



GENEVA ENGLISH
SCHOOL

HEALTH & SAFETY POLICY

Independent Day School for Boys and Girls aged 3 to 15

Geneva English School

Contents

1	Health and safety policy statement	3
2	Linked policies.....	4
3	Responsibilities.....	4
4	Risk assessment.....	5
5	Consultation with employees [and pupils].....	6
6	Information, instruction and supervision	7
7	Competency for tasks and training	7
8	Workplace safety.....	8
9	Vehicle safety.....	8
10	Safe plant and equipment.....	8
11	Testing of electrical equipment, gas appliances etc.	9
12	VDUs and display screen equipment.....	9
13	Manual handling	9
14	Safe handling and use of substances	9
15	Asbestos	10
16	Emergency procedures - fire and evacuation	11
17	Accidents, first aid and work-related ill health	12
18	Reporting requirements and record keeping.....	13
19	Monitoring and internal investigation	14
20	Hirers, visitors and contractors	15
21	Security	16
22	Protection from violence and harassment	16
23	Lone workers	17
Appendix 1	Guidance on risk assessment.....	18
Appendix 2	Guidance on reporting.....	19
Appendix 3	Health and Safety Policy Summary	20
Appendix 4	List of main relevant applicable laws and regulations	22

1 Health and safety policy statement

- 1.1 This is the Health and Safety Policy Statement of the Geneva English School (the **School**).
- 1.2 The School 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.
- 1.3 This Health and Safety Policy (the **Policy**) applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the School. The Policy is aimed at reflecting the level of standards of applicable UK Regulations, while being designed primarily to be compliant with local laws and regulations applicable in Geneva (Switzerland). The list of the main relevant laws and regulations applicable in Geneva is enclosed herewith (Appendix 5).
- 1.4 Our statement of general policy is:
- to provide adequate control of the health and safety risks arising from our work activities
 - to consult with our employees, pupils and anyone else affected on matters affecting their health and safety
 - to provide and maintain safe premises and equipment
 - to ensure safe handling and use of substances; to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations
 - to provide information, instruction and supervision to employees
 - to ensure all employees are competent to do their tasks, and to give them adequate training
 - to prevent accidents and cases of work-related ill health
 - to maintain safe and healthy working conditions and a safe environment for pupils
 - to review and revise this policy as necessary at regular intervals
 - to ensure that adequate resources are available for the management of health and safety issues.
- 1.5 A copy of this Policy can be made available in large print or other accessible format upon request.
- 1.6 Any references to legislation in this Policy include any subsequent amendments to that legislation.

2 Linked policies

2.1 This policy should be read in conjunction with the School policies and procedures covering the following matters:

- contractors
- critical incident management
- educational visits
- fire
- first aid and the administration of medicines
- safeguarding and child protection
- management of asbestos
- security and premises
- supervision
- transport / minibus use

3 Responsibilities

3.1 As an employer, the Governing Body has overall responsibility for health and safety at the School and those involved in the School's operation. They are committed to improving health and safety.

3.2 The Governing Body delegates responsibility for health and safety matters to the Head.

3.3 To ensure the health and safety standards are maintained / improved, the following people also have responsibility in the following areas:

Name	Responsibility
Patrick Le Roy	Health & Safety Officer
Tim Meunier	Head
Kate Bontekoe	Governor H&S Liaison

3.4 This Policy relates to health and safety whilst on School premises. The School's separate policy on educational visits relates to health and safety issues relating to off site visits.

- 3.5 Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer in order to comply with the law.
- 3.6 All employees must:
- co-operate with supervisors and managers on health and safety matters;
 - not interfere with anything provided to safeguard their health and safety;
 - take reasonable care of their own health and safety;
 - report all health and safety concerns to an appropriate person (as detailed in this Policy).
- 3.7 All pupils (to the best of their capacities) and visitors must:
- co-operate with the School on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
 - take reasonable care for their own health and safety and that of others at the School;
 - observe standards of dress consistent with safety and / or hygiene;
 - use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety;
 - report all health and safety concerns to a member of staff.

4 Risk assessment

- 4.1 The School will undertake on an annual basis an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.
- 4.2 Particular risk assessments will be conducted for new and / or expectant mothers, employees aged under 18 and night workers, as well as pupils.
- 4.3 Specific risk assessments will also be undertaken to deal with matters including personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, ionising radiation and fire safety.
- 4.4 Specific risk assessments will also be conducted for use of high-risk areas, such as gymnasias, machinery and workshops.

- 4.5 Risk assessments are the overall responsibility of the Health & Safety Officer who will delegate their completion to the following people:

Name	Risk assessment responsibility
Karen Perrenoud Ball	Salève building & Gym (Genthod)
Anne Evrard	Main building & Jura building (Genthod)
Aurore Alefsen	Main building (Versoix)

- 4.6 The findings of the risk assessments will be reported to Health & Safety Officer.
- 4.7 Action required to remove / control risks will be approved by Health & Safety Officer.
- 4.8 Health & Safety Officer will be responsible for ensuring the action required is implemented.
- 4.9 Risk assessments will be reviewed on a regular basis ¹ or when the activity changes, whichever is soonest.
- 4.10 Further guidance on risk assessment can be found in Appendix 1.

5 Consultation with employees [and pupils]

- 5.1 The School will consult with employees either directly or through their elected representative(s) and / or through their union appointed safety representative(s) in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety.
- 5.2 Representatives will be provided with sufficient information to enable them to participate fully in the consultation process.
- 5.3 Employee representative(s) are:
- Aurore Alefsen
- Anne Evrard
- Karen Perrenoud Ball
- Ronan McStravick

¹ No prescribed statutory frequency – once a year

Julie Exton

- 5.4 The representatives will be appointed to the School's Health and Safety Committee, which meets termly.
- 5.5 The School will also consult with pupils, where appropriate.

6 Information, instruction and supervision

- 6.1 The Health and Safety Law poster is displayed on doors and leaflets are also available from Health & Safety Officer. Posters will only relate to emergency procedures, first aid and Infirmary access
- 6.2 Further notices relating to first aid and fire safety will be displayed as appropriate.
- 6.3 The School will provide access to a certificate of employers' liability insurance upon request.
- 6.4 Health and safety advice is available from Health & Safety Officer.
- 6.5 Supervision of young workers / trainees will be arranged / undertaken / monitored by Health & Safety Officer and Head
- 6.6 Health & Safety Officer is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

7 Competency for tasks and training

- 7.1 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.
- 7.2 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.
- 7.3 Induction training will be provided for all employees by Health & Safety Officer.
- 7.4 The School will also ensure that all employees receive job specific health and safety training, as appropriate.
- 7.5 Job specific training will be arranged / provided by Health & Safety Officer.
- 7.6 The School will provide further training if risks change and refresher training when skills are not frequently used.
- 7.7 Training records are kept at / by Health & Safety Officer.
- 7.8 Training will be identified, arranged and monitored by Health & Safety Officer.

8 Workplace safety

- 8.1 The School will ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.
- 8.2 The School will take all reasonable steps to ensure that the School premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other users of School premises and that it complies with its obligations applicable laws.
- 8.3 Health & Safety Officer will arrange a regular survey of the School premises and the maintenance and repair of School premises.
- 8.4 The School will promote effective infection control by ensuring that the School premises are kept clean and tidy.
- 8.5 The School will ensure that access to high-risk areas, including workshops and gymnasia is appropriately controlled and restricted.

9 Vehicle safety

- 9.1 The School will ensure that there is adequate segregation of pedestrians and vehicular traffic on the school site whenever this is reasonably possible.
- 9.2 The Health & Safety Officer 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.
- 9.3 The Health & Safety Officer is responsible for ensuring that that school vehicles are properly taxed, licensed and insured.
- 9.4 The Health & Safety Officer 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.
- 9.5 This Policy should be read in conjunction with the transport / minibus policy.

10 Safe plant and equipment

- 10.1 The Health & Safety Officer will be responsible for identifying all equipment / plant needing maintenance.
- 10.2 The Health & Safety Officer will be responsible for ensuring effective maintenance procedures are drawn up and implemented.
- 10.3 Any defects or problems found with plant / equipment should be reported to the Health & Safety Officer and the plant / equipment should be immediately taken out of use until it has been made safe.

- 10.4 The Health & Safety Officer will check that new plant and equipment meets health and safety standards before it is purchased.
- 10.5 The School will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.
- 10.6 The School will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

11 Testing of electrical equipment, gas appliances etc.

- 11.1 The Health & Safety Officer 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.
- 11.2 In particular, the School will ensure that assessments are undertaken to comply with applicable legal requirements.

12 VDUs and display screen equipment

- 12.1 The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment are in accordance with their duties under applicable legal requirements.

13 Manual handling

- 13.1 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.
- 13.2 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 1992 (SI 1992/2793).

14 Safe handling and use of substances

- 14.1 The School will have appropriate procedures in place to ensure that exposure to hazardous substances (e.g. cleaning substances) is minimised. In order to do so, the School will assess the risks from all substances hazardous to health under applicable laws and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.
- 14.2 All staff, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal

with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.

- 14.3 The Health & Safety Officer will be responsible for identifying all substances which need assessment.
- 14.4 The Health & Safety Officer will be responsible for undertaking the assessments.
- 14.5 The Health & Safety Officer will be responsible for ensuring that all actions identified in the assessments are implemented.
- 14.6 The Health & Safety Officer will be responsible for ensuring that all relevant employees are informed about the assessments.
- 14.7 Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.
- 14.8 All staff will ensure that hazardous substances are locked away after use.

15 Asbestos

- 15.1 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 applicable legal requirements and in particular by:
 - 15.1.1 proceed with premises inspection to identify ACMs if so required under applicable laws and preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;
 - 15.1.2 carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
 - 15.1.3 preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACMs known as an Asbestos Management Plan;
 - 15.1.4 regular inspections, reviews and / or monitoring, as appropriate;
 - 15.1.5 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.
 - 15.1.6 ensuring that ACM or presumed ACM is not be disturbed unless prior agreement has been given by the Governors 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;
 - 15.1.7 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.

- 15.2 If anyone disturbs or suspects that they have disturbed ACM they should:
- 15.2.1 not disturb it further under any circumstances;
 - 15.2.2 ensure that access to the affected area is restricted;
 - 15.2.3 immediately report it to Health & Safety Officer who will take appropriate action.

16 Emergency procedures - fire and evacuation

- 16.1 The School will carry out a fire risk assessment to examine and control the likelihood of a fire starting and the consequences of a fire. This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these.
- 16.2 The Health & Safety Officer is responsible for ensuring the fire risk assessment is undertaken and implemented and that any recommendations made by the Fire Service are implemented. The School will produce a fire risk (prevention) which includes the elimination or reduction of risks from dangerous substances.
- 16.3 Escape routes are checked by the Health & Safety Officer / Fire Officer termly.
- 16.4 Fire extinguishers and other fire fighting equipment (such as alarms and detectors) are maintained and checked by Health & Safety Officer / Fire Officer termly.
- 16.5 Alarms are tested at least once per week.
- 16.6 The Health & Safety Officer / Fire Officer is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills and maintenance records and certificates.
- 16.7 In addition, the School will ensure that there are sufficient Fire Marshals (or deputies in their absence) on site at all times and that they are appropriately trained. The School will continue to develop its fire procedures and provide staff training (repeated periodically where appropriate).
- 16.8 The Fire Marshals are:
- For Genthod: Alison Smith, Christine Chaix, Lucie Goater, Matt Vavrecka, Caroline Wright, Sue Power, Daniele White, Patrick Toussaint, Nikki Sawyer, Jackie O'Neill, Joe Sharpe, Jo Marceau, David Irmiger, Tarik Cherradi.
- For Versoix: Catherine Peart, Ronan, McStravick, Sophie Riffard, Aurore Alefsen, Luke Pearce.

In addition to the School's procedures regarding fire, the School will ensure that an emergency plan is prepared to cover all foreseeable major incidents that could put staff, pupils, visitors or other users of the School premises at risk and will ensure that

staff and pupils are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities. The School will ensure the safety of staff or anyone else legally on the school premises.

- 16.9 Nothing in this policy prevents anyone from dialling 118 in an emergency.
- 16.10 All health and safety emergencies should also be reported to Health & Safety Officer who can be contacted on 079 707 18 07.
- 16.11 Where an evacuation is considered necessary, the main School fire bell will be activated and the emergency routine followed.
- 16.12 The Assembly point is:
- In Genthod:
- East end of School car park on Dropping-off Zone
- In Versoix:
- Route de Suisse pavement
- 16.13 Emergency evacuation and fire drills will be tested at least once per term and emergency services contacted when necessary.
- 16.14 The School will have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors and alarms. Staff and any others working on the school site will be provided with fire safety information.

17 Accidents, first aid and work-related ill health

- 17.1 This Policy should be read in conjunction with the School's First Aid policy.
- 17.2 The School will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the School premises and on School arranged trips and visits at all times.
- 17.3 The School will undertake a risk assessment to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The School's risk assessment will also identify where specialist health surveillance is needed.
- 17.4 The appointed person(s) / first aider(s) is / are:
- 48 members of staff are trained to a high level of first aid.
- In an emergency the School Office should be contacted. Personnel are First Aid trained and they will also be able to summon other first aiders to help, where necessary.

17.5 The First Aid boxes are kept at:

In Genthod:

School Office (main building)

Jura building

Kitchen in Salève Building

In Versoix:

First Aid room

17.6 Health surveillance is required for employees doing the following jobs:

Facility officer

17.7 Health surveillance will be arranged by the Health & Safety Officer.

17.8 Health surveillance records will be kept by the Health & Safety Officer.

17.9 All accidents are to be reported to the Health & Safety Officer and recorded in the accident book (see section 18 below).

17.10 The accident book is kept by School Admin Staff in the School Office.

17.11 The School will take reasonable care to ensure that the health of their employees is not placed at risk. In doing so, the School will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on staff.

17.12 All work-related ill health including work-related stress should be reported to the Health & Safety Officer

17.13 The School will always take advice from the SSEJ and the WHO regarding matters of epidemic and contagious diseases. See also the First Aid Policy and appendices and the Crisis Management Policy.

18 Reporting requirements and record keeping

18.1 The School shall report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the relevant authorities whenever appropriate. Further guidance in relation to reporting can be found in Appendix 2.

18.2 The Health & Safety Officer is responsible for ensuring that the School complies with its reporting and record keeping obligations.

18.3 The Health & Safety Officer is responsible for reporting accident, diseases and dangerous occurrences to the HSE or enforcing authority.

- 18.4 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, the School should ensure that a report is made by the proper officer at the relevant local authority.
- 18.5 The Health & Safety Officer will also consider whether the School is required to report the accident incident to any other regulatory body or organisation.
- 18.6 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.
- 18.7 Following an incident or accident the School will take all reasonable steps to collect and preserve relevant evidence and documentation and will complete a Major Incident Report Form.
- 18.8 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.
- 18.9 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 10 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.

19 Monitoring and internal investigation

- 19.1 The School monitors health and safety both actively and reactively.
- 19.2 The Health & Safety Officer is responsible for monitoring health and safety procedures, reviewing risk assessments, accident books / reports and accident investigations. Regular reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches.
- 19.3 The Health & Safety Officer 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.

- 19.4 Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.
- 19.5 The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.
- 19.6 The School will not sanction any internal investigation, which may prejudice the investigations of outside agencies.
- 19.7 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.
- 19.8 The Health & Safety Officer is responsible for acting on investigation findings to prevent a recurrence.

20 Hirers, visitors and contractors

- 20.1 All hirers, visitors and other users of the School premises (to include parents, contractors, delivery people and inspectors) must (and the School will procure that they):
 - 20.1.1 observe the rules of the School;
 - 20.1.2 ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School;
 - 20.1.3 ensure that they are familiar with the School's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.
- 20.2 Contractors will be selected and managed in accordance with legal requirements.
- 20.3 All contractors who work at the School are required to comply fully with the provisions of the School's policy on the use of contractors.
- 20.4 Contractors must also ensure safe working practices by all of their employees and must pay due regard to the safety of all persons using the School premises.
- 20.5 The School will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised.

21 Security

- 21.1 The School aims to provide a safe and secure environment for all employees, pupils and other visitors to the School premises.
- 21.2 The School has a policy of restricting access to the School premises to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.
- 21.3 The School does not permit any firearms or other offensive weapons to be brought onto or kept on the school premises by any member of staff, visitor, contractor, parent or pupil.
- 21.4 The School will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds) by ensuring that:
 - 21.3.1 there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks);
 - 21.3.2 security assessments are conducted and reviewed regularly;
 - 21.3.3 all employees and pupils are trained about the existence and operation of the School's security arrangements and that staff training is updated as required;
 - 21.3.4 visitors to the premises are appropriately identified;
 - 21.3.5 there are adequate supervision arrangements in place;
 - 21.3.6 all security breaches or incidents are reported to Head and / or to the police or other emergency services as appropriate;
 - 21.3.7 security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

22 Protection from violence and harassment

- 22.1 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.
- 22.2 In the event of an act of violence, harassment or serious security breach incident being reported, the School should take immediate steps to safeguard those affected and contact the Head and / or the Police as appropriate.
- 22.3 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.

23 Lone workers

- 23.1 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).
- 23.2 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.

Author	Patrick Le Roy, Finance & Business Development Director
Updated	August 2018
Next review date	July 2019
Circulation	teaching staff / all staff / parents / pupils [on request]
Status	This policy is issued in accordance with applicable standards and requirements

Appendix 1 Guidance on risk assessment

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1: Identify the hazards

First you need to work out how people could be harmed.

Step 2: Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors and contractors.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities

Step 4: Record your findings and implement them

Step 5: Review your risk assessment and update if necessary

You should review what you are doing on a regular ongoing basis.

Appendix 2 Guidance on reporting

The School shall report to authorities or insurers as appropriate certain accidents, diseases and dangerous occurrences or near misses whenever relevant:

Accidents involving staff

The School will report:

- work-related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples include: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than three days.
- certain work-related diseases
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors

The School will report accidents where the pupil or visitor is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- any School activity (on or off the premises)
- the way a School activity has been organised or managed (e.g. the supervision of a field trip)
- equipment, machinery or substances
- the design or condition of the premises.