

# THE DIOCESE OF SHEFFIELD ACADEMIES TRUST



THE  
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SHEFFIELD  
ACADEMIES  
TRUST

## HEALTH & SAFETY POLICY 2025-26

Approved by: DSAT Trust Board

Last reviewed on: Summer 2025

Next review due by: Summer 2026

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## 1. Aims

Our school aims to:

- 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.

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety 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, 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 Public Health England](#) when responding to infection control issues.

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

### **3. Roles and responsibilities**

#### **3.1 The Trust Board**

The Trust Board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The Trust Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The academy trust (DSAT), as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

#### **3.2 Executive Headteacher / Headteacher**

The Executive Headteacher / 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 Executive Central Team 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 Executive Headteacher's / Headteacher's absence, the Head of School / Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

#### **3.3 Health and safety lead**

The nominated health and safety lead is the Headteacher.

### **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**

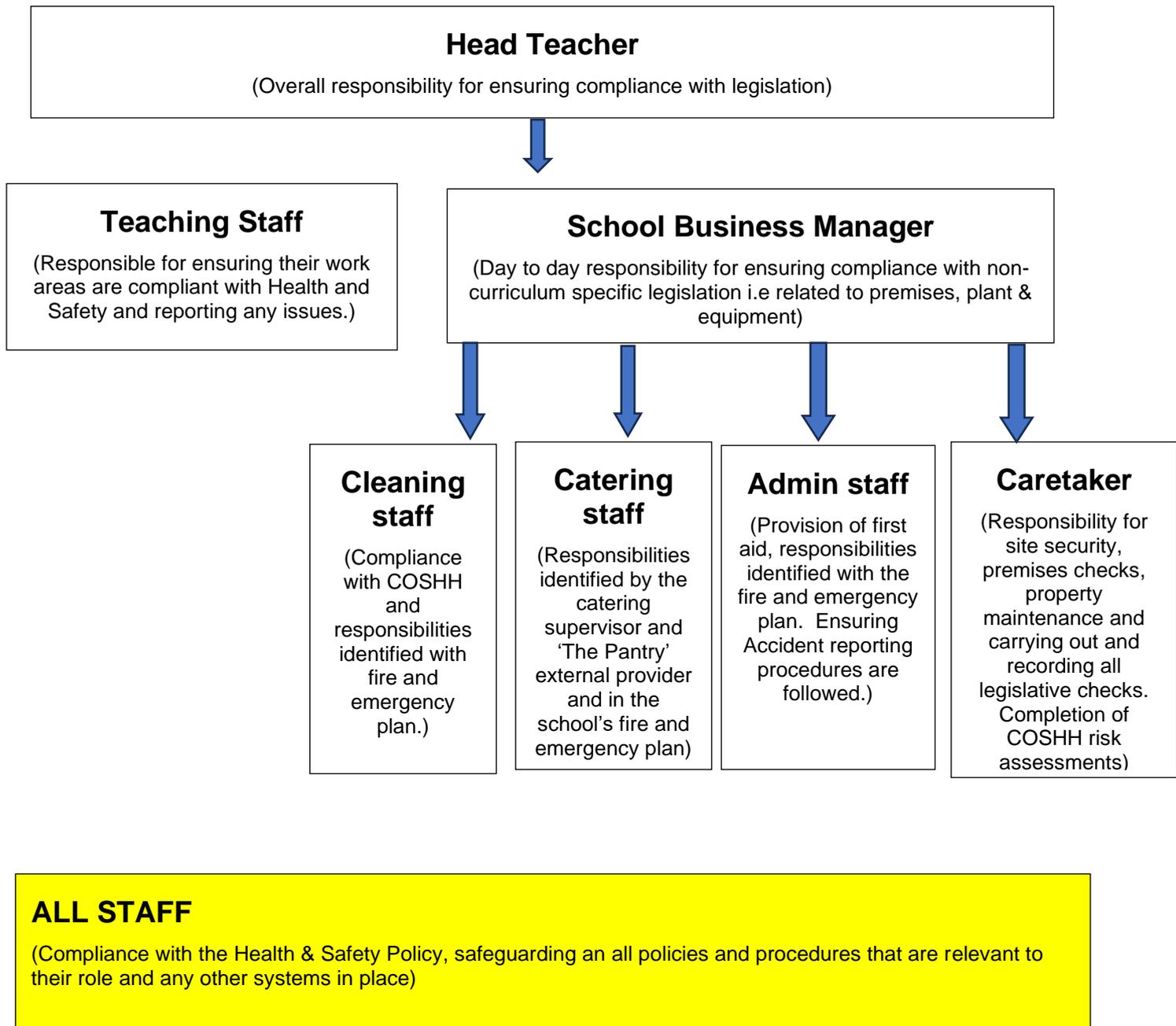
Contractors will agree health and safety practices with the Headteacher or delegated person before starting work. Appointed contractors will be on the approved contractor list. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. They must sign the asbestos register permit to work

## **4. Site security**

The Site Manager / Caretaker is responsible for the security of the school site in and out of school hours. They are responsible for daily visual inspections of the site, recorded monthly monitoring of the site/buildings and for the intruder and fire alarm systems.

The Site Manager / Caretaker and head of School and where applicable Security Companies are key holders and will respond to an emergency.

# Organisation chart of Health and Safety Responsibilities – (insert school name)



## 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 annually.
- Emergency evacuations are practised at least once a term.
- The fire alarm is a loud continuous buzzer or approved system
- Fire alarm testing will take place once a week.
- All fire related checks will be carried out and recorded at the required times as identified in the Fire Log Book.
- 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 begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assigned assembly point(s).
- Form class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Office Manager will take a register of all staff
- 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. (PEEPs)

## 6. COSHH

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

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### 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 that they have adequate ventilation

### 6.2 Legionella

- A Legionella Risk Assessment has been completed by an approved Water Hygiene Contractor. This will be reviewed when significant changes are made to the water/heating systems or there is a change to the responsible person on site.
- The Site Manager / Caretaker is responsible for ensuring that the identified operational controls (temperature checks) are conducted and recorded in the school's water log book every month. This is carried out by an approved contractor in some of the Trusts schools.
- The Site Manager / Caretaker will carry out and record end of each school holiday flushing of all outlets.
- The risks from legionella are mitigated by the following:
  - heating of water
  - Regular flushing of outlets
  - Weekly flushing of little used outlets

## **6.3 Asbestos**

- Staff have received basic asbestos awareness training 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. Refresher training will be carried out every 3 years.
- An asbestos register and asbestos management plan are available on site
- 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. They will sign a permit to work before commencing any work confirming they have checked the asbestos register.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept of the location of asbestos that has been found on the school site in the asbestos register

## **7. Equipment**

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- Equipment requiring legislative servicing / Statutory checks are carried out at the required times
- When new equipment is purchased, it is checked to ensure that 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**

- The Site Manager/Caretaker is responsible for testing all of the RCD's on distribution boards on a 6 monthly basis. This may be carried out in conjunction with the ICT team to ensure servers are not accidentally disconnected
- All staff are responsible for ensuring that 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 / Caretaker / Office Manager immediately and if necessary taken out of use until checks are made.
- 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 the trained Site Manager / Caretaker including the annual recorded testing of all electrical equipment
- All isolators 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
- The fixed wire testing will be carried out by an approved contractor every 5 years and necessary remedial works will be authorised

## **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 / hall floor or other apparatus will be reported to the Site Manager / Caretaker / Office Manager.
- All fixed play equipment in the building and outside are checked annually by a certified contractor and remedial works carried out
- Any equipment requiring remedial works will not be used until the works are carried out

## **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)

## **7.4 Specialist equipment**

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

## **8. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager / Caretaker duties
- Site cleaning duties
- Working in a single occupancy office

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 that they are medically fit to work alone.

The school has a Lone Workers Policy.

## **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. Site Managers/Caretakers are responsible to carryout and record a full inspection of each set of ladders within school on a 6 monthly basis

In addition:

- The Site Manager / Caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using step 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 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 take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## **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 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 pupils, visitors or other staff.

## **14. Smoking/Vaping**

Smoking/vaping is not permitted anywhere on the school premises / site even when the school is closed.

## **15. Infection prevention and control**

We follow national guidance published by Public Health England 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 or hand drying machine
- 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

### **15.4 Cleaning of the environment**

- Clean the environment frequently and thoroughly
- 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
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

## **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 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.

## **15.10 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1.

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

A risk assessment was carried out for COVID-19 and can be utilised/amended in the event of a future epidemic/pandemic. This is part of the Trust's Business Continuity and Disaster Recovery Plan.

## **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 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

## **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.

## **18. Accident reporting**

### **18.1 Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- 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

## 18.2 Reporting to the Health and Safety Executive

The Head of School 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 Trust's Business and Operations Executive 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, HSE](http://www.hse.gov.uk/riddor/report.htm)

<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, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

#### **18.4 Reporting to Ofsted and child protection agencies**

The Executive Headteacher/ Headteacher will notify the Trust's Business and Operations Executive and Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Executive Headteacher / Headteacher will also notify DSCP of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **19. Training**

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

Staff who work in high risk environments, such as in kitchens or boiler houses, 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 Executive Headteacher /Headteacher every year.

At every review, the policy will be approved by the Executive Central Team/Trust Board.

#### **21. Links with other policies**

This health and safety policy links to the following policies:

- Accessibility Plan
- Asbestos Management Plan
- Business Continuity and Disaster Recovery Plan
- Fire Safety Log Book and Fire Plan
- First Aid
- Lone Workers Policy
- Risk Assessments
- Supporting pupils with medical conditions
- Legionella Policy
- DSAT Key and Alarm Policy
- DSAT Lettings Policy



# ACCIDENT REPORT

**ALL SECTIONS OF THE FORM MUST BE COMPLETED.**  
**FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED**

|                            |                   |                 |        |                             |   |
|----------------------------|-------------------|-----------------|--------|-----------------------------|---|
| <b>1. Injured Person</b>   |                   | Surname:        |        | Title:                      |   |
| Forename(s)                |                   | DoB:            |        | Sex:                        | M <input type="checkbox"/> F <input type="checkbox"/> |
| Home Address:              |                   | Post Code:      |        |                             |   |
| Employee:                  | Member of Public: | Resident:       | Pupil: | Other: <i>specify below</i> |   |
| If Employee - Directorate: |                   | Job Title:      |        |                             |   |
| Service Area:              |                   | Payroll Number: |        |                             |   |

|   |  |       |       |
|---|--|-------|-------|
| <b>2. Details of Accident</b>   |  | Date: | Time: |
| Location of Accident:<br><small>(including building, street or room name or number where relevant)</small>  |  |       |       |
| Description of how accident happened (Note any equipment involved which could be a contributory factor). - <i>Please continue to a separate sheet if necessary.</i> |  |       |       |
|   |  |       |       |
| Full description of injuries sustained (if any) <i>(eg. cut to right knee)</i>  |  |       |       |
| Action taken <i>(Has first aid been administered? Did the IP go to hospital and receive medical treatment?)</i>   |  |       |       |

|  |  |
|--|--|
| Name and status of any witnesses<br><i>(if pupils, please include their age)</i> |  |
| Injured Persons Manager/Head Teacher<br><i>(or his/her representative)</i>       |  |

### 3. RIDDOR REQUIREMENTS

(a) Has this accident resulted in any of the following:

*(please mark as appropriate)*

- Taken directly to hospital from the site of the accident and received medical treatment.
- Employee absence for more than 7 days
  
- Employee 'Specified Injury' (e.g. fracture/break, crush injuries, amputations, burns covering at least 10%)
- Fatality

|  |
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|  |

(b) Work Related Covid 19 Cases

- Has an unintended incident at work led to someone's possible or actual exposure to coronavirus.
- Has a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work.
- Has a worker died as a result of occupational exposure to coronavirus.

**If yes to any of the above notify the Emergency & Safety section immediately on  
01709 823878**

**4. Investigation** IF ALL INFORMATION IS NOT IMMEDIATELY AVAILABLE, THIS INFORMATION CAN BE SUBMITTED FOLLOWING SUBMISSION OF THE ACCIDENT FORM. DO NOT DELAY IN SUBMITTING THE FORM.

**PLEASE ENSURE THIS SECTION IS COMPLETED** by Manager, Supervisor, Dept. Head etc. without delay. Attempt to identify any factors which may have contributed to the accident and any action needed to prevent a repetition. Were there adequate safe working procedures and were they followed?

**Things to consider:**

- What caused the accident?
- Have the staff been trained on this particular work activity, if yes, provide proof.
- If the accident involved work equipment, was it safe to use, inspected, maintained and fit for purpose?
- Consider PPE, misuse, non-compliance with Council procedures?
- Include witness statements, photographs and any documentary evidence – where applicable.

Please attach the current risk assessments in place for this work activity

If no risk assessment is in place, give reasons why not?

Has any corrective action been taken as a result of this injury:

For example: machinery taken out of use, repaired, re-training, disciplinary, implementation of new policies, monitoring of this type of work activity, review of procedures or risk assessment. You must detail all corrective action that has taken place. It is strongly recommended that you record your corrective action appropriately.

|                                |  |       |  |
|--------------------------------|--|-------|--|
| Manager's Name (please print): |  |       |  |
| Manager's Signature:           |  | Date: |  |
| Managers Contact Number:       |  |       |  |
| Managers e-mail address:       |  |       |  |

E-mail this form immediately to: [healthandsafety@rotherham.gov.uk](mailto:healthandsafety@rotherham.gov.uk)

# NEAR MISS REPORT

PLEASE COMPLETE ALL SECTIONS

---

## What is a Near Miss?

- An unplanned event which could have caused an injury or ill health, or
- An incident that eventually may lead to an accident.

## How do you respond?

If an employee observes a near miss:

- Immediately make the situation safe, if safe to do so. (e.g. Take any equipment out of use, place barriers/cones, or correct the unsafe behaviour.
- Report to a Manager or Supervisor.
- Complete the near miss report form.
- Managers should investigate and take action to prevent reoccurrence.

|                                |       |  |       |  |
|--------------------------------|-------|--|-------|--|
| <b>1. Details of Near Miss</b> | Date: |  | Time: |  |
| Location / Address:            |       |  |       |  |
| Department:                    |       |  |       |  |
| Persons Involved:              |       |  |       |  |

Description of how incident / near miss happened (Note any equipment/machinery involved which could be a contributory factor). - *Please continue on a separate sheet if necessary.*

|  |  |
|--|--|
|  |  |
|--|--|

|  |  |
|--|--|
| Likelihood of an Injury: <i>High/Med/Low</i> |  |
| Name and status of any witnesses:            |  |
| Contact Details:                             |  |

## 2. Investigation

**PLEASE ENSURE THIS SECTION IS COMPLETED** by Manager, Supervisor, Dept. Head etc. without delay. Attempt to identify any factors which may have contributed to the near miss and any action needed to prevent a repetition. Are safe working procedures in place and were they being followed?

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|--|--|-------|--|
| Please provide details on the following:                 |  |       |  |
| Immediate cause:   |  |       |  |
| Root cause:  |  |       |  |
| Risk Control Measures required:                          |  |       |  |
| Further Action:  |  |       |  |
| Have you got a risk assessment for this work activity:   |  |       |  |
| Date the risk assessment was last reviewed:              |  |       |  |
| If no risk assessment is in place, give reasons why not: |  |       |  |
| Further Comments:  |  |       |  |
| Manager's Name (please print):                           |  |       |  |
| Manager's Signature:                                     |  | Date: |  |
| Managers Contact Number:                                 |  |       |  |
| Managers e-mail address:                                 |  |       |  |

E-mail this form immediately to:- [healthandsafety@rotherham.gov.uk](mailto:healthandsafety@rotherham.gov.uk)

Tel: 01709 823878 From Internal: 23878

# Violence to Staff Report

**ALL SECTIONS OF THE FORM MUST BE COMPLETED.  
FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED**

|                                    |  |  |  |                                    |  |                       |  |  |  |
|------------------------------------|--|--|--|------------------------------------|--|-----------------------|--|--|--|
| <b>1. Person Involved</b>          |  | Surname:                                   |  |                                    |  | Title:                |  |  |  |
| Forename(s)                        |  |  |  | DoB:                               |  |                       |  | Sex: M <input type="checkbox"/> F <input type="checkbox"/> |  |
| Home Address:                      |  |  |  | Post Code:                         |  |                       |  |  |  |
| Employee: <input type="checkbox"/> |  | Member of Public: <input type="checkbox"/> |  | Resident: <input type="checkbox"/> |  | Other: <i>Specify</i> |  |  |  |
| If Employee: Directorate:          |  |  |  | Job Title:                         |  |                       |  |  |  |
| Service Area                       |  |  |  | Payroll Number:                    |  |                       |  |  |  |

|  |  |  |  |   |  |                                       |  |  |  |
|--|--|--|--|---|--|---------------------------------------|--|--|--|
| <b>2. Details of Incident</b>                    |  | Date:  |  |   |  | Time:                                 |  |  |  |
| Workplace Address:                               |  |  |  |   |  |                                       |  |  |  |
| Address of incident if different from above:     |  |  |  |   |  |                                       |  |  |  |
| <b>Incident Type:</b><br>(mark all that apply)   |  |  |  |   |  |                                       |  |  |  |
| Physical assault <input type="checkbox"/>        |  | Verbal abuse <input type="checkbox"/>                      |  | Threatening gestures <input type="checkbox"/> |  | Racial abuse <input type="checkbox"/> |  |  |  |
| Sexual abuse/harassment <input type="checkbox"/> |  | Damage to personal/other property <input type="checkbox"/> |  | Struck by Missile <input type="checkbox"/>    |  |                                       |  |  |  |

Description of how and where the incident took place (Note any equipment involved which could be a contributory factor). - *Please continue on a separate sheet if necessary.*

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| Injuries sustained (if any):                         |  |       |  |
| Action taken (First Aid, Hospital, etc):             |  |       |  |
| Name and status of any witness:                      |  |       |  |
| Injured Persons Manager (or his/her representative): |  | Date: |  |

**3. RIDDOR** Has this incident resulted in any of the following:

*(please mark as appropriate)*

- Employee absence for more than 7 days,
- Employee fatality or "Major Injury",
- Non employee fatality or taken directly to hospital from the site of accident
- None of the above (No need to contact)

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If yes to any of the above notify the Emergency & Safety section immediately on 01709 823720

|  |                          |        |                          |       |                          |       |                          |        |                          |       |                          |
|--|--------------------------|--------|--------------------------|-------|--------------------------|-------|--------------------------|--------|--------------------------|-------|--------------------------|
| <b>4. Details of Assailant(s) – (If known)</b> |                          |        |                          |       |                          |       |                          |        |                          |       |                          |
| Name   |                          |        |                          |       | Name                     |       |                          |        |                          |       |                          |
| Address  |                          |        |                          |       | Address                  |       |                          |        |                          |       |                          |
| Age  |                          |        |                          |       | Age                      |       |                          |        |                          |       |                          |
| Sex  |                          |        |                          |       | Sex                      |       |                          |        |                          |       |                          |
| <b>Category</b> (please tick as appropriate)   |                          |        |                          |       |                          |       |                          |        |                          |       |                          |
| Pupil  | <input type="checkbox"/> | Parent | <input type="checkbox"/> | Other | <input type="checkbox"/> | Pupil | <input type="checkbox"/> | Parent | <input type="checkbox"/> | Other | <input type="checkbox"/> |

| 5. Details of Witness(es)                    |  |         |  |       |  |         |  |        |  |       |  |
|--|--|---------|--|-------|--|---------|--|--------|--|-------|--|
| Name   |  | Name    |  |       |  | Name    |  |        |  |       |  |
| Address                                      |  | Address |  |       |  | Address |  |        |  |       |  |
| Age  |  | Age     |  |       |  | Age     |  |        |  |       |  |
| Sex  |  | Sex     |  |       |  | Sex     |  |        |  |       |  |
| <b>Category</b> (please tick as appropriate) |  |         |  |       |  |         |  |        |  |       |  |
| Pupil  |  | Parent  |  | Other |  | Pupil   |  | Parent |  | Other |  |

|   |  |   |  |
|---|--|---|--|
| Have you investigated this incident? (Yes/No) |  | Have the Police been informed? (Yes/No) |  |
|---|--|---|--|

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| <b>6. Management Action</b> – Attempt to identify any factors which may have contributed to the incident and any action needed to prevent a repetition. |  |
|   |  |
| Could the assailant pose a risk to other council employees (Yes/No)   |  |

|   |  |       |
|---|--|-------|
| Please attach risk assessments for this work activity.  |  |       |
| Date the risk assessment was last reviewed?             |  |       |
| If no risk assessment is in place give reasons why not? |  |       |
|   |  |       |
| Manager's Name (please print):                          |  |       |
| Manager's Signature:                                    |  | Date: |
| Managers Contact Number:                                |  |       |
| Managers e-mail address:                                |  |       |

E-mail this form immediately to:- [healthandsafety@rotherham.gov.uk](mailto:healthandsafety@rotherham.gov.uk)

Tel. 01709 823720

From Internal 2372

# Pregnancy Risk Assessment

## APPENDIX 4

|                                  |                           |  |  |
|----------------------------------|---------------------------|--|--|
| <b>RISK ASSESSMENT FOR:</b>      | <b>Assessment by:</b>     | <b>Date:</b>                                     | <b>Review Date Due:</b>                              |
| <b>Week's pregnant (approx):</b> | <b>Baby Due (approx):</b> | <b>The proposed date for maternity leave is:</b> | <b>Any thoughts on return to work at this point:</b> |

| <b>Hazard / Risk</b>   | <b>Who is at Risk?</b>                     | <b>How can the hazards cause harm?</b>   | <b>Normal Control Measures</b>   | <b>Are Normal Control Measures</b> |                 |
|--|--|--|--|------------------------------------|-----------------|
|  |  |  |  | <b>In Place</b>                    | <b>Adequate</b> |
| <p><b>Effects of pregnancy that may occur</b><br/> <i>Morning sickness / nausea, Backache, Varicose veins, Haemorrhoids, Frequent visits To the toilet, Balance, Comfort, Increasing body size, Tiredness.</i></p> <p><b>Individuals past history:</b> <i>History of miscarriage, high blood pressure hypertension</i></p> | <p>Pregnant worker</p> <p>Unborn child</p> | <p>Nausea / vomiting, Aches and pains, Bleeding, Restricted movement. Risk of stress, slips, trips and falls, tiredness. Miscarriage, Stress, medical complications.</p> | <p>GP / Midwife advice and treatment.<br/>                     Pregnant workers own knowledge, experience and training of employed duties.</p> <p>Facilities: Staff room.</p> <p>Adequate Resting facilities available</p> <p>Hygiene facilities: There are sufficient toilets and associated hygiene facilities available.</p> <p>Adequate onsite arrangements for nutrition and liquid refreshments.</p> <p>Can take comfort break as and when required – to inform TAs / SLT to cover until comes back.</p> |                                    |                 |

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|---|--|--|--|--|--|
| <p><b>Client group:</b><br/><i>Unpredictable / Challenging behaviour, Level of care needs</i></p>   |  | <p>Physical / verbal assault, Communicable disease infection, Miscarriage, Stress, Vulnerability.</p>  | <p>Contact with known or potentially violent clients should be prevented wherever possible for duration of pregnancy.</p>  |  |  |
| <p><b>Employed duties:</b><br/>Consider if the following are significant <i>Manual handling, Driving, Poor or Prolonged Working Postures, Lone working, Administration of medication.</i></p>               |  | <p>Physical injury, Vulnerability, Poisoning causing foetal lesions i.e. injury or disease to foetus, Tiredness, Stress, Miscarriage.</p>      | <p>No significant manual handling of loads to be undertaken for duration of pregnancy. Member of staff to request assistance / support available.</p> <p>Working Alone: Provide adequate training and access to communications, mobile phone, personal alarms etc. Ensure support is available.</p>  |  |  |
| <p><b>Environment:</b> <i>Small / limited workspace, Exposure to excessive temperatures, lack of rest facilities. Exposure to hazardous substances, Body fluid spillages.</i></p>                           |  | <p>Slips, trips and falls, Miscarriage, Fainting, foetal lesions, inability to take adequate breaks / rest, Communicable disease infection</p> | <p>Adequate resting facilities available.</p> <p>Condition of premises regularly checked.</p> <p>Prompt maintenance of defects.</p> <p>Immediate cleaning up of spillages.</p> <p>Good housekeeping maintained.</p>  |  |  |
| <p><b>Exposure to Communicable Diseases:</b> Hepatitis B, TB, HIV, Chickenpox etc. For a more comprehensive list refer to the Pregnant Workers and Nursing Mothers guidance in the County Safety Manual</p> |  | <p>Infection, foetal lesions, Miscarriage</p>  | <p>Health Protection Agency guidance on infection control in schools followed.</p> <p>Good hygiene practice followed ( universal infection control procedures)</p> <p>Pregnant staff in direct contact with someone with a potentially infectious rash (e.g. chicken pox, measles, rubella etc.) to seek advice from their GP / midwife.</p> |  |  |

|  |  |   |   |  |  |
|--|--|---|---|--|--|
| <p><b>Coivid19 Risk of contracting the virus</b></p> |  | <p>NHS: 'There's no evidence that pregnant women are more likely to get seriously ill from coronavirus. But pregnant women have been included in the list of people at moderate risk (clinically vulnerable) as a precaution .This is because pregnant women can sometimes be more at risk from viruses like flu. It's not clear if this happens with coronavirus. But because it's a new virus, it's safer to include pregnant women in the moderate-risk group. It may be possible for you to pass coronavirus to your baby before they are born. But when this has happened, the babies have got better. There's no evidence coronavirus causes miscarriage or affects how your baby develops in pregnancy.'</p> <p>Royal College of Obstetricians and Gynaecologists (RCOG): 'All available evidence suggests that pregnant women are at no greater risk of becoming seriously unwell than other healthy adults if they develop coronavirus. The large majority of pregnant women experience only mild or moderate symptoms.'</p> | <p>Follow the main school risk assessment strictly including:</p> <ul style="list-style-type: none"> <li>• Minimising contact between individuals and maintaining social distancing from children &amp; staff wherever possible: 'ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others'</li> <li>• Washing hands regularly for 20 seconds</li> <li>• Using face coverings when appropriate, on corridors &amp; communal areas or when felt necessary.</li> <li>• Use a visor / guard where social distancing cannot be maintained.</li> <li>• Ensuring good respiratory hygiene for self &amp; children by promoting the 'catch it, bin it, kill it' approach.</li> <li>• Ensuring that the enhanced cleaning routine is followed by teachers, TAs &amp; cleaners to sanitise frequently touched surfaces.</li> <li>• Where necessary, wear appropriate personal protective equipment (PPE) &amp; delegating tasks to other members of staff where necessary.</li> <li>• Bringing any issues regarding safety concerns to SLT immediately.</li> <li>• Sending any children with symptoms to the office</li> <li>• Informing your midwife of any health concerns.</li> </ul> |  |  |
|--|--|---|---|--|--|

**As Pregnancy is not a static condition and the nature and degree of risk will change as the pregnancy develops, risk assessment to be reviewed on a regular basis in agreement with the pregnant worker, or sooner if any significant change.**

**Pregnant worker should inform Line Manager of any changes in their condition that may be relevant to their pregnancy and their safety at work.**

**Signed: (Pregnant staff member) Date:**

**Signed: (Headteacher) Date:**

## APPENDIX 5. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

| Infection or complaint          | Recommended period to be kept away from school or nursery   |
|---------------------------------|---|
| <b>Athlete's foot</b>           | None.   |
| <b>Campylobacter</b>            | Until 48 hours after symptoms have stopped.   |
| <b>Chicken pox (shingles)</b>   | <p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p> |
| <b>Cold sores</b>               | None.   |
| <b>Rubella (German measles)</b> | 5 days from appearance of the rash.   |
| <b>Hand, foot and mouth</b>     | Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.   |
| <b>Impetigo</b>                 | Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.  |

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| <b>Measles</b>   | Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.  |
| <b>Ringworm</b>  | Exclusion not needed once treatment has started.   |
| <b>Scabies</b>   | The infected child or staff member should be excluded until after the first treatment has been carried out.  |
| <b>Scarlet fever</b>   | Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.  |
| <b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b> | None (not infectious by the time the rash has developed).  |
| <b>Bacillary Dysentery (Shigella)</b>                          | Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.   |
| <b>Diarrhoea and/or vomiting (Gastroenteritis)</b>             | <p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p> |
| <b>Cryptosporidiosis</b>                                       | Until 48 hours after symptoms have stopped.  |

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| <b>E. coli (verocytotoxigenic or VTEC)</b> | The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances. |
| <b>Food poisoning</b>                      | Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).  |
| <b>Salmonella</b>                          | Until 48 hours after symptoms have stopped.  |
| <b>Typhoid and Paratyphoid fever</b>       | Seek advice from environmental health officers or the local health protection team.  |
| <b>Flu (influenza)</b>                     | Until recovered.   |
| <b>Tuberculosis (TB)</b>                   | Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.   |
| <b>Whooping cough (pertussis)</b>          | A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.   |
| <b>Conjunctivitis</b>                      | None.  |
| <b>Giardia</b>                             | Until 48 hours after symptoms have stopped.  |
| <b>Glandular fever</b>                     | None (can return once they feel well).   |

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| <b>Head lice</b>   | None.  |
| <b>Hepatitis A</b>                                       | Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.                                     |
| <b>Hepatitis B</b>                                       | Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required. |
| <b>Hepatitis C</b>                                       | None.  |
| <b>Meningococcal meningitis/ septicaemia</b>             | If the child has been treated and has recovered, they can return to school.  |
| <b>Meningitis</b>  | Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.   |
| <b>Meningitis viral</b>                                  | None.  |
| <b>MRSA (meticillin resistant Staphylococcus aureus)</b> | None.  |
| <b>Mumps</b>   | 5 days after onset of swelling (if well).  |
| <b>Threadworm</b>  | None.  |
| <b>Rotavirus</b>   | Until 48 hours after symptoms have subsided.   |

