SILS Health and Safety Policy 2026/2027

SOUTHWARK INCLUSIVE LEARNING SERVICE
(SILS)

Headteacher	Signature:
Management Committee	Signature: 3/11/26.
Last Review Date	April 2026
Next Review Date	April 2027

Part 1 Statement of General Policy

The Management committee of SILS recognises its responsibilities under the Health and Safety at Work etc., Act 1974 to ensure that adequate arrangements are in place to secure, as far as is reasonably practicable the health safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities. The Governors will actively work with the head teacher and staff to identify hazards, assess the risks and where these cannot be removed ensure that they are adequately controlled.

This policy applies to all staff, pupils, visitors, contractors and volunteers across all SILS sites and activities. This policy is reviewed annually and following any significant incident, change in legislation, or audit finding.

Part 2 Responsibilities and Organisation for managing Health and Safety

2.1 The management committee

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the management committee. The management committee ensures that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.
In particular to:

- Ensure that the school has a current health and safety policy.
- Ensure that the school complies with Southwark Council's health and safety policies in schools and on all school activities.
- Have in place procedures to identify hazards, evaluate risk and implement control measures.
- Creates management arrangements for health and safety and periodically monitor its effectiveness.
- Ensure that an annual audit and inspection is carried out by a qualified person.
- Have health and safety on the agenda at Governing Body meetings.
- Ensure that adequate resources are made available for health and safety (time as well as financial resources)

2.2 Headteacher

The Headteacher has day to day responsibility for the management of health and safety in the school; with main duties including

- Effective arrangements in place to ensure the health, safety and welfare of all users
- Arranging for risk assessments to be carried out by a competent person.
- Putting into effect any remedial measures or refer as necessary to the Governors or the LA.
- Consulting with members of staff on health and safety matters, particularly any accredited staff safety representatives.
- Appointing Educational Visits Coordinator, from school staff, to advise and coordinate external school visits.
- To arrange for regular inspections of places of work and working practices.
- Provide reports on all known accidents and occupational ill health to the LA
- Review from time to time the provision of first aid arrangements and emergency evacuation procedures.

- Regularly review procedures for the dissemination of health and safety information to staff and the management committee.
- To ensure that there is a clear delegation of health and safety tasks to identified personnel.
- To regularly report accidents, dangerous occurrences, fire drills, inspections and reviews to the management committee and the LA

2.3 School Health and Safety Lead (Facilities/ premises manager)

At SILS the facilities manager is the nominated health and safety lead. He / she has sufficient authority to lead on this responsibility and the time resources and competence to fulfil the role. In addition, the facilities manager is familiar with safety legislation, codes of practice and guidance relevant to the safe keeping of the school premises and responsibilities include:

- Maintaining safe working practices in storing, handling, transport and use of articles, materials and substances.
- Making regular checks for physical hazards, and prompt repair of reported defects.
- Working under direction of the business manager ensure that they effectively monitor the condition of the premises.
- report defects and monitor that appropriate remedial action is taken.
- Test the fire alarm system weekly and record the findings
- Ensure that risk assessments are in place for all activities.
- Ensure safe working methods are in place.
- Ensure emergency evacuation procedure is practised, at least once a term and that results are documented.
- Ensure termly health and safety inspections are carried out.
- Ensure that safety requirements for plant, machinery and equipment are in place and are adequate.
- Ensure suitable Personal Protective Equipment is available, in good condition and is used and stored correctly.
- Ensure that standards of health and safety are monitored and appropriate remedial action is taken when required
- All known hazards and defects which are within the maintenance responsibility of Southwark Children's Services are reported to the headteacher and Southwark.

2.4 Educational Visits coordinator

The **Educational Visits Coordinators for the school are Shallon Douglas (KS3) and Sara Atkinson (KS4).** They are responsible for:

- Liaising with the employer, through the Education Health and Safety Manager, to ensure that educational visits meet the employer's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Undertakes the functions outlines in the DfE publication "Health and Safety of Pupils on Educational Visits"

2.5 SCHOOL STAFF

School staff have a general responsibility to ensure good health and safety practice. They are required to:

- take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- Cooperate with all health and safety arrangements.
- Report any defects or other health and safety matter that they are aware of.
- Correctly use equipment, tools and protective devices, including Personal Protective Equipment

They are expected to:

- Report any physical hazard to the Premises Manager preferable by email at kbello@sils.southwark.sch.uk
- To report any accidents, breakages and dangerous occurrences in accordance with the school's procedures.
- To comply with safe working practices and agreed procedures.
- To exercise good standards of housekeeping and cleanliness.
- To know and apply the emergency procedures for accidents, first aid and fire.

ILLNESS, ACCIDENTS AND INCIDENTS

In the event of a pupil being unwell or involved in an accident, it is expected that the member of staff will use their judgement to assess the situation. Pupils can be sent to the office for further assessment by a first aider. It may be decided to return the pupil to class, to summon the child's carer or to seek further medical attention. If it is decided that the pupil requires further attention, every effort will be made to contact the carer so that they can accompany the pupil. The school will escort a pupil to casualty as quickly as possible, even if it has not been possible to contact the carer.

There are three levels of accident reporting:

1. All accidents must be recorded in the first aid book, even if no treatment is given. There should be a brief statement of the injury, the treatment and the initials of the person dealing with the issue.
2. Accidents of a more serious nature, which result, or could have resulted in considerable hurt, should be recorded on the appropriate Accident Form kept in the main office. This should be signed by the person concerned, countersigned by the Headteacher, and sent to Southwark Health and Safety monitoring unit.
3. Reportable accidents under the Riddor Regulations will also be reported to the Health and Safety Executive in accordance with regulation. Accident forms will be completed and are available for inspection by the management committee. General reports will be made by the Headteacher to the management committee every term.
   http://www.hse.gov.uk/riddor/riddor.htm

FIRE AND EMERGENCY PROCEDURES

Procedures for the evacuation of the school are displayed in every room. Staff are asked to ensure that they are familiar with the nearest exit and with the routines for lunchtime emergencies.

INFORMATION, DOCUMENTATION AND TRAINING

The Health and Safety Manual, Risk Assessment File and other relevant documents are kept in the Headteacher's office. These are available for all staff to consult if they wish. Relevant training is arranged by the INSET Coordinator, Members of Staff who feel a particular need for training should consult the Head teacher.

ELECTRICAL EQUIPMENT

Only equipment supplied and checked by the school should be used. Staff are asked to make a visual inspection for faults before use. Pupils should not be asked to make any electrical connections. The Premises Manager arranges for an annual examination of all electrical equipment.

MACHINERY, FURNITURE AND EQUIPMENT

All staff are required to make visual checks of equipment and furniture and report any defects. Pupils should only use tools under supervision and tools should not be left on open display in the classroom.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Cleaning fluids used by the cleaning staff, are kept in locked cupboards. Other flammable or hazardous substances must be kept locked in a metal cabinet. Small quantities of household cleaning materials are kept in the staff room, bulk supplies are locked away. No adhesives containing solvents should be used in the school. The photocopier toner should be replenished by a trained member of staff. No one should work at the photocopier for long periods and regular checks should be made to ensure the room is adequately ventilated.

CLEANING ARRANGEMENTS

Cleaning is currently undertaken by external contractors and is supervised by the Premises Manager.

SAFETY IN PHYSICAL EDUCATION

P.E. is the curriculum area with the greatest potential for accident or injury. It is therefore vital that all staff are familiar with the rules we operate to reduce risks, and that they are strictly enforced.

- All Pupils must be suitably dressed for P.E.

Football

- Football may only be played on the marked-out pitches in the recreational area of the school.
- Balls used other than on the football pitch should not be larger than a tennis ball.

All jewellery must be removed. Staff should not remove or replace earrings for a pupil. Jewellery that is worn from religious conviction should be taped down during the P.E. lesson.

PLAYGROUND SAFETY

- At recreation times all pupils should be in the playground unless they are supervised by an adult elsewhere.
- Staff on outdoor duty must be in the outside recreation area to meet the pupils coming out.
- Staff should move around and be alert for any physical hazards or dangerous behaviour, if encountered this should be addressed at once.
- All incidents of bullying behaviour dealt with should be reported to the form tutor of both the aggressor and the victim. If such behaviour recurs it should be reported to the Headteacher

PUPILS IN SCHOOL

- Pupils should never be left unsupervised in school. Pupils leaving the classrooms should be checked.
- Adults should not carry hot drinks out of the staff room during the school day.

DISPLAYS IN THE SCHOOL

- Display should never cover a door or window.
- They must be a safe distance from electrical fittings.
- Pupils should never use staple guns.
- Staples must never be put into wood.
- Display boards should be cleared of all paper and staples before putting up another display.
- Glue or tape on windows should be avoided.

SECURITY / ACCESS TO THE SCHOOL

The gates to the school will be open in the morning from 7.30 a.m. for staff and 8.45 am to pupils. All pupils entering the school will be searched using a metal detecting wand, all searches are conducted in line with DfE guidance on searching, screening and confiscation, with due regard to safeguarding, proportionality, dignity and equality. Any articles deemed an offensive weapon will be confiscated and managed in line with the school's behaviour policy. All other access to the school will be through the main entrance via intercom. Identification will be requested where appropriate. All visitors will have a dated visitor's badge.

The school has CCTV fitted throughout for the safety of pupils, staff and property.

Part 3 Arrangements for managing Health and Safety

A series of procedures, guidance notes and other documents are available on the Southwark intranet and Southwark website, which together make up Children's and Adults Services safety management system.

http://thesource/the-council/departments/children-s-and-adult-s-services/health-and-safety/
http://www.southwark.gov.uk/info/200142/school_management/1228/health_and_safety_in_scho o ls

These should be read in conjunction with the Southwark LAs health and safety policy and the guidance notes and directives contained in the Southwark safety management system. A summary of the key responsibilities are listed below:

Accident/ Incident Reporting and Investigation: All accidents and incidents at work must be reported by the individual to management for investigation and action as necessary. Southwark's accident /incident report and investigation forms HS1/HS2/HS2 must be completed.

Headteachers and Managers must

- Follow the requirements of the departmental accident and incident reporting procedure
- Ensure that all work-related accidents and incidents are promptly reported and investigated using the council's accident/Incident forms
- Review risk assessments and implement actions to prevent reoccurrences

First Aid and Supporting Medical Needs

The names of trained First Aiders and the location of first aid boxes are displayed in the entrances to each building, the main office and the Headteachers office. The main office is responsible for ensuring that first aid boxes are fully equipped.

The headteacher ensures that

- An assessment of first aids needs is recorded and identified controls are implemented
- There are an adequate number of trained first aiders and first aid provision for all on-site and off-site activities.
- There are effective management systems in place to manage medication

Display Screen Equipment: Display Screen Equipment (DSE) assessments must be conducted for all users of Display Screen Equipment. Display Screen Equipment refers to the whole workstation, job process and work environment as well as to the display screen, keyboard and other accessories

Headteachers and Managers must ensure that arrangements are in place to:

- Identify all DSE users
- Designate and train competent DSE Risk Assessors
- Ensure DSE assessments are conducted for all workstations including hot desks
- Ensure all workstations meet the standards set out in the Regulations
- Ensure work is planned to ensure that regular changes of activity away from the work screen take place
- Provide employees with adequate training and information on the correct use of workstations

• Inform DSE users of arrangements for free eyesight tests and assistance towards the cost of corrective spectacles for DSE work.

Lone Working (See separate policy)

The term "lone working" applies to staff where working practices mean that they are solitary and/or when there is no close or direct supervision. Arrangements in place for lone working are detailed in a separate policy.

Moving and Handling

Headteachers and Managers must ensure that

- Moving and handling is avoided wherever practicable by changes in work processes or by the introduction of mechanisation
- A careful assessment of the risks is conducted where moving and handling cannot be avoided
- Control measures are put in place to reduce or control the risk
- Risk assessments are carried out by competent persons

Training

The Headteacher and Managers must ensure that

- Health and safety training needs are identified for all posts
- Health and safety training (initial and refresher) is provided to ensure staff are competent for the tasks they are required to undertake
- All new members of staff or staff relocating from another workplace are provided with a health and safety induction on their first day at work
- Training is given before undertaking a new or unfamiliar task or operations and before using new equipment, plant or machinery.
- Records of health and safety training are maintained

Occupational Road Risk

The Headteacher and Managers must follow the requirements of the departmental occupational road risk procedure and ensure that

- Risk assessments are undertaken for all transport activities, actions are implemented and findings communicated to staff
- Vehicles are selected/specified that are suitable for the job, have safety features, are in a safe condition and match the needs and capabilities of the driver and passengers
- Vehicles are maintained and regularly serviced. Thorough examination and inspection of all lifting and specialist equipment is conducted at least every 6 months. All defects are promptly reported and rectified. All vehicles have a current MOT and vehicle licence
- Drivers have a current valid licence for the class of vehicle they will be driving and where applicable undertake driver certificate of professional competence (CPC). All minibus drivers must hold a category D1 entitlement on their licence

On -Site vehicle Movements

Headteachers and Managers including facilities manager must ensure that

- The risks from vehicle movements are assessed
- Risk assessments consider vehicle movements immediately outside premises which may be associated with work activities i.e. staff arriving and leaving work, pupil and service user transport and delivery vehicle
- Risks are managed in line with current workplace transport guidance
- Arrangements are made at each site to segregate vehicles and people
- There are safe working practices for loading and unloading vehicles
- All staff bringing vehicles onto premises complies with site speed restrictions and signage
- Vehicles are only be parked in designated parking spaces.
- Pedestrians only use pathways or designated pedestrian routes and must keep clear of traffic routes

Off Site /Educational Visits

Southwark Children's and Adults Services have formally adopted the National Guidance for Learning outside the Classroom and all offsite visits/activities must be planned following this guidance available via www.southwarkvisits.gov.uk

Headteachers and Managers must ensure that

- EVOLVE; the online portal for the safe planning, recording and approval of off-site visits/activities is used for approving all adventurous, overseas or residential off-site visits/activities
- Visits/activities are submitted for approval by the outdoor education adviser at least 4 weeks prior to the visit
- An educational visits coordinator is appointed and trained

Risk Assessment

The Headteacher and Managers must ensure that

- Sufficient numbers of competent risk assessors are appointed and trained
- Risk assessments are carried out for all activities undertaken within their area of control
- Actions identified through the assessment are implemented
- Staff are informed of the significant findings that affect them
- Specific assessments are conducted for hazards in the workplace, which include Display Screen Equipment, manual handling, stress, noise, violence and lone working and workplace equipment
- Individual assessments are conducted for specific categories of employees i.e. new and expectant mothers, young persons, and employees with a medical condition or disability
- Risks to service users/pupils and members of the public posed by the activities of their operation are assessed
- Risk assessments are reviewed if there is any reason that they are no longer valid but as a minimum every two years

Stress

The Headteacher and Managers must comply with Southwark council policy, wellbeing strategy and guidance for the management of occupational stress and

- Be aware of the symptoms of stress
- Identify all workplace stressors and conduct risk assessments
- Implement measures to reduce stress
- Provide training for all managers and supervisory staff in good management practices
- Provide support and confidential counselling for staff
- Encourage a culture where stress is not seen as a weakness

Violence at Work

Violence, aggressive behaviour or harassment as defined by Southwark Council is, 'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.' *(ref: Appendix 1)*

The Headteacher and Managers must follow the requirements of the LAs policy on violence, aggressive behaviour and harassment towards employees and ensure that

- Risk assessments are undertaken to identify activities where there could potentially be a risk of violence, aggressive behaviour or harassment
- Existing precautions are evaluated and here identified and, where required, additional measures introduced to eliminate or reduce the risk

• There are safe systems of work for all activities within their area of responsibility and that employees follow them
• All incidents, including verbal abuse, are reported and investigated

Visitors

All visitors should on arrival report to reception and should sign in and be provided with a security pass which must be worn at all times.
The member of staff who invites, or escorts the visitor is responsible for informing them of any hazards that are likely to affect them and must escort them from the premises when the visit is concluded
They must also ensure that the visitor is informed of the action to take in the event of fire or another emergency.

The Headteacher and Managers in conjunction with the facilities manager must provide emergency procedures for the safe evacuation of visitors with disabilities. Any person with disabilities who has concerns about evacuation procedures or their ability to evacuate the premises in an emergency situation should make their host aware of such concerns.

The Headteacher and facilities manager must appoint contractors/providers in accordance with the scheme for financing schools and council procurement procedures and must ensure that
• Contractors are selected that are competent to undertake the work safely
• Contractor health and safety competencies are evaluated before the contract commences
• Contractors are selected from the approved list or through the Council's service desk where relevant
• Risk assessments and method statements are obtained and reviewed before work commences
• Contractors are provided with the information they need on all known risks and precautions to be taken
• Contractors conduct their operations in accordance with the department's health and safety policy and all relevant local procedures
• A responsible person is appointed to liaise, monitor and supervise the works and effective systems for monitoring on site performance are put in place. All non-conformance is immediately raised with the contractor and remedied
• All building and refurbishment projects that fall within the requirements of the Construction (Design and Management) Regulations are notified to the HSE
• A formal permit to work system is implemented for hazardous work including working in

Control of Hazardous Substances

The facilities manager must ensure that
• the use, handling, storage and transportation of hazardous substances is safe and without risks to health
• Where possible any hazardous substance must be eliminated or substituted by a less hazardous one
• Identify and make an inventory of all hazardous substances hazardous to health that staff, service users, pupils, contractors or members of the public are exposed to through work activities. This includes blood-borne viruses, such as Hepatitis B.C, D, and HIV
• Assess the risks to staff and anyone else who may be affected (e.g. visitors, pupils, members of the public, service users etc.) by completing the COSHH product questionnaire and COSHH work activity form
• Control measures are properly implemented, their effectiveness monitored and a maintenance programme introduced as required
• All employees are given adequate information, instruction, training and supervision for working with hazardous substances/possible exposure to pathogens
• Assessments are reviewed if there are any significant changes in the work, the circumstances or personnel
• CLEAPSS guidance and risk assessments for school science are adopted and followed www.cleapss.org.uk

• Guidance from Public Health England (PHE) is followed for the control and notification of infection in schools and other settings

Electricity at Work

The facilities manager must ensure that:

• All electrical installations, systems and appliances are safe for use and free from mechanical and electrical defect when in use

• A statutory five yearly check of the electrical system is carried out by a competent person, recommended remedial action is completed and records maintained

• Users of electrical equipment carry out a visual inspection of the equipment before use and damaged or faulty electrical equipment is immediately taken out of use

• Repairs to electrical equipment are only undertaken by trained and competent persons

• Portable electrical appliances are inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years

Fire and Emergencies

The facilities manager must ensure that arrangements in place comply with the Council and Children's and Adults services fire safety policy and strategy by ensuring that:

• Fire risk assessments are conducted by a competent assessor using the council's fire risk assessment template and kept under regular review

• Identified remedial measures are implemented

• All means of escape are clearly marked and kept free from obstruction.

• Robust evacuation and emergency procedures are developed and appropriate training and instruction is provided to staff, visitors, service users, pupils and contractors

• Drills/practices are arranged to a set schedule

• Personal Emergency Evacuation Plans are developed and implemented

• Appropriate fire alarm, firefighting, and fire detection equipment is installed in all workplaces and regularly inspected, tested and maintained

Gas Safety

The facilities manager must ensure that

• Gas systems are safely installed, maintained, tested and inspected in accordance with statutory requirements

• Gas work is only undertaken by Gas Safe registered engineers

• Statutory annual gas safety checks are conducted and records maintained

Water Safety

The facilities manager must ensure that

• Water systems are operated in accordance with HSE Guidance HSG274 and the Approved Code of Practice and Guidance L8- Legionnaires disease 'The control of legionella bacteria in water systems. http://www.hse.gov.uk/pubns/books/l8.htm

• A risk assessment is conducted to identify and assess potential sources of legionella bacteria

• A site-specific scheme of control is in place and implemented

• Recommended maintenance and/or monitoring is undertaken by competent personnel

• Staff with delegated responsibilities are provided with appropriate training

Work at Height

The facilities manager is responsible for operations that involve working at height and must ensure that

• Work at height is avoided where possible

• Work equipment or other controls are put in place to prevent falls where working at height cannot be avoided

• Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the

distance and consequences of a fall should one occur
• All work at height is properly planned and organised

- Those involved in work at height are trained and competent to do so
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled and equipment for work at height is properly inspected and maintained

Work Equipment

Headteachers and Managers must ensure that

- All equipment supplied for use at work is suitable for its intended purpose, maintained in good working order and serviced in line with manufacturer's recommendations
- Records of maintenance and servicing are maintained
- Staff are provided with adequate information, instruction, training and supervision
- Safe operating procedures are documented and shared with staff
- Staff work in accordance with safety procedures

Workplace Safety

The facilities manager is responsible for ensuring that:

- Workplaces are kept clean, tidy and free from hazards
- Access and egress routes are kept clear and free from any obstructions and floors /traffic routes are maintained in good condition
- Adequate ventilation and reasonable temperatures are maintained
- Adequate levels of lighting is provided
- Suitable and sufficient toilet facilities, washing facilities and drinking water are provided
- Suitable rest and change facilities are provided
- Where necessary, for reasons of safety, glazing is protected against breakage and/or safety glazing is installed
- Restrictors are fitted to windows where there is the risk of falls and are properly maintained
- Finger guards are fitted where risk of entrapment has been identified
- Measures are in place to ensure there is adequate protection from the risk of burns and scalding
- Formal recorded health and safety inspections of premises are carried out at least termly/ quarterly
- Hazard checklists are developed to reflect the type, nature and complexity of the school/work area to be inspected. Schools are recommended to adopt the HSE classroom checklist for classroom inspections http://www.hse.gov.uk/risk/classroom-checklist.htm
- Joint Trade Union health and safety inspections are encouraged and facilitated wherever possible

Health and Safety Audits

Every school and service area will be audited on health and safety performance at least every two years.

The Headteacher and Facilities Manager must

- Co-operate and provide assistance for the conduct of health and safety audits
- Respond to the findings of health and safety audits and develop action plans
- Monitor the progress of the implementation of audit findings and associated corrective actions

Reviewing Performance

Health and safety performance must be monitored at all management levels throughout the department. The frequency for such reviews will be determined in accordance with Southwark and departmental requirements.

Part 4: Specific Responsibilities for Managing Health and Safety in Schools

In addition to the organisation and arrangements for managing health and safety described in Parts 2 and 3 of this document, Southwark Children's and Adults Services has specific arrangements for managing health and safety in schools.

Health and Safety Responsibilities

Legal responsibility and accountability for health and safety in schools lies with the school employer. The school employer has overall responsibility for

- The health, safety and welfare of employees
- The health and safety of pupils in school and on off site visits
- The health and safety of volunteers, visitors and contractors involved in school activities

Although overall accountability lies with the school employer, day to day health and safety functions are delegated to the school management team through the scheme for financing schools

As a **Community Schools, Southwark** Local Authority is the employer of staff; thereby retains overall legal accountability for health and safety. ***SILS has due regard to the Local Authority's' health and safety policy and demonstrates compliance of its requirements during the biennial audit programme and other monitoring activities.***

Southwark LA responsibilities for health and safety in schools include ensuring that

- SILS complies with health and safety legislation
- A written health and safety policy is provided
- Risks are assessed and significant findings recorded
- Measures are introduced to manage those risks (risk management);
- There is access to competent health and safety advice
- There is effective consultation with the school workforce
- Employees receive relevant information and training to manage risk on a day to day operational basis
- There are robust monitoring arrangements in place to ensure health and safety policy and procedures are followed

Policy Review

This *policy will be reviewed at least once a year, taken account of guidance from statutory bodies on issues related to Health and Safety; and it operates in conjunction with Emergency Arrangements in place at KS3 and KS4*

Appendix 1

The actions below apply alongside arrangements in other policies e.g. Behaviour Regulation & Positive Handling Policy; and they are to be undertaken if a member of staff is threatened with assault or assaulted at work:

- *The staff member will be permitted access to a private area where they can sit with a colleague or trade union representative*
- *The school's designated first aider will be asked to provide assistance and provide or refer for medical treatment*
- *The staff member will be permitted to go home if they so wish and the employer will make any necessary transport arrangements where applicable.*
- *Where the staff member is required to attend hospital or their GP they may be accompanied with a work colleague, friend or trade union representative*
- *The staff may access the schools occupational health service. The employer will make the staff member aware of this provision and complete any referral in a timely manner.*
- *The staff member will be provided with appropriate support which may include confidential counselling via the Education Support Partnership*
- *The incident will be recorded as soon as possible after the incident, in line with the procedures set out in the school's policies (positive behaviour management and others).*
- *If the assault has occurred away from the school premises the Headteacher will be formally notified.*
- *The staff member will be required to make a factual written statement of the incident; and written statements will be taken from witnesses to the event, preferably on the day of the event or as soon as possible thereafter.*
- *In the case of visible injuries, it will be helpful to take photographs.*
- *At the school's discretion the incident may be reported to the safer schools officer, with the staff members consent. If the employee does not want the matter referred to the police, those views will be taken into consideration. In all cases the employee has the right to report the incident personally to the police if they so wish.*
- *The staff member will complete accident / incident reporting form HS1 and forward this to the Headteacher as soon as possible (within 48 hours).*
- *The line manager or an appropriate person will carry out an investigation into the incident and forward the outcome along with a completed HS2 form with all statements to the Headteacher for review in line with the schools behaviour policy (or other appropriate polices)*
- *The Headteacher will arrange for the information on the accident reporting forms (HS1 & HS2) to be forwarded to the local authority*
- *Following any assault or serious incident the school will re-visit the risk assessment related to the activity or event where this incident occurred*