



## **HEALTH AND SAFETY POLICY**

### **INTRODUCTION**

Employers have a 'duty of care' to look after, as far as possible, the health and safety of their employees and any service users. For Papillon House School this means our staff, pupils, visitors, contractors, suppliers and the general public.

The School recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 that requires all organisations employing five or more people to have a written Health and Safety Policy.

The overall responsibility of Health and Safety conditions at work for all employees, pupils and other personnel who may come onto the premises is that of the Director. The day-to-day responsibility has been delegated to the Head Teacher.

The Head Teacher will seek to provide staff with sufficient information necessary to carry out their duties in a safe and healthy manner and will seek to provide such training for staff in respect of risks to health and safety as is necessary.

All members of staff have a duty under Section 7 of the Health and Safety at Work Act 1974 to co-operate with management in health and safety matters by carrying out their duties in a safe and healthy manner, following safe working procedures, using adequate equipment kept in good order and reporting all hazards to the Head Teacher at the earliest opportunity.

### **ORGANISATION**

The School recognises its responsibility to promote a culture in which Health and Safety (H&S) issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

The school will, as far as reasonably practicable:

- Ensure that the site is maintained in a safe condition and without risks to health and safety
- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures amongst staff and pupils.
- Identify, assess and control the risks to health and safety arising from work activities, equipment and materials and substances used
- Ensure that all materials are handled, stored and used safely
- Provide safe equipment and safe working practices and keep and maintain equipment in good order
- Prevent accidents from work activities and investigate incidents that might have resulted in harm to employees
- Provide employees with information, instruction, supervision and training to ensure that all employees are competent to carry out their tasks
- Seek support from and consult with employees on matters concerning their health and safety
- Provide clear instructions on actions to take in the event of emergencies
- Formulate effective procedures for use in case of fire and for evacuating the school premises
- Provide arrangements that recognise responsibilities to visitors, contractors and the general public
- Provide adequate first aid facilities

## **RESPONSIBILITIES**

Papillon House School as employer, applies high standards in the management and control of all its operations, to include matters of health and safety. These are designed to ensure that staff, pupils and those who visit the School or may otherwise be affected by the School's operation are safe.

Overall responsibility for all aspects of health & safety at the School rests with the Director.

The Director will ensure that:

- the Head Teacher, or her designated member of the School Leadership Team, (SLT) produces a School H&S Policy for approval by the Management Team and that this policy is reviewed annually.
- risk assessments of work activities are undertaken and a written record of the assessments kept.
- sufficient funding is allocated for health and safety, in respect of training, essential works, personal protective clothing etc
- regular safety inspections are undertaken and health and safety performance and effectiveness is monitored
- a positive health and safety culture is established and maintained
- arrangements are in place in school to comply with all health and safety legal requirements and ensure these arrangements are brought to the attention of all staff. Included within the arrangement will be provision for their revision in the light of experience, of future legislation and a system for effective monitoring.
- a system for the reporting, recording and investigation of accidents is established to ensure that all reasonable steps are taken to prevent any recurrence.
- a system for the reporting of hazards which come to the attention of staff in the course of their normal duties is established.
- all visitors, including maintenance personnel or contractors, are informed of any hazards on site
- all new employees are informed about safety arrangements and that a copy of the School's Health & Safety Policy is contained in the Policy File, which is kept in the Director's office and is available to all staff
- staff training needs are identified and addressed.
- defects in the state of repair of the buildings or their surrounds which is identified as being unsafe are reported to the insurers and landlord and that such interim arrangements as are reasonable to limit the risk entailed are made. The Director will deal with all aspects of maintenance which are under her control.

The Business Manager will, in conjunction with the Head Teacher, be responsible for monitoring the health and safety of staff.

The Business Manager will be responsible for the Reporting of Injuries and Dangerous Occurrences Regulations 2013 (RIDDOR)

## **THE HEAD TEACHER**

The Head Teacher is responsible for implementing this policy within the school. In particular she will:

- Monitor the effectiveness of the policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
- Promote a safety culture throughout the school and ensure a safe and healthy environment
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded.

- Make arrangements to draw the attention of all staff employed at the school to the policy and procedures and of any relevant safety guidelines and information issued by relevant authorities.
- Make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the school, as necessary.
- Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed.
- Ensure that health and safety inspections are undertaken annually.
- Be involved in incorporating health and safety matters into curriculum policies and procedures and review them regularly.
- Ensure that staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely
- Ensure that all unsafe practices are stopped or modified to render them safe.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team.
- Monitor, within the limits of their expertise.
- Deliver aspects of the induction program and other training to new staff
- Report all known significant hazards to the Director.

The Head Teacher will provide the Director with a termly report in relation to all aspects of Health and Safety and this policy.

## **TEACHERS**

The responsibility of applying safety procedures on a day-to-day basis rests with all teachers. All staff under their control should be instructed in their own individual responsibility with regard to health and safety.

Teachers will;

- Exercise effective supervision over all those for whom they are responsible, including pupils.
- Check that their classroom or work area is safe.
- Check that all equipment is safe before using it or permitting another person to use it.
- Ensure that safe procedures are followed.
- Make use of any personal or other protective equipment provided.
- Ensure pupils using computers are seated comfortably and at the correct height for the equipment.
- Ensure no pupils are left unsupervised in the classrooms or other areas of the school.
- Ensure playground surfaces and equipment is safe for the children to use.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.

## **EMPLOYEES**

All individual employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. In addition, it is their duty to cooperate with their employer or any other persons having a duty or requirements imposed on him or her by the Health & Safety at Work Act 1974 or any other associated relevant statutory provision.

All employees must:

- Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions.

- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, where in doubt they must seek immediate clarification from the Head Teacher.
- Comply with School policies, procedures, instructions and training.
- Report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Head Teacher.
- Not misuse anything provided for health and safety purposes.
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents.
- Cooperate with management in respect of complying with Health and Safety requirements.
- Know the special safety measures and arrangements to be adopted in their own working areas and ensure they are applied.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the emergency procedures in respect of fire and first aid.
- Observe standards of dress consistent with safety and/or hygiene.
- Ensure that offices, general accommodation and vehicles are kept tidy.

Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements, they must draw these to the attention of the Head Teacher.

It is acknowledged that newly appointed employees could be particularly vulnerable to any risk and the Head Teacher will ensure that all relevant health and safety matters are drawn to their attention at an early stage.

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## **RESPONSIBILITIES OF PUPILS**

Although pupils are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, the school has expectations as to what is appropriate behaviour. Given that all pupils are on the Autistic Spectrum and have learning and communication difficulties, assistance is given to them in the form of easy to read and symbol led safety notices wherever possible and visual prompts.

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

- Take note of and comply with information provided for safety around the school and with regards to activities both on and off site.
- In cases of emergency to listen and follow instructions given by staff.
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

## **GENERAL ARRANGEMENTS**

### **Information and instruction**

The Health and Safety Law poster is displayed in the staff room further notices relating to first aid and fire safety will be displayed as appropriate.

The School will display a certificate of employers' liability insurance in the staff room Health and safety advice is available from the Head Teacher.

## **Competency for tasks and training**

All employees will be provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.

All employees will be given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.

## **STAFF INDUCTION AND TRAINING**

Induction and training is an important part of keeping staff safe and competent in their roles. All staff are given induction in Health and Safety and complete their job specific induction over a period of time. All staff receives Team Teach and positive behaviour management training as part of their induction training.

Challenging behaviour is inherent to a school such as ours. There are no easy solutions or short cuts to preventing or reducing its frequency or effect. The purpose of the School's policy when working with challenging behaviour is to inform and communicate to staff the planned systematic approach the school has to manage and lessen the risk and give staff the confidence and competence to deal with it.

The School will provide further training if risks change and refresher training when skills are not frequently used.

The School will consult with employees in good time on issues such as the introduction of measures which may affect their health and safety,

## **WELLBEING**

The wellbeing of staff is seen as an integral part of the School's H&S responsibilities. The Director has statutory obligations under a duty of care and promotes an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with their line manager. Sickness absence or health concerns will be dealt with by the Head Teacher and/or Head of Therapy in consultation with the Business Manager. Staff may be referred to an Occupational Health Service provider.

The Director endorses the principals set out in the Health & Safety Executive (HSE) Management Standards as a framework to support staff wellbeing

## **RISK ASSESSMENTS**

Risk is the potential for harm to an individual, group of individuals or to an organisation arising from a situation or set of circumstances or behaviours. The gravity of the risk will vary according to the seriousness of the potential harm. The assessment and management of those risks is necessary for the protection and wellbeing of learners, employees, volunteers, visitors and contractors.

The School's Risk Assessment process is ongoing and dynamic. It is based on:

- Generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific,
- Individual and unique assessment specific to our school and its learners

School Risk Assessments cover:

- School trips, outings and activities.
- Facilities, maintenance and building work.
- Pupils and challenging behaviour.
- Area specific e.g., Life Skills Room.
- Employee risk management when working with challenging behaviour.
- Work experience.

Risk assessments are the overall responsibility of the Head Teacher who will delegate their completion as follows:

Pupils:	Head Teacher
Therapy:	Head of Therapy
School:	Business Manager

Action required to remove/control risks will be approved by a member of the Management Team who will then ensure the action required is implemented.

Risk Assessments will be reviewed on a regular basis or when the activity changes, whichever is soonest.

## **SAFEGUARDING**

The school has a separate policy dealing with the safeguarding of children and young people and designated officers have been appointed. All staff need to be aware of the policy and receive safeguarding training.

## **EDUCATIONAL VISITS**

In order to ensure the safety of all pupils on educational visits, the agreed procedures, as contained in the School's Visits Policy, are to be followed.

The above document also contains information relating to health and safety procedures for residential visits.

## **FIRST AID**

The School has a First Aid Policy which provides information additional information with regard to Health and Safety.

## **BODILY FLUIDS AND CLINICAL WASTE PROCEDURES**

The school has procedures for bodily fluids and clinical waste and staff are trained in these procedures.

When staff are dealing with any body fluids or waste, particularly blood, plastic gloves will always be worn. All such soiled materials will be disposed of in the appropriate container.

## **ACCIDENT/INCIDENT RECORDING/REPORTING**

These are the accident reporting procedures in use in School:

**Accident Report** - any employee in a position to record the circumstances of an accident completes this. An entry should be made as soon as practicable after the accident. A copy is kept on file for future reference and any health and safety issues arising are investigated.

**School's First Aid Book** - All accidents or injuries to children, should be recorded in the First Aid Book.

The School will usually inform parents of any accident or injury to their child as soon as reasonably practicable. For example, parents are informed if there is a need for further treatment, or possible repercussions. Parents are also informed by telephone if a child has bumped his/her head.

### **Reporting to the HSE**

The School is obliged to report certain accidents, diseases and dangerous occurrences or near misses under RIDDOR Responsibility for the decision to report is given to the Business Manager.

### **Accidents involving staff**

The School will report:

- work-related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples include: any loss of consciousness caused by head injury or asphyxia; amputation)
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days.
- certain work-related diseases
- certain dangerous occurrences or near misses

### **Accidents involving pupils and visitors**

The School will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

In determining whether the accident arose out of a "work activity", the School should consider whether the accident was caused by factors, such as:

- a failure in the way a work activity was organised e.g., inadequate supervision on an educational visit
- the way in which equipment, machinery or substances were used
- the condition, design or maintenance of the School premises.

The responsible person for reporting accidents is the Business Manager in consultation with the Director.

**NEAR MISS INCIDENTS** – a near miss incident is an incident with the potential to have caused injury to a person or damage to property. All significant accidents or incidents that are considered to be dangerous or near-miss situations are to be reported to the Head Teacher. An investigation will be initiated in order to identify the cause and measures which can be taken to prevent a reoccurrence. The findings should be notified to the Director.

### **INFECTIOUS DISEASES**

If anyone at the School is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority.

## **RECORD KEEPING**

Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.

Following an incident or accident the School will take all reasonable steps to collect and preserve relevant evidence and documentation.

The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations.

Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the School, documents (which includes electronic documents) will generally be retained for at least three years unless:

- the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or;
- the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and / or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years

## **FIRE**

Safety from the risk of fire for pupils, staff and visitors is paramount. The School's Fire Emergency Evacuation Plan procedures, actions, systems and responsibilities which are in place to minimise the risk of fire and ensure safe evacuation in the event of fire. All staff receive fire action and evacuation instruction as part of their induction training.

A Fire Risk Assessment is undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and this identifies the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire.

Fire evacuation notices are prominently placed around the buildings.

## **HAZARDOUS SUBSTANCES**

When using harmful substances, whether they are material or chemical, all staff must ensure that adequate precautions are taken to prevent injury to health.

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations 2004. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, pottery, wood etc.

When pupils are present on the school site, all chemicals used for cleaning, including detergents must be kept in locked cupboards.

## **STORAGE AND USE OF HAZARDOUS SUBSTANCES**

All hazardous substances should be stored in the original container, which clearly indicates the substance contained and the nature of the hazard it represents. Hazardous substances should not be decanted into any other form of container, which does not indicate the nature of the substance contained, and the nature of the hazard it represents.



All hazardous substance containers should be stored in designated areas within the school.

An assessment of all hazardous substances contained on the premises and the storage of the same should be completed as part of the Risk Assessment Programme.

## **ASBESTOS**

The School Asbestos Management Plan (AMP) and Register is kept by the Business Manager.

The School recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACM) or presumed ACMs on the School premises by complying with the Control of Asbestos Regulations 2012, and in particular by:

- ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency.
- ensuring that ACM or presumed ACM is not disturbed unless prior agreement has been given by the Business Manager and there are appropriate control measures in place to ensure that staff, pupils or any other users of the School premises are not exposed to asbestos.
- ensuring that only authorised staff and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.

If anyone disturbs or suspects that they have disturbed ACM they should:

- not disturb it further under any circumstances.
- ensure that access to the affected area is restricted and put up a warning sign stating, "possible asbestos contamination".
- immediately report it to the Business Manager who will take appropriate action.
- ensure that any clothing which have been covered in dust or debris is appropriately disposed of.

## **WATER HYGIENE**

A risk assessment done by a specialist water hygiene company has been completed on the hot and cold-water systems and measures are in place to manage the risk of Legionnaire's disease and general water quality.

## **CONTRACTORS ON SITE**

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

**SERVICE CONTRACTORS** – Service contractors have regular access to site as specified by a contract e.g., to service boilers, check fire extinguishers etc. Their personnel will follow their own safe systems of work, but their working methods do take into account how they will impact upon staff, learners and other visitors on site.

**BUILDING CONTRACTORS** – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. Procedures for small scale works are covered in the contractor's method statements and the school's risk assessment for minor building works and repairs. Term time building works carry more risks than work in the school holidays hence major building works are scheduled for the school holidays whenever possible when the site is quieter and therefore H&S risks are less.

## **VEHICLE SAFETY**

The School will ensure that there is adequate segregation of pedestrians and vehicular traffic on the School site.

The Business Manager will ensure that all School vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.

The Business Manager is responsible for ensuring that that School vehicles are properly taxed, licensed and insured.

The Business Manager will ensure that drivers of School vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so and that School journeys are properly planned, supervised and risk assessed and that adequate records are maintained.

Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes

## **ENVIRONMENTAL HEALTH**

### **Maintenance of Buildings and Equipment**

The Business Manager arranges for regular maintenance checks on the buildings. Faults or defects to the building or any equipment identified by staff should be reported to the Business Manager and/or written in the Premises Logbook.

Fire exits and all other exits and entrances to the school building should be free of obstruction.

### **Disposal of waste**

All daily waste should be sorted and deposited in the appropriate waste bins provided. Dangerous waste should be clearly labelled.

## **ELECTRICAL AND GAS SAFETY**

Regular annual safety inspections of portable electrical equipment must be carried out by an approved person on a yearly basis and labelled marking the date of inspection.

The School will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the School and that records of inspection, maintenance and testing are retained.

In particular, the School will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989 and the Gas Safety (Installation and Use) Regulations 1998

Every five years a full check of the electrical wiring must be completed by a qualified electrician

## **VDUs AND DISPLAY SCREEN EQUIPMENT**

The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment at in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992.

## **ONLINE SAFETY**

The school has policies for Online Safety as follows:

- Internet and Electronic Media acceptable use policy
- Internet – Acceptable Use (for families)

These policies confirm that there is a whole school approach to Online Safety and details the ways ICT facilities can and cannot be used by the networks users.

## **MANUAL HANDLING**

The School seeks to avoid the need for manual handling (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) wherever possible.

Where manual handling cannot be avoided, the School will seek to reduce the risks related to manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 2002

## **GOOD HOUSEKEEPING**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed.
- Ensure items on shelves and in store areas are neatly stacked and not overloaded. Ensure the safe use of steps to reach high shelves.
- Keep floors clean.
- Do not obstruct emergency exits.
- Combustible items are kept away from sources of ignition

## **VIOLENCE TOWARDS STAFF**

This may take the form of physical violence or verbal abuse. All cases must be reported to the Business Manager immediately.

The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.

In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Business Manager and / or the Police as appropriate.

Violence or harassment by employees will constitute gross misconduct and will be dealt with under the School's disciplinary procedure.

Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

## **LONE WORKERS**

The School understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other School staff).

Work activities involving lone workers will be the subject of a separate risk assessment. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.

All work-related ill health including work-related stress should be reported to the Business Manager.

## **SECURITY**

### **Visitors**

Regular visitors and other users of the premises are expected, as far as reasonably possible, to observe the safety rules of the school.

All visitors will be expected to report to the school office, where they will be asked to sign the visitor's book and to wear an identification badge.

Staff are encouraged to challenge politely anyone in school they do not recognise who is not wearing either a visitor or identification badge.

Under no circumstances should visitors be permitted to remove items from school unless the person witnessing the event has personal knowledge of their identity and their authority to do so.

### **Cash**

Cash collected by the school should be sent to the office for deposit as soon as possible.

### **Valuable equipment**

When not in use, equipment should be stored in conditions that reflect accurately the level of risk attached to it.

### **Personal Property**

Staff are responsible for their own property.

### **Pupils' Property**

Pupils are discouraged from bringing valuables to school unless they are necessary for a particular lesson or activity.

### **School Keys**

Staff with access to keys should ensure they are kept safely and not left on view.

### **Out of School Hours**

All external doors and windows should be locked and checked by the person locking up at the end of each day. The burglar alarm is activated when the premises are not occupied.

## **MONITORING AND INTERNAL INVESTIGATION**

The School monitors health and safety both actively and reactively. Health & Safety will form an item on the termly Management Team Meetings

The Head Teacher will report on the termly fire practices, on any significant accidents and give a general update on Health & Safety.

The Business Manager is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an

accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.

Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.

The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.

The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.

No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers

*This policy should be read in conjunction with all other relevant policies.*

Further guidance can be found in Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers (EDISI (revision 3)), and at <http://www.hse.gov.uk/riddor/resources.htm>.

More information can be found at [www.hpa.org.uk](http://www.hpa.org.uk).

**The Management Team  
March 2007**

**Reviewed and revised by  
Alicia Rickman Head Teacher & Natalie Wargent (VWV Solicitors)  
September 2014**

**Reviewed and revised: Alicia Rickman, Head Teacher, March 2018**

**Reviewed and revised: Gillian Hutton, Director: May 2021**

**Agreed by the Management Team: June 2021**