

## Health & Safety Policy

<b>This policy is to be used across all of DEMAT</b>	<b>Version</b>	<b>Date</b>
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### Definitions

The following definitions are included for reference purposes to enable clarity and transparency when applying this policy.

**Accident** is an undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss to person or property.

**Activity** is a thing that a person or group does or has done.

**Central Team** – Central service team based in Ely, working across all schools

**Central Health & Safety Team**- Central Health & Safety Team based in Ely, which is part of the Central Team

**CEO** is the Chief Executive Officer of DEMAT

**Competent Person** is someone who has sufficient training and experience or knowledge to properly assist an employer to meet its safety obligations.

**COSHH** – Control of Substances Hazardous to Health as contemplated by the COSHH Regulations 2002

**Duty of Care** refers to the requirement to ensure that all reasonable steps have been taken to ensure the health, safety and wellbeing of employees and all others within the workplace.

**Hazard** is a potential source of harm or adverse health effect on a person or persons.

**Health and Safety Lead** – an individual in a school appointed by the Headteacher who has sufficient training and experience to carry out all or some specified H&S duties for the Headteacher.

**Incident** is an unintended event that disturbs normal operations

**Interested Party** is any of the people or organisations who may be affected by a situation.

**Manual Handling** is defined as the transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying, or moving) by hand or by bodily force and any other activity regulated by the Manual Handling Operations Regulations 1992.

**Near Miss** is an event not causing harm but having the potential to cause injury or ill health.

**PEEP** is a Personal Emergency Evacuation Plan, to be put in place when an individual has additional needs in event of an evacuation

**RAMS** is a Risk Assessment and Method Statement.

**Relevant Person** refers to any person, who are or may be on the site and any person in the immediate vicinity of the site who is at risk from a fire on the premises.

**RIDDOR** refers to Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013

**Risk** refers to the chance, high or low, that any hazard will cause a person harm.

**Risk Assessment** is a 'suitable and sufficient assessment' of risks to employees' health and safety, and risks to others that are created because of work being undertaken or activities taking place.

**Task** refers to a piece of work to be done or undertaken.

**Use of Work Equipment** means any activity involving work equipment, and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing, and cleaning.

**Work Equipment** is any machinery, appliance, apparatus, tool, or installation for use at work (whether exclusively or not)

**Work at Height** is work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury and any other activity regulated by the Working at Height Regulations 2005. Working at height means work above ground/floor level, or where someone could fall from an edge, through an opening or fragile surface or could fall from ground level into an opening in a floor or a hole in the ground. Work at Height does not include a slip or a trip on the same level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.

### **Application of the Policy**

This policy is to be adhered to by all trustees of and employees employed by the Diocese of Ely Multi-Academy Trust (DEMAT).

## 1. DEMAT’s aims for Health & Safety

DEMAT aims to:

- provide a safe and healthy working environment for all staff, pupils and others who fall under its Duty of Care as defined by the HSE.
- ensure suitable procedures are in place and available to all staff, to safeguard all who fall under Trust’s Duty of Care.
- periodically review and update as required all risk assessments and procedures
- liaise with staff or representatives on matters of Health & Safety.
- ensure relevant legislation and best practice is followed. This includes, but is not limited to:
  - the Health and Safety at Work Act 1974
  - the Management of Health and Safety Work Regulations 1999
  - Control of Substances Hazardous to Health Regulations 2002
  - Working at Height Regulations 2005
  - Manual Handling Operations Regulations 1992
  - DfE guidance
  - PHE guidance
- produce and periodically review as required a full suite of policies and procedures which assist the schools in ensuring good Health & Safety practices.
- provide suitable training for all staff, to enable them to feel safe whilst carrying out their roles.

## 2. Roles and Responsibilities

The DEMAT Board has ultimate liability/responsibility for Health & Safety matters within DEMAT but discharges operational responsibility to the CEO. The CEO will take all reasonable practicable steps to ensure the safety and wellbeing of all in their Duty of Care. This includes, but is not limited to:

- informing employees of risks, and measures in place to manage them
- regularly assessing the risks to which staff and others may be exposed and ensuring adequate controls are in place and communicated
- ensure sufficient training is in place for all who require it
- provide sources of professional help to ensure assistance if required

Local responsibility for Health & Safety falls to the Headteacher or Health & Safety Lead who has the experience and knowledge in Health and Safety, and the Head of Building and Site in the Central Health and Safety Team. The Central Health & Safety Team will work with the Board/CEO and schools to ensure Health and Safety within the Trust is given the highest priority.

Trustees and Board	<p>Ultimate responsibility lies with the Board of Trustees, but specific duties are delegated to others according to their experience and training.</p> <ul style="list-style-type: none"> <li>– Trustees should be available for periodical Health and Safety meetings to ensure that the DEMAT strategic approach is being followed, and any changes required may be actioned.</li> <li>– Trustees will ensure compliance in relation to H&amp;S by way of receiving regular reports and updates from the CEO and Central Team.</li> </ul>
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CEO	<p>Has operational control for Health and Safety and will work in conjunction with Central Team and schools to ensure sufficient and effective control measures are in place for the provision of Health and Safety. The CEO will ensure that this Policy is applied throughout the whole organisation, as well as being adopted by all operatives, contractors, and visitors to premises where activities are being undertaken. This action can be delegated to others with suitable experience and training to carry out the action efficiently. The CEO will ensure relevant information is produced and reported to the Trustees to enable them to ensure compliance.</p>
Central Health and Safety Team	<p>The Central Health and Safety Team work with schools to ensure operational controls are in place and working. This can be in the form of regular audits, site visits and discussions with staff on the effectiveness of control measures. The Central Health and Safety Team will arrange for suitable training to be available to those who require it, and appropriate funding is available to ensure Health and Safety within schools.</p> <ul style="list-style-type: none"> <li>- The Central Health and Safety Team works with CEO and the Trustees on the strategic approach to Health and Safety within DEMAT, to ensure a good Health and Safety culture is built and maintained with the schools</li> <li>- They work with schools on trends shown from school data received and ensure best advice and controls are implemented within schools</li> <li>- They ensure that a suitable system for Health and Safety compliance is available to schools</li> <li>- They work with schools to ensure Health and Safety compliance</li> </ul>
Headteachers	<p>The Headteacher has the following responsibilities:</p> <ul style="list-style-type: none"> <li>- Be fully committed to the Health and Safety of their school(s)</li> <li>- Ensure that this Policy is communicated adequately to all relevant persons and adhered to at every school for which they are responsible</li> <li>- Ensure this policy is followed by all staff, pupils and visitors that fall under the duty of care of the school.</li> <li>- If desired, in writing, appoint a Health and Safety Lead who will have the knowledge and experience to deputise for the Headteacher in Health and Safety, overall responsibility remaining with the Headteacher.</li> </ul>
All Staff	<p>Apart from any specific responsibilities which may have been delegated to them, all employees must:</p> <ul style="list-style-type: none"> <li>- Act in accordance with this policy and any Health and Safety training received</li> <li>- Act with due care for the health, safety, and welfare of themselves, other employees, and other persons</li> <li>- Observe all instructions on Health and Safety issued by the HSE, DFE, school or any other person delegated to be responsible for a relevant aspect of Health and Safety</li> </ul>

	<ul style="list-style-type: none"> <li>- Report all accidents or near misses in accordance with current procedure</li> <li>- Co-operate with others to enable them to carry out their health and safety responsibilities</li> <li>- Inform the Headteacher or their Health and Safety Lead of any potential hazards to health and safety, in particular those which are of a serious or imminent danger</li> <li>- Inform the Headteacher or their Health and Safety Lead of any concerns they have in the school's health and safety arrangements</li> <li>- Exercise good standards of housekeeping and cleanliness</li> <li>- Know and apply the procedures in respect of fire, first aid and other emergencies</li> <li>- Work with the appointed Trade Union Health and Safety Representative and any Enforcement Officers in relation to Health and Safety</li> </ul>
Pupils	Pupils have a responsibility to behave in a manner appropriate to their age in relation to Health and Safety.
Visitors	All visitors to the school have a responsibility to act in accordance with the DEMAT Health and Safety policy and to notify the school if they believe there is a failure or potential for failure in the Health and Safety provided.
Contractors	<p>Contractors have a responsibility to ensure any works carried out on behalf of DEMAT whilst under our Duty of Care will do so in a manner that promotes good Health and Safety and does so in line with the DEMAT Health and Safety Policy.</p> <p>All contractors must supply up to date RAMS documentation when requested and must make the designated DEMAT contact on site aware of any significant risk to Health and Safety before work commences.</p> <p>Contractors have a responsibility to cease work immediately if the Health and Safety of anyone in the vicinity is at risk of harm.</p>

### 3. Controlling Risk at Work

DEMAT recognises the importance of good Health and Safety and incorporates it into its core business functions. This Policy outlines the main areas of how DEMAT controls risks at work, and it is backed up by policies, procedures and guidelines which will ensure compliance and best practice. These are circulated to all sites and communicated to all interested parties whose function may bring them into risk of harm whilst under DEMAT's Duty of Care.

Communication is key to DEMAT's Policy, and DEMAT will ensure that they consult with all relevant parties with regards to Health and Safety matters.

Identifying, reducing, and mitigating potential hazards and risk can only be achieved with the input of all affected parties, so appropriate consultation with all staff affected within schools in all Health and Safety matters is a requirement within DEMAT.

#### 4. Risk Assessments

Risk Assessments will be carried out for any task/activity that is judged to have a potential to cause harm to persons. This will be carried out by a competent person and shared with all those who may be impacted by the work or the control measures. A Risk Assessment should also be on a standard template where reasonably practicable, to ensure consistency of information across DEMAT.

Risk Assessments will be carried out for the following reasons:

- before new processes or activities are introduced
- before changes are introduced to existing processes or activities
- when hazards are identified
- when new information regarding any process/activity becomes available

Risk Assessments will include as a minimum:

- identification of what could cause injury or illness at our sites (hazards)
- decision on how likely it is that someone could be harmed and how seriously (the risk)
- the actions taken to eliminate the hazard, or if that is not possible, how the risk is controlled
- systems we have in place to test the control measures are sufficient

Risk Assessments will be reviewed at least annually and at any other time that significant changes deem it necessary. Relevant Risk Assessments shall be shared with those who may be impacted, and a log in a standard form prescribed by the Central Health and Safety Team will be maintained at each Site

#### 5. Hazardous Substances

All sites will ensure current COSHH regulations are adhered to, including but not limited to:

- COSHH Risk Assessment to be carried out and reviewed by a Competent Person
- minimum stocks of hazardous substances to be kept on site
- stocks no longer required to be safely disposed of in accordance with current regulations
- all hazardous substances to be kept secured in appropriate storage
- training to be given to all staff who use substances covered by COSHH
- appropriate PPE to be used as required
- Central Health and Safety Team to carry out regular audits of Risk Assessments and data sheets to ensure compliance and accurate record keeping
- COSHH substances to be used only as stated on labels and not to be decanted into any other storage container
- relevant disposal paperwork to be kept on file
- COSHH file to be kept readily available in case of emergency

#### 6. Fire/Emergencies

All DEMAT sites will ensure they follow the regulations set out in The Regulatory Reform (Fire Safety) Order 2005. As a minimum the following will be in place and up to date at each Site:

- Fire Risk Assessment for the site
- PEEPS if required
- emergency evacuation procedures, which will be communicated to all staff/pupils and periodically tested and reviewed

- emergency exits, routes, signage and assembly points are clearly marked and checked
- systems to ensure visitors/contractors are aware of fire safety procedures
- fire/emergency procedure training given to all staff and pupils
- emergency escape routes and doors all kept clear
- Fire Alarms tested as per requirement by law
- documented inspections of local fire procedures and potential issues in line with regulatory requirements
- compliance checks by way of regular reports and audits carried out by the Central Health and Safety team

## **7. Site Security**

The school caretaker/site manager or another trained person appointed by the Headteacher (in the absence of caretaker/site manager) will be responsible for maintaining the security of the premises during and out of school hours. This includes, but is not limited to:

- regular inspections of site
- regular checks on installed security and fire systems
- ensuring issues or potential issues are recorded and communicated as required

DEMAT will ensure relevant training is given to those required to fulfill these duties.

## **8. Asbestos**

The Central Health and Safety Team will ensure schools have an up-to-date Asbestos Register, and the results are communicated to all staff if required. All staff will be briefed on the dangers of asbestos and the location of any asbestos on site if their work may take them into contact with it. Arrangements shall be in place to ensure contractors are aware of any asbestos on site within the scope of their works.

## **9. Legionella and Water**

The Headteacher or Health and Safety Lead for each site will ensure the following are carried out in line with statutory requirements and best practice

- water temperature checks are carried out monthly by persons trained on correct procedure, to ensure temperatures are in line with current legislation and best practice
- Site water log books are kept up to date by the Headteacher or Health and Safety Lead and any concerns raised with the Central Health and Safety Team
- water Risk Assessments are carried out in line with statutory requirements
- water-borne legionella testing is carried out by a trained contractor and results communicated to the school and the Central Health and Safety Team
- any issues with water testing are communicated to the relevant school and actions to resolve them are communicated by the Central Health and Safety Team

## **10. Gas Safety**

Only Gas Safe registered persons may be appointed to work on or install gas systems within sites and DEMAT will ensure that processes within schools minimise the gas safety risk to anyone under their Duty of Care. This will include, but not be limited to:



- ensuring all engineers are registered to appropriate bodies and have checkable licenses
- any capital works undertaken which involve gas works require a full project plan
- ensuring adequate training records for those engineers working on site have been seen
- all gas systems and connected systems being regularly checked and maintained as per manufacturers' requirements as minimum
- all areas with gas appliances installed having adequate ventilation
- additional detection equipment being installed if deemed appropriate after a risk assessment has been carried out

## **11. Food Safety**

DEMAT will ensure that appropriate procedures are in place to ensure a high standard of food hygiene is obtained in all food preparation and storage areas.

All sites will ensure that the 14 main allergens are identified in any food that is served and documented processes are in place to stop cross contamination where practicable.

Relevant training will be given to those staff whose role requires it.

Where the catering provision is outsourced to a 3<sup>rd</sup> party provider, that provider must ensure that appropriate risk assessments are undertaken and that relevant training for staff involved in the provision of the service is provided in line with current legislation. These documents must be provided to the school Headteacher as requested.

## **12. Electrical Safety**

DEMAT will ensure sufficient training, procedures and funds are in place to allow staff to use electrical equipment without inappropriate risk to welfare. Only trained and competent persons shall be authorised to carry out work on site electrical systems or appliances used on the site. Fuses in domestic type appliances can only be changed by someone who has the necessary knowledge and skills. All staff are responsible for carrying out pre-use visual checks of electrical equipment and ensuring that electrical items are only used for their intended purpose.

Headteachers or Health and Safety Leads will ensure regulatory inspections are carried out on each site as per requirements. These will include, but will not be limited to:

- Portable Appliance Testing including microwave leak detection
- 5-year fixed wire testing
- No personal electrical equipment is used within school unless tested before use
- Additional care must be taken when using extension leads and external sockets or those close to water

## **13. Permit to Work**

DEMAT will use a standardised permit to work system to manage and control contractors and ensure the safety of anyone who falls within the scope of the permit.

Permit to work will also be used for access to roofs, roof spaces, cellars and other spaces not in normal use.

The system will be managed locally by schools and audited periodically by the Central Health and Safety team.

#### **14. Infection Prevention and Control**

PHE-published guidelines regarding infection prevention and control will be followed at all Sites. Schools will follow recommended PHE exclusion periods and controls for outbreaks of infectious diseases. Appropriate PPE will be available and used for spillages with a risk of infection. Pupils and staff will be given guidance on good prevention and control. Spill kits are available for body fluid spills.

A risk assessment will be carried out for any task that may pose a risk, e.g., contact with animals. Clinical waste will be stored securely and separately from other waste streams and collected only by a clinical waste registered contractor.

#### **15. Accident/Near Miss Reporting**

All accidents/near misses must be reported to the school Headteacher or Health and Safety Lead or Central Health and Safety Team. Accidents must be recorded in the accident book, and near misses in the accident/near miss reporting sheet. Accident and near miss data will be sent to the DEMAT Health and Safety Manager each month. Reportable accidents will be reported to relevant bodies by the Central Health and Safety Team.

#### **16. Safety Audits**

Health and Safety Leads/Headteachers will carry out periodical audits of the local safety procedures within their site and report findings to the DEMAT Health and Safety Manager. Any findings will be recorded, and remedial actions noted and signed off once completed.

#### **17. Off Site Visits**

Risk Assessments will always be completed for off site visits and activities. All off site visits/activities will be appropriately staffed to ensure safety. The Off-Site Visit/Activity Procedure will be communicated to all staff who may be affected.

#### **18. Lettings/External Hires**

Any lettings or external hires must adhere to the DEMAT Health and Safety Policy. Any lettings or external hires must supply a Risk Assessment, and this will be signed off by the Headteacher or Health and Safety lead before confirmation of booking.

#### **19. Equipment**

Work equipment is only to be used for its intended purpose and maintained/ stored in accordance with the manufacturer's instructions. Equipment maintenance records will be kept and accessible for those who require access to them in line with current best practice. Any new work equipment will be checked to ensure it is fit for purpose and educational standards before purchasing.

Equipment will be stored in an appropriate manner, with relevant safety/awareness notices if required. Broken or damaged equipment will be removed from use immediately and clearly labelled as such if not disposed of.

Pupils should not set up or carry equipment unless given clear instructions on how to do so safely.

## **20. Manual Handling**

Manual Handling training and refresher training must be undertaken by all staff whose role includes manual handling. Headteachers or Health and Safety Leads will provide a Risk Assessment for any manual handling tasks if requested. All staff are required to follow manual handling training and acknowledge their own limitations. Headteachers or Health and Safety Leads will ensure suitable mechanical aids or assistance are available for staff to use if assessed to be required to safely carry out the task.

Manual Handling will be compliant with current Manual Handling Operations Regulations 1992

## **21. Working at Height**

Headteachers or Health and Safety Leads will ensure sufficient instruction is given to those whose work may require them to work at height. If requested, a risk assessment for the task will be supplied prior to work commencing.

Pupils must not be permitted to use any equipment that will lead to their Working from Height. Contractors will provide their own suitable equipment to Work at Height and this must be included in their Risk Assessment.

Correct equipment must always be used to Work at Height and appropriate training given.

Any equipment on site that can be used for Working at Height must be visually inspected before every use, and any defects noted. It should not be used if deemed potentially unsafe. Any equipment used for Working at Height must be periodically checked (dependent on usage) for safe use by a competent person. Working at Height practices will be compliant with current Working at Height Regulations 2005

## **22. Lone Working**

The Central Health and Safety Team will provide a guidance document to enable lone workers to be provided with guidance, supervision, monitoring and support. Headteachers or Health and Safety Leads shall adopt an appropriate procedure for their individual circumstances to ensure lone working safety.

DEMAT understands that the process of lone working is not on its own dangerous, but risks are potentially increased when working alone. Activities that have been risk-assessed to have a potentially high-risk score will not be undertaken during periods of lone working.

## **23. Display Screen Equipment.**

All staff who use Display Screen Equipment for a “significant” part of their day will be given access to a Display Screen Equipment Self-assessment tool. “Significant” is classed as continuous or near continuous spells of an hour or more at a time. Such staff will be given access on request to an eye test by a qualified optician, to be repeated at regular intervals thereafter while such use continues.

## **24. PPE**

PPE will be issued to all staff free of charge where the task requires or promotes it. PPE usage will be considered during risk assessment control measures. PPE will always be a last resort after a hierarchy of controls has been worked through to ensure safe working practices. DEMAT/sites will ensure appropriate PPE is readily available for use.

It is the individual's responsibility to ensure PPE is fit for purpose and not shared amongst colleagues. It is the individual's responsibility to ensure damaged PPE is not used and is disposed of safely.

## **25. Use of motor vehicles**

All those driving on DEMAT business shall be properly trained and appropriately insured to ensure the safety of themselves and others they may interact with.

All vehicles being used shall be fit for purpose and authorised to be on the highways.

The DEMAT Driving on Business policy shall be adhered to so that all those driving while working for DEMAT are given relevant training and knowledge to do so in a safe manner.

## **26. Wellbeing**

DEMAT take the wellbeing of all its staff and pupils seriously.

*26.1 Violent or threatening behavior* will not be tolerated towards DEMAT staff. Any incidents of violent or threatening behavior will be reported to the perpetrator's Line Manager/Headteacher immediately. Any such incidents will be reported to the Health and Safety Manager in the Central Health and Safety Team for investigation if required.

A violence at work policy is available for all staff.

*26.2 Smoking, including the use or charging of e-cigarettes,* is forbidden anywhere on DEMAT property, including smoking in vehicles parked on DEMAT property or within view of pupils, whether staff are on site property or not.

*26.3 Stress:* DEMAT is committed to promoting good levels of health and wellbeing and recognises the importance of identifying and lowering workplace stress triggers. All staff can access our Employee Assistance via [www.employeeassistance.org.uk](http://www.employeeassistance.org.uk).

*26.4 Work /Life Balance:* DEMAT recognises the requirement for a healthy work/life balance and works with Senior Leadership Teams in schools to ensure this is promoted and acceptable balances achieved.

## **27. Expectant/New Mothers**

Risk Assessments will be carried out whenever any employee/volunteer notifies the school that they are pregnant. Adjustments to working practices will be actioned if deemed necessary and any reasonable request will be investigated, and response communicated. Any additional reasonable welfare provisions will be provided after a Risk Assessment has been carried out.

## **28. Training**

All staff and visitors shall be provided with relevant Health and Safety information, or training required to safely carry out their job. Additional training will be provided on a task-specific basis for staff who require it.

An up-to-date record of training given will be maintained at each school.

Training content will be audited periodically by the Central Health and Safety Team to ensure content is fit for purpose.

Contractors working on Trust sites will be expected to prove competence in their areas of expertise and provide training/competence records if requested.

## **29. Health Monitoring**

The health of staff will be monitored to assist with wellbeing and promote good staff health. This may take the form of:

- consulting staff so they understand the reasons and benefits of decisions that affect them
- plans on how to monitor and how often
- encouraging staff to report musculoskeletal symptoms as soon as possible
- simple reporting methods
- reviewing sickness records/fit notes and any occupational advice
- reviewing accident and RIDDOR reports
- investigating trends gathered from health monitoring
- identifying potential triggers for problems, and alleviate
- encouraging the involvement of staff in assisting with the solutions to the problems reported

## **30. Contractors/Visitors/Volunteers**

All persons on DEMAT property will be subject to the DEMAT Health and Safety Policy. Contractors are required to supply sites with an up-to-date RAMS (before work commences and confirmation of their following of the DEMAT Health and Safety Policy). All non-permanent staff must sign in and be given a safety briefing before they are allowed on site.

## **31. Reporting**

The Headteacher or Health and Safety Lead will keep a record of all reportable incidents, whether reportable to the Central Health and Safety Team or to the HSE.

31.1 The list of *RIDDOR reportable incidents* will be communicated to all staff. RIDDOR reportable incidents will be reported to the Central Health & Safety Team who will then report as required.

31.2 Notification to parents of any accident or injury occurrences involving their child will be carried out by the Headteacher or Health and Safety Lead or another competent person as soon as reasonably practicable after the incident occurs.

31.3 Reporting an occurrence to Ofsted or other child protection agencies in the event of a serious incident or death of a child whilst under the school's care will be carried out by the Health and Safety Lead or Headteacher as soon as reasonably practicable after the incident has occurred.

Trend analysis will be used to identify any potential problem areas, and these will be investigated to ensure a reduction of reportable incidents in those areas.

All reporting will be conducted in line with current GDPR regulations.