



Health and Safety Policy.VI.2

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General statement of intent

The Directors of Clover Learning Community undertakes to meet fully their responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for staff, students, visitors and contractors.

The Directors will actively work to identify hazards and where these cannot be removed, ensure that they are adequately controlled. All of Clover Learning Community's employees have a duty of responsibility to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

In compliance with the Management of Health and Safety at Work Regulations 1999, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place, as far as is reasonably practicable, using a sensible risk management approach.

The Directors will ensure that effective consultation takes place with all staff on health and safety matters and that all individuals are consulted before health and safety responsibilities are delegated to them. Where necessary, the Directors will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Directors will ensure provision of sufficient information and training in health and safety matters to all staff in respect of the risks to their health and safety.

All staff must follow instructions to ensure the maintenance of high standards of health and safety in all provision activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the Roles and Responsibilities / Arrangements section.

Signed:

Jadie Wardle (Director /Head)
Date:

Bhavini Karia (Director / Deputy Head)
Date:

1. Aims

Clover Learning Community aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the provision 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 (provisions) and the following legislation:

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

Clover Learning Community follows national guidance published by Public Health England when responding to infection control issues.

3. Roles and responsibilities / arrangements

The Directors

The directors have ultimate responsibility for health and safety matters in the provision but will delegate day-to-day responsibility to the Head of Clover Learning Community.

The directors have a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the provision premises.

The directors, as the employer, also has a duty to:

- Assess the risks to staff and others affected by the learning community's activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform staff about risks and the measures in place to manage them

- Ensure that adequate health and safety training is provided

The director who oversees health and safety is Jadie Wardle.

Head

The Head 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 students
- Ensuring that the learning community's building and premises are safe and regularly inspected
- Providing adequate training for staff
- Reporting to the directors 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
- In liaison with the letting agent, monitor cleaning contracts, and ensure cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Head's absence, the Deputy Head assumes the above day-to-day health and safety responsibilities.

Health and safety lead

The nominated health and safety lead is Jadie Wardle (Head).

Staff

Staff have a duty to take care of students 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 learning community 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 students
- Understand emergency evacuation procedures and feel confident in implementing them

Students and parents

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

Contractors

Contractors will agree health and safety practices with the Head and letting agent before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Competent Person (health and safety)

The learning community will ensure access to competent technical advice on health and safety matters to assist in meeting these objectives. This will be done by;

- Having an agreement with JCH Safety LTD (or another reputable company).

4. Site security

The Head, in conjunction with the letting agent are responsible for the security of the learning community site in and out of learning hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Head and letting agent are key holders and will respond to an emergency.

5. Fire

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

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell

Fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and students will congregate at the assembly points. This is to the rear of the garden at the rear of the building.
- Staff / group tutors will take a register of students, which will then be checked against the attendance register of that day
- The Head of Centre will take a register of all staff
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter

Clover Learning Community 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.

A fire safety checklist can be found in appendix 1.

Clover Learning Community has an up to date evacuation policy.

6. Driving

All staff that drive their own cars for work purposes must have a full UK driving licence and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

Staff who use their own vehicles for work purposes, should refer to the following guidance links

HSE Driving at Work <http://www.hse.gov.uk/pubns/indg382.pdf>

Mobile Phones <http://www.rospa.com/roadsafety/info/workmobiles.pdf>

Any students to be transported will be done so with due regard for safeguarding ensuring correct insurance provision is in place.

7. First Aid

The Health and Safety (First Aid) Regulations 1981 (as amended)

HSE guidance <http://www.hse.gov.uk/firstaid/>

Clover Learning Community are committed to ensuring appropriate First Aid arrangements are always available for staff, students and for visitors attending site. We have a First Aid Policy to be read in conjunction with this document.

Staff members do not directly administer medication. Clover Learning Community will keep student's medication in a safe, locked place during the learning day for the students to self-administer if necessary - providing parental consent is in place for self administration.

DfE guidance - Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies (revised December 2015). https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

8. COSHH

Learning centres 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 the Head and circulated to all staff 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.

Students do not have direct access to hazardous products.

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.

9. Gas Safety Certificate

There is no gas supply to Executive House, Mill Lane, Blaby. Leics.

- 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
- Gas safety is responsibility of the Landlord. Documents will be checked and copies kept by the learning community.

10. Legionella

A water hygiene survey to be carried out and a subsequent risk assessment produced. The Head is the designated competent person for water hygiene, monitoring of the water systems and keeping records in a log book. The duty may be delegated to an FM Company or other member of staff who has had appropriate training to assist them to carry out these duties.

- A water risk assessment will be completed by the Head and landlord. The Head is responsible for ensuring that the identified operational controls are conducted and recorded in the learning community's water logbook
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint

The risks from Legionella are mitigated by the following:

- Hot water is stored at 60°C
- Cold water is stored below 20°C
- Water temperature checks are carried out weekly
- Hot water is heated to 65°C monthly
- All sinks are disinfected on a daily basis
- Water taps are kept free from limescale

11. Asbestos

Clover Learning Community has documentation to demonstrate that no asbestos is on site and tested to demonstrate this.

12. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure 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

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any student 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 Head immediately
- 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 a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Fixed wiring checks will be carried out every 5 years with records kept.

PE equipment

Clover Learning Community does not presently offer PE to students

- Students 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 PE areas or other apparatus will be reported to the Head

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)

Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. At Clover Learning Community, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders. Clover Learning Community doesn't presently have students who require oxygen cylinders.

13. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager 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.

14. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The letting agent retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

15. 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.

Clover Learning Community will ensure that proper mechanical aids and lifting equipment are available, and that staff are trained in how to use them safely.

Staff and students 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
- Clover Learning Community will provide manual handling training to all staff.

16. Off-site visits

When taking students off of the learning community's 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 learning community mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- There will always be at least one first aider on educational trips and visits

17. Lettings

This policy applies to lettings. Those who hire any aspect of the provision site or any facilities will be made aware of the content of the provision's health and safety policy and will have responsibility for complying with it. Clover Learning Community does not presently operate lettings outside of the learning day. **Staff at Clover Learning Community will check all work areas each morning prior to students arriving to check for potential hazards left behind by lettings.**

18. Violence at work

18.1 The Health and Safety at Work, etc. Act 1974 places duties on every employer to:

- Provide and maintain systems of work that are safe
- Provide all necessary information, instruction, training and supervision to enable individuals to be safe

18.2 Employers are required to assess the risks to staff (and others) in the workplace and this includes the risk from foreseeable acts of violence, and threatening behaviour or abuse at work. Employers should identify preventative and protective measures and make arrangements to implement control measures that follow from the risk assessment, so far as it is reasonably practicable, and put user-friendly and accessible procedures into place which staff should be familiar with and be able to refer to them immediately. These procedures must be reviewed regularly and updated as necessary.

18.3 Clover Learning Community and the staff acknowledge and accept their legal obligation:

- To provide and maintain safe systems of work
- To provide all necessary information, instruction, training and supervision to enable individuals to be safe
- To provide and maintain a safe place of work for staff, students and visitors to Clover Learning Community
- Declares its intention to take all reasonable and practicable measures to this end and to support fully those staff who are the victims of violence, threatening behaviour and abuse
- Acknowledges that every employee has the right to be treated with dignity and respect — assaults on staff are not acceptable
- Will take measures to deter violence, threatening behaviour or abuse and take action against those responsible

18.4 This policy sets out the action that will be taken to reduce the frequency of assaults, monitor their occurrence, train staff, support victims of violence and deal with incidents when they occur. This includes:

- Maintaining a safe working environment and safe practices
- Identifying levels of risk of violence faced by members of staff
- Assessing who is exposed to the risk of violence
- Reviewing risk assessments at regular intervals or when there is any change to the risk of violence
- Providing adequate training for all staff
- Ensuring a structured, supportive response from management in the event of an assault
- Implementing a standard reporting and monitoring system
- Considering exclusion or the application of appropriate disciplinary procedures and sanctions in the case of student assailants
- Reference, if appropriate, to the police
- The use of statutory powers
- Relief from duty, if appropriate, following assault

18.5 The Head of Centre will be responsible for undertaking Violence in the Workplace risk assessments and will:

- Include the whole of the site, including areas adjacent to the site
 - Include staff who visit students at home as part of the risk assessment process.

- Identify and assess the risks: activities and workplaces should be looked at and considered for what could reasonably be expected to cause harm
- Consider everybody at the workplace and everyone using the site
- Determine appropriate actions to manage those risks

18.6 Dealing with offensive weapons:

If a member of staff becomes aware either that a student is in possession of an offensive weapon or that there has been an incident involving a weapon, the following actions should be taken:

- Immediately inform a member of the Management Team (the staff member should not try to deal with the situation alone)
- The senior member of staff on site must decide whether it is necessary to contact the police
- If the above is the case, no further action should be taken until the police arrive. However, in some exceptional circumstances, action may have to be taken immediately. If this is the case, the person should be isolated from other people if possible. A colleague or adult witness should be present.

31.9 Assaults by Adults:

In the case of an assault by a visitor or intruder, the Head or member of the management team will immediately:

- Inform the police, requesting their immediate attendance
- Take steps to ensure that all staff and students are safe and secure
- Take appropriate steps to isolate the assailant.

Subsequently, Clover Learning Community will liaise with the police if the assailant is known, send her/him a letter stating that her/his behaviour is unacceptable and that s/he is not permitted to come onto Clover Learning Community's premises in future without an appointment. If s/he does so, and causes a nuisance or disturbance, s/he will be regarded as a trespasser and will be liable to prosecution for causing a nuisance or disturbance as a trespasser on educational premises.

18.7 Assaults by Students:

In the event of an assault on a member of staff by a student, the assailant should normally be removed from the premises immediately. In cases where it is impractical to remove her/him from the premises (e.g. where attempts to contact parents have been unsuccessful), the student concerned should be isolated from other students. Exclusion from the beginning of the next day should be considered. The removal of the student, as a fixed-term exclusion, will allow for an investigation of the circumstances of the assault. Permanent exclusion procedures may then follow. If/when the student returns to Clover Learning Community, the Head will consult the assaulted member of staff about appropriate arrangements. In the event of a serious assault, s/he will not be required or expected to teach, supervise or support the student concerned.

18.8 Action when an assault occurs:

If a member of staff is assaulted, the following action should be taken:

- They should be allowed access to a private area for as long as necessary where s/he can sit with a friend, representative or colleague.
- They should be allowed to leave the learning community and go home if they wish and the employer will make appropriate arrangements which may include arranging transport for them

- They may have to attend a hospital, accompanied by a friend, representative or colleague.
- Similarly, they may have to attend her/his GP's surgery and may wish to be accompanied.
- In addition, staff who have been assaulted will be provided with other appropriate support, including legal advice.
- If the assault has occurred away from the premises, Clover Learning Community should be formally notified.
- A written record covering the circumstances leading up to the assault, the assault itself and any injury should be made as soon as possible.
- As soon as practicable after the assault, the member of staff should prepare a written statement on the incident and should be given the opportunity to consult their trade union before submitting it.
- Written statements should be obtained as soon as practicable from all witnesses. (Wherever possible, they should be prepared on the day of the incident or as soon as possible thereafter.)
- The member of staff who has been assaulted should be provided with a copy of all written statements.
- The incident must be reported to the police. The Head, acting on behalf of and with the consent of the member of staff, will normally inform the police of any assault on the premises. If the member of staff concerned does not wish the police to be informed, those views will be taken into consideration. In all cases, the member of staff has the right to report the incident personally to the police.
- The incident must be reported to the directors.
- The member of staff should be advised to contact their trade union representative. In any discussions about the incident, the staff member may be accompanied by a representative of their trade union who will be accorded facilities time to support and advise the member of staff.
- The Head will undertake an investigation and prepare a formal written report as soon as practicable. This report will be agreed with the employee concerned. The report will be given to the police by the Head or their representative and to those with overall responsibility for health and safety.

18.9 Further support for the victim of assault:

Clover Learning Community will permit the assaulted member of staff to take reasonable paid time off to consult her/his trade union, the police or legal advisors and to attend court if a prosecution is initiated, or for the purposes of any other form of litigation. If the assailant is prosecuted, the employee and other employees who are witnesses may be required to give evidence in court. Paid leave of absence will be granted for this purpose and appropriate cover will be provided.

19. Smoking

Smoking is not permitted anywhere on the provision premises by staff. Students are not encouraged to smoke, but where parental consent has been given for a student to smoke – this must happen in the designated area as per Clover Learning Community's Smoking and Vaping Policy and supervised at all times by staff.

20. Injection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels / or use hand sanitizer
- Always wash / sanitize hands after using the toilet, before eating or handling food and when moving to another area of the premises
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash / sanitize hands after using or disposing of tissues
- Spitting is prohibited

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, pad changing)
- Wear goggles and a facemask if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

- Clean the environment, including shared learning resources, frequently and thoroughly

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

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used 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

Pupils vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children and young people. The learning community will normally have been made aware of such vulnerable students. These children and young people are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carers will be informed promptly, and further medical advice sought. We will advise these children and young people to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The provision will follow recommended exclusion periods outlined by Public Health England.

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

21. New and expectant mothers

Risk assessments will be carried out whenever any employee or student notifies the provision 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

22. Occupational stress

Clover Learning Community are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Clover Learning Community recognises that staff are its most important resource. We seek to value our staff through personal and professional development. In addition to Clover Learning Community's responsibility and commitment to staff well-being, staff have the primary responsibility for their own health and well-being. This involves taking care of oneself and letting the Head know about any aspect of work and the working environment which may be affecting health.

At Clover Learning Community, staff well-being activities are focused on all staff working well together to improve their working conditions within a 'no-blame' culture.

Clover Learning Community will:

- Provide a range of strategies for involving all staff in decision making processes
- Provide regular supervision sessions
- Develop appraisal systems linked to job descriptions
- Provide additional support at particularly stressful times
- Ensure staff have knowledge of and access to union representation
- Ensure all staff have access to high quality professional development opportunities
- Facilitate positive staff/student relationships to ensure an effective teaching and learning environment and a happy place to be for all
- Through regular training and building security, provide staff with a sense of safety and the confidence to deal positively with stressful incidents
- Regularly review the demands of staff time and workload to monitor systems are operating as effectively as possible in promoting positive staff well-being
- Regularly review communication systems to ensure all staff are well informed

- Have a culture where everybody is valued
- Respond sensitively and flexibly to external pressures impacting on staff lives
- Maintain contact with staff when they are absent from work for a long period, and provide support on their return to work

23. Accident reporting

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. An accident form template can be found in appendix 2
- 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 provision 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.

Reporting to the Health and Safety Executive

The head of centre 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 head of centre will report these to the Health and Safety Executive (Chair of Governors) 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 provisions include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

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

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

24. 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 science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training in relation to students' needs as stated in their EHCP and their associated behaviours.

25. Monitoring

This policy will be reviewed by the Head and directors every academic year.

At every review, the policy will be approved by the Head and directors of the company.

26. Links with other policies

This health and safety policy links to the following policies:

- Fire Safety
- First aid
- Supporting pupils with medical conditions
- Smoking and Vaping

Appendix 1. Sign off sheet

HEALTH AND SAFETY DOCUMENTS, GUIDANCE AND INFORMATION CIRCULATION FORM

The attached document has been received / issued by Clover Learning Community and must be read by all staff members. The Health and Safety At Work etc Act 1974, requires staff members to co-operate with the employer and others on safety matters. It is a policy of the Board of Governors that all health and safety guidance relevant to members of staff, will be made available and read by them.

Would you therefore please sign and date the circulation list to indicate that you have read the attached document.

Name	Designation	Signature	Date

Appendix 2. Accident Report Form

ACCIDENT REPORT FORM

Name of injured person		Role/learning group	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the learning community will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		Date	