given additional health and safety training.

20. Monitoring

This policy will be reviewed by the Site Manager/Business Manager] every 3 years or as required.

At every review, the policy will be approved by the Head teacher / HR/Finance/H&S governing board committee.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident plan
- Evacuation / Invacuation
- Bolton Council Health, Safety and Wellbeing Policy
- Bolton Council Health, Safety and Wellbeing Training Policy

Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	Yes
Is fire-fighting equipment, including fire blankets, in place?	Yes
Does fire-fighting equipment give details for the type of fire it should be used for?	Yes. Diagram and word instructions on the fire extinguisher itself and on signage placed adjacent to each fire extinguisher
Are fire exits clearly labelled?	Yes
Are fire doors fitted with self-closing mechanisms?	Yes
Are flammable materials stored away from open flames?	Yes
Do all staff and pupils understand what to do in the event of a fire?	Yes
Can you easily hear the fire alarm from all areas?	Yes

Appendix 2. Accident report

	<h1 style="margin: 0;">Accident/Incident Form</h1> <p style="margin: 0;">(including occurrences of violence or aggression)</p>	 <p style="font-size: small; margin: 0;">Corporate Health, Safety and Wellbeing Team</p>
---	--	---

This form is to be used by all Departments for the recording of all accidents. A copy of the 1st page must be given to the injured person if requested.

The form is intended for accident prevention and statistical purposes, and to comply with the Department for Work & Pensions requirements.

Department _____

Section/School/Establishment: _____

1. Injured Person	
<input type="checkbox"/> Employee <input type="checkbox"/> Public <input type="checkbox"/> Agency <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Service User <input type="checkbox"/> Pupil	
Forename: _____	Surname: _____
Address: _____	Age: _____
Postcode: _____	Contact No: _____
	Occupation: _____
2. Accident/Incident Details	
<input type="checkbox"/> Accident <input type="checkbox"/> Incident (e.g. Violence & Aggression) <input type="checkbox"/> Near Miss <input type="checkbox"/> Cyber Abuse	
Date: _____	Time: _____
Location <i>(inc. address & postcode)</i> : _____	
Description of accident/incident <i>(please continue on separate sheet if needed)</i> : _____ _____ _____	
Was the employee engaged in work at the time of the accident/incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, as a result of the accident/incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of absence: from: _____ to: _____ or still absent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Injury Details	
Nature of the injury <i>(e.g. fracture, sprain, cut etc...)</i> : _____	
Part of the body <i>(Indicate L or R where necessary)</i> : _____	
First aid given by <i>(inc post)</i> : _____	
First aid treatment given <i>(i.e. compress, plaster)</i> : _____	
Was the injured person taken to hospital from the scene?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were they detained: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how long for, in days? _____
4. Witnesses <i>(if needed, ask witness(es) to complete a Witness Statement Form)</i>	
Name: _____	Name: _____
Address: _____	Address: _____

Contact No: _____	Contact No: _____
5. Report Details	
Accident reported to (i.e. Manager, supervisor, 1 st Aider (inc name)):	
Contact details of person reported to (dept & tel no):	
Accident reported by (if different from section 1, inc post):	
Reported on (date): _____	Time: _____
Signed by injured person:	
For social care only CQC informed: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	
Name of Trade Union Safety Representative informed and date: -	
6. Signature of Manager/Supervisor/Responsible Person	
Signed: _____	Print: _____
Date: _____	_____

This page is CONFIDENTIAL to the Department and to the Health Safety and Wellbeing team (HSWT)

7. Accident Investigation (to be completed by manager/supervisor/responsible person)	
Carried out by:	
Position/occupation:	
Contact No:	
How did the accident/incident happen, and what has been done to prevent reoccurrence?	
Does the risk assessment require updating? Do you need to provide additional information instruction or training to the member of staff? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, what additional control measures are needed / recommended?	
In cases of violence/aggression/threats or cyber abuse, has action been taken to support the individual / prevent a reoccurrence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, detail what action has been taken:	
Signed: _____	Date: _____

Please forward this form and any attachments to the Health, Safety and Wellbeing Team

8. For Internal HSWT use only			
Accident Code: Department	Division	Sub dept	Category
Reported to the HSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , report reference no:		
Reported by: Officer	Date:	Date.	

Comments:

Signed by HSWP:

Date: Date.

This form can be emailed to: CHST@bolton.gov.uk Helpline: 01204 33(6968)

Appendix 3

Bolton Council Health, Safety and Wellbeing Policy

contents

		Page No's
1.	Heath Safety and Wellbeing Policy Statement	3
2.	Responsibilities - Organisation structure	3
3.	Arrangements - Meeting the Policy Objectives	4
4.	Guidance Documents to be followed by Managers, Staff and LA schools.	5
5.	Monitoring and review	6

DOCUMENT CONTROL

Responsible Service Health, Safety and Wellbeing Team, Bolton Council

First Issued April 2013

Frequency of Review Every three years as defined in Section 5

VERSION CONTROL

Version	Summary of change	Author	Approved by	Date
1	Review and approval of new policy	HSWT Team	CJCC	April 2013
2	Inclusion of responsibilities H&S and TU functions	FW	CJCC	June 20105
3	Review of document	FW	CJCC	June 2018
4	Amended format for Document Control review. Incorporated Team name change and removal of 'and Procedures to be followed' from guidance documents titles.	ML	FW	11.10.20

1. Policy Statement

The Health, Safety and Welfare of our employees is an important priority for Bolton Council. The sensible and robust management of health and safety adds value to our organisational performance by reducing accidents, injuries and ill health and helps us fulfill our duty of care to staff and others who may be affected by our activities.

As far as is reasonably practicable, we will:

- Identify and control significant health and safety risks which arise from our work activities.
- Provide information, instruction and supervision to employees, volunteers and agency personnel.
- Consult with employees and others on matters which affect their health and safety.
- Provide and maintain premises and work equipment.
- Ensure employees know how to store, use and dispose of hazardous substances.

2. Responsibilities - Organisational Structure

Everyone in the Council is responsible for health and safety of themselves and others who may be affected by our work activities. Expected roles/responsibilities are outlined below:

2.1 Elected members and chief officers have overall responsibility for health and safety compliance and performance and must ensure that health and safety risks are managed as part of corporate governance.

2.2 Operational responsibility for preventing accidents and managing occupational ill health rests with **managers/head teachers**. They must ensure that employees have access to this Health, Safety and Wellbeing Policy, risk assessments and other relevant health and safety documentation, and ensure that these are implemented and followed

2.3 We expect staff to share responsibility by exercising reasonable care and by supporting the efforts of managers and others with responsibilities to deliver this policy. Both managers and staff have a strong mutual interest to foster co-operation and trust to achieve this aim.

2.4 The Health, Safety and Wellbeing Team

- Provide competent health and safety advice and audit assurance through specialist Health, Safety and Wellbeing Practitioners.
- Prepare quarterly reports to the central and departmental Joint Consultative Committees (JCC's), including statistics on work-related and workplace incidents, health and safety training, and other proactive and reactive work.
- Establish and maintain operational policies and guidance documents.
- Investigate serious accidents/incidents.
- Liaise with key departmental stakeholders, for example Directors, HR, TU and CPS, and with external bodies including the Health and Safety Executive (HSE).
- Give technical advice on health and safety matters that may arise during TU workplace inspections.

3. Arrangements - Meeting the Policy Objectives

The Council aims to meet its health and safety objectives by focusing on three key areas, consultation and communication, robust safety management systems and effective training and development. These methods are supported by a number of guidance documents or best practice documents which should be followed by all Council employees.

3.1 Health and Safety Governance

A robust health and safety management system is an important part of corporate governance, and the Council has arrangements in place for Health and Safety Governance at a senior level. Membership of the CJCC provides for representation of all lines of business and the Trade Unions.

These arrangements include the following:

- The Central Health, Safety and Wellbeing Committee (CJCC) which is led by Elected members.
- Departmental Joint Consultative Committees: (JCCs) which are led by Department Directors
- Joint Operational Groups (JOGs) which are led by divisional Assistant Directors.

3.2 Co-operation and Consultation (functions and Structure)

The Council actively promotes staff participation in health and safety at work. This includes arrangements for co-operation and consultation with TU, (both formal and informal), who undertake safety representation on behalf of all staff.

In addition, we communicate with staff using the following tools:

- The Health, Safety and Wellbeing Team Intranet site.
- Team meetings.
- Project/event meetings.
- Briefing notes.
- Supervision.
- 1 to 1 discussion with Managers.

3.3 The Functions of a Trade Union Safety Representative

The functions of a TU Safety Representative are set out fully in The Safety Representatives and Safety Committees Regulations 1977 and include:

- Investigating potential hazards and dangerous occurrences at the workplace; and to examine the causes of accidents at the workplace.
- Investigating complaints by employees he/she represents concerning their health, safety and welfare at work.
- Making representations to the employer on the above or on general matters relating to their health and safety at work.
- Carrying out inspections (this does not negate manager's legal responsibilities to perform inspections or tours to support their risk assessments or H&S planning.)
- Representing members of staff during consultations at their workplace with Health and Safety Executive (HSE) inspectors.
- Receiving information from HSE Inspectors; following an inspection of their workplace.
- Attending meetings of the appropriate H&S committee.

- Facility time-reasonable paid time off from their regular job to enable them to perform their union duties.

3.4 Training and Development

The Council takes the training of staff seriously and employs a number of methods to communicate and reinforce learning

- Local Induction.
- Corporate Health, Safety and Wellbeing Induction.
- Corporate health and safety training based on common Council wide risks.
- Bespoke training aimed at risks relevant to service areas.
- E learning used to supplement face to face training.
- Shadowing, mentoring.

3.5 Health and Safety Management Systems

The following systems are available and used by managers to ensure that health and safety is managed across the Council to a consistent and satisfactory standard:

- Guidance documents.
- Completion of suitable and sufficient risk assessments.
- Completion of safe systems of work.
- Instruction and where appropriate mentoring.
- Supervision.
- Monitoring and reviewing safety and health performance.
- Internal audits (completed by the Health, Safety and Wellbeing Team).
- Health surveillance.
- Emergency planning and response.

Advice and training on key areas of the management system is provided by the Health, Safety and Wellbeing Team

4 Guidance Documents to be followed by Managers, LA Head teachers and Staff.

This policy is supported by guidance documents or best practice documents. The guidance documents provide Managers/head teachers and Staff with practical information on hazards which arise out of our work activities and how to control them.

Managers must ensure that guidance documents or best practice documents are disseminated to all their staff and developed (where appropriate) for tasks or hazards unique to a site or service. The Health, Safety Wellbeing Team will provide support where these are required.

5. Monitoring and Review

The policy statement and these outline arrangements will be subject to review every 3 years, or sooner in the case of any significant changes, including where:

- Legislation has been introduced or revised.
- Guidance has been introduced or revised.
- Incident investigation suggests that a review may be required.

- Research, monitoring or audit suggests that a review may be required.

On-going monitoring will include proactive and re active measures, incorporating spot checks, accident investigations, statistical analysis and audits of departments. Results of monitoring activities will be reported at Joint Consultative Committee.

Departments must monitor their own guidance documents, procedures and risk assessments to check their effectiveness. Guidance documents and procedures should be reviewed every three years or sooner in the case of any significant changes.