East Midlands Education Trust

Health and Safety Policy

Summer 2026

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1 Health and Safety Policy Statement

1.1. Our Health and Safety Policy is outlined below and is endorsed by the EMET Board of Trustees, who accept full responsibility and require all employees to help in complying with our legal and moral duties. The Chief Executive Officer accepts the delegated overall responsibility for all operational matters for the Trust. When the Chief Executive Officer is not present, delegated responsibility will be passed down to one of the two Deputy Chief Executive Officers. The EMET Estates Team will support schools in their day to day health and safety responsibilities.

1.2. It is the policy of East Midlands Education Trust to ensure the health, safety and welfare at work of all its employees, pupils and visitors. In accepting this responsibility East Midlands Education Trust will ensure that

1.2.1 A clear written policy statement is created which promotes the correct attitude towards safety in staff, students, visitors and contractors

1.2.2 Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities

1.2.3 Persons have sufficient experience, knowledge and training to perform the tasks required of them

1.2.4 Clear procedures are created which assess the risk from hazards and produce safe systems of work

1.2.5 Sufficient funds are set aside to meet our responsibilities

1.2.6 Health and safety performance is measured both actively and reactively

1.2.7 The health and safety policy and performance is reviewed annually.

2 Governance

2.1 The responsibility for the implementation of the Trust health and safety policy at school level rests with the Local Governing Body.

2.2 The following statement will be adopted by the Local Governing Body in monitoring the health and safety objectives for the school with the aim of ensuring best practice in the management of health and safety

2.2.1 To provide oversight in that safe and healthy conditions are provided for students, employees and others who may be affected by the school's activities

2.2.2 To monitor adherence to statutory compliance and all relevant health and safety legislation

2.2.3 Monitor that adequate resources are assigned to the management of health and safety

2.2.4 Provide a Governor representative for Health and Safety

2.2.5 Carry out an annual H&S inspection and report

3 Head Teacher

3.1 The Head Teacher holds delegated accountability and responsibility for the implementation and compliance of health and safety in their school and will ensure the effective implementation of this policy by ensuring:

3.1.1 This Policy is communicated to all relevant persons.

3.1.2 Management responsibility for health and safety is effectively delegated within a school staff structure and documented on appendix 1. The Head Teacher should complete and sign a copy of Appendix 1, and return to the EMET Estates Team upon policy release, along with confirmation of any personnel changes on the document.

3.1.3 Staff are trained and are competent in relation to their duties. See appendix 2.

3.1.4 Appropriate consultation arrangements are in place for staff and their representatives.

3.1.5 All staff are provided with information, instruction supervision and training on health and safety issues.

3.1.6 Ensuring effective health and safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk assessments, implementing actions and submitting reports to Governors, Trustees and other agencies where necessary.

3.1.7 Business Continuity Plans and Emergency procedures are in place.

3.1.8 Accident data is monitored and investigations are carried out when required.

3.1.9 A report to the local Governing Board on the health and safety performance of the school is completed termly, this can be done via the Head Teachers report.

3.1.10 All new staff receive an induction and are provided with adequate information, instruction and training and are competent to carry out their roles.

3.1.11 All recommendations arising from the external health and safety audit are completed within the specified timeframes.

3.1.12 A full fire risk assessment is in place and kept up to date, this includes;

- A fire management plan, identifying local procedures and responsibilities relating to fire safety. This should be reviewed minimum annually, or sooner if any information is no longer correct e.g. staff changes
- Fire safety audit/assessment, carried out by an external consultant, to include an examination of the premises and relevant documents to ascertain how the premises are being managed with regards to fire safety. Any recommendations should be followed up in the required timescales detailed within the audit

4 Delegated management responsibility

4.1 Appendix 1 contains a list of where delegated health and safety responsibility roles has been assigned for each EMET School. This will include those with specific management duties and include; Health and Safety Representative, Heads of Department, Teachers, Services Managers, Technicians, Site Managers, Caretakers, Catering Managers and Cleaning Managers.

4.2 All managers with health and safety responsibility must;

4.2.1 Apply their Health and Safety procedures to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.

4.2.2 Develop health and safety procedures in accordance with Trust policy which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.

4.2.3 Carry out regular health and safety risk assessments of the activities for which they are responsible on an annual basis as a minimum and retain records.

4.2.4 Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

4.2.5 Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head Teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

4.2.6 Carry out regular checks of their areas of responsibility to ensure that equipment, machinery, furniture and activities are safe and record these checks where required.

4.2.7 Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.

4.2.8 Ensure all accidents are investigated appropriately and reported to the delegated Health and Safety Manager or Head Teacher.

4.2.9 Contribute to the Governors Annual H&S inspection and report.

5 Health and Safety Manager/Representative

5.1 In EMET secondary schools this role can be delegated to a competent person by the Head Teacher. In Primary schools this role is often retained by the Head Teacher.

5.2 The H&S manager role is responsible for;

5.2.1 Acting as Health and safety representative for the school and advising staff as and when required.

5.2.2 Ensuring all risk assessments are in place and updated at least annually.

5.2.3 Ensuring that termly Health and Safety Meetings are carried out and recorded.

5.2.4 Providing advice on health and safety training requirements.

5.2.5 Promoting the H&S core competency training matrix so all staff meet the EMET minimum training requirements, appendix 2.

5.2.6 Ensuring that accident data, dangerous occurrences or diseases that are notifiable are reported to the enforcing authorities and are recorded where appropriate on the on the HS1 Form – Accident, Incident, Near Miss Report Form'.

5.2.7 Leading on accident investigation and liaising with external organisations such as the emergency services and the HSE.

5.2.8 Managing health assessments and personal risk assessments including Personal emergency evacuation Plans.

5.2.9 Ensure Display Screen Equipment (DSE) assessments are carried out for staff who are considered 'DSE Users' and any remedial actions are completed e.g. purchasing new equipment

5.2.10 Ensuring that statutory and non-statutory examinations of plant, equipment is carried out and defects arising are completed within the recommended timescales.

5.2.11 Liaising with the Trust nominated Health and Safety service provider to ensure compliance.

5.2.12 Ensuring adequate arrangements are in place for the security of School premises.

5.2.13 Manage the first aid provision.

5.2.14 All welfare facilities provided are maintained in a satisfactory state.

5.2.15 Contractors working on site are managed, controlled and have undertaken pre-checks to provide evidence of contractor insurance, health and safety policy, staff competence, appropriate accreditation and DBS checks.

5.2.16 Risk Assessments and Method statements to be provided and checked before any work commences.

5.2.17 Acting as the on-site project lead for any capital projects, liaising with external project professionals appointed by the Trust including adherence to the Construction and Design Management Regulations (2015)

5.2.18 Ensuring the HSE Health and safety law poster is displayed in the School reception.

6 Teaching staff

6.1 Teachers are expected to exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

6.2 Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient adult to child ratio occurring in classrooms or other supervised areas at any time.

6.3 Give clear oral and written health and safety instructions and warnings to students as often as necessary.

6.4 Ensure the use of personal protective equipment and machinery guards are used where necessary.

6.5 Make recommendations to their Head Teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

6.6 Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

6.7 Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the Academy without authorisation from the delegated Health and safety representative or Head Teacher.

6.8 Regularly check their classrooms for potential hazards and report any observed to the Head Teacher or designated representative.

6.9 Report all accidents, defects and dangerous occurrences (including near misses) to the Head Teacher or designated representative.

7 All Employees

7.1 Apart from any specific responsibilities which may have been delegated to them, all employees should set a personal example and must;

7.1.1 Act in the course of their employment with due care for the health, safety and wellbeing of themselves, other employees and other persons.

7.1.2 Observe all instructions on health and safety issued by the Head Teacher or any other person delegated to be responsible for a relevant aspect of health and safety.

7.1.3 Act in accordance with any specific H&S training received.

7.1.4 Report all accidents and near misses in accordance with procedures appended to this Policy.

7.1.5 Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.

7.1.6 Exercise good standards of housekeeping and cleanliness.

7.1.7 Know and apply the procedures in respect of fire, first aid and other emergencies.

7.1.8 All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

8 Students

8.1 Students, in accordance with their age and aptitude, are expected to;

8.1.1 Exercise personal responsibility for the health and safety of themselves and others

8.1.2 Observe standards of dress consistent with safety and/or hygiene

8.1.3 Observe all the health and safety rules of the Academy and in particular the instructions of staff given in an emergency.

8.1.4 Use and not wilfully misuse, neglect or interfere with PPE and other items provided for their health and safety.

9 Visitors

9.1 All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.

9.2 Hirers of the Academy premises must use equipment and substances correctly and use the appropriate safety equipment. Hirers will be made aware of the school's hiring and letting agreement in relation to health and safety. The hirers are responsible for first aid and emergency arrangements.

9.3 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. Staff must not put themselves at risk.

9.4 If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, approach and direct them to reception to sign in, all visitors, cover staff and contractors must wear a visitor's badge.

9.5 Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times.

10 Control of Contractors

10.1 When the premises are used for purposes not under the direction of the Head Teacher then the nominated person in charge of the activities will have responsibility for safe practices in the areas under their control.

10.2 All contractors working on school property must:

10.2.1 Take reasonable care of their own safety

10.2.2 Take reasonable care of the safety of pupils, school staff and others affected by their actions

10.2.3 Observe the safety rules and safeguarding procedures of the school

10.2.4 Submit their health and safety policy and relevant risk assessments and method statements to the school for approval

10.2.5 Comply with and accept the health and safety and management of contractor's policy

10.2.6 Dress appropriately, sensibly and safely when on school premises and for the task being undertaken

10.2.7 Use all safety equipment and/or protective clothing as required by the school and as indicated in the risk assessment for the task

10.2.8 Maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate

10.2.9 Report all accidents and serious incidents to the school

10.2.10 Observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes

10.2.11 Provide adequate first aid arrangements unless otherwise agreed with the school.

10.2.12 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Head Teacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors

10.2.13 All EMET schools apply a no smoking policy

11 External Health and Safety Support

11.1 East Midlands Education Trust appoints an external provider for health and safety support. This service provides each school with access to resources and advice, membership to CLEAPSS, Radiation Protection Advisor, and support with criminal investigations, civil claims and complaints.

11.2 Health and Safety audits are carried out by an external consultant on behalf of EMET.

12 Accident reporting and investigation

12.1 This policy sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the school's premises.

12.2 Employees who develop a work-related illness must also report via these procedures.

12.3 Definitions:

- An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.
- An **incident/near miss** is an unplanned event that does not cause injury or damage but could do so.
- A **work-related illness** is illness that is contracted by an employee through the course of work as a result of activities carried out by the school.

12.4 Accident Recording:

12.4.1 All accidents resulting in personal injury must be recorded on the HS1 Form – Accident, Incident/Near Miss Report Form. All completed forms should be sent to the EMET Estates Team (estates@emet.uk.com).

12.4.2 Completed Accident Report Forms will be stored to comply with the requirements of the General Data Protection Act.

12.4.3 Completed Accident Report Forms will be reviewed regularly by the Health and Safety Manager to ascertain the nature of incidents that have occurred in the school. This review will be in addition to any investigation of the circumstances surrounding each incident.

12.4.4 All near misses must be reported to the Health and Safety Manager as soon as possible, on the HS1 Form – Accident, Incident, Near Miss Report Form so that action can be taken to investigate the causes and to prevent recurrence.

12.4.5 Appendix 4 'EMET Child/Young Person Accident Reporting Flowchart') provides additional clarification on accident/serious incident reporting requirements.

12.5 Serious incidents

12.5.1 Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority via the Health and Safety Executive website under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

12.5.2 A 'HS1 Form – Accident, Incident, Near Miss Report Form must be completed for all serious incidents, which must then be reported to the EMET Estates Business Partner associated with the school, immediately. Following the steps on Appendix 4 'Health and Safety Child/Young Person Accident Reporting Flowchart', and if applicable, a report must be made to the Health and Safety Executive under RIDDOR.

12.5.3 The HSE website contains guidance for schools on when an accident is RIDDOR Reportable.

12.5.4 This includes major injury including any fractures (other than to fingers, thumbs or toes), amputation, loss of sight, crush injury resulting in internal damage, serious burns, scalping, loss of consciousness from a head injury or asphyxia, an injury from working in an enclosed space, hospitalisation of a non-employee as a result of a work activity.

12.5.5 Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

To calculate whether the absence classifies as 'over 7-day':

- Exclude the day of the incident if they went home or did not return to work on the day

- Include weekends, bank holidays and weekdays (whether the person would normally work on them or not). *For example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.*

- Non-consensual violence - major or over 7 day injuries to people at work arising from non-consensual violence are notifiable

12.6 RIDDOR reporting of accidents involving pupils or visitors

12.6.1 If a pupil or visitor has an accident this must be reported if:

- The person involved is killed or taken to hospital; and
- The accident arises out of or in connection with a work activity. Examples of 'in connection with a work activity' are;

Work organisation – supervision of a field trip
Plant or substances – lifts, machinery, experiments
Condition of premises, play grounds, play or PE equipment
Sports activities as part of the curriculum where there is death or hospitalisation
Playground accidents due the condition of the premises or inadequate supervision.

12.7 For further advice on injuries, diseases or dangerous occurrences requiring notification please contact either the EMET Estates Team, the Trust nominated health and safety support service provider, or the HSE website.

12.8 Contact details for the Health and Safety Executive are:
Tel: 0845 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: http://www.hse.gov.uk/riddor/report.htm

12.9 The completed report form sent back by the HSE should be kept with other accident records and documents on the accident investigation. Forms are kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

12.10 Records are to be kept for 7 years from the date of the incident.

12.11 In the instance of a Child/Young Person, records must be kept up to 3 years beyond the Child/Young Person's 18th (Eighteenth) Birthday

12.11 Accident Investigation

12.11.1 All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated.

12.11.2 Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows:

- Simple investigation (minor accident) 1 hour
- Standard investigation (reportable accident) 6 hours

12.11.3 During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident

12.11.4 The investigation aim should be:

- to ensure that all necessary information in respect of the accident or incident is collated
- understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to

12.11.5 The investigation will include obtaining signed witness statements, photographs and drawings as appropriate

13 Staff employed as part of the central team

13.1 Our central staff are either based at the HQ1 on the West Bridgford School campus, HQ2 on The Kimberley School campus, HQ3 on the Joseph Whitaker Campus, or based in office accommodation in our schools. In all instances, central staff are expected to follow the principles outlined in this policy and the H & S processes and procedures as determined by their host school.

13.2 In some instances, central staff also work from home for a part of their working time. When working from home, central staff should be mindful of the issues outlined in our Flexible Working policy in relation to working from home and following H & S guidance.

13.3 The responsibility for the implementation of the trust's H & S policy at our school sites rests with the local governing body. The responsibility to ensure that central staff follow these policies rests with the CEO rather than individual school head teachers, albeit operationally this will be delegated to the Senior Estates Business Partner.

13.4 HQ building management and compliance for fire safety, security and maintenance will be included in the school service contracts. Each HQ will require an Office Risk Assessment for the working environment which will be reviewed annually or to any change by the central Estates team.

Appendix 1

EMET Schools delegated H&S management responsibility list

EMET School	Larkfields Infant School
Head Teacher	Nichola Irwin
Health & Safety Manager/Representative	Nichola Irwin

Areas of risk and control

Premises	**Duty Holder**	**Position**
Premises maintenance and site safety	Nichola Irwin	Head Teacher
Maintenance of plant and equipment	MIES	Paid Service
Fire safety	MIES(for maintenance) / Vertas (compliance)	Paid Service
Asbestos management	Nichola Irwin/2MAsbestos	Head Teacher/Paid
Legionella control and water safety	Sterilizing Services	Paid Service
Electrical safety - Fixed wire and portable appliances	MIES (fixed wire) / AGG (portable appliances)	Paid Service
Gas safety	MIES	Paid Service
Grounds (including vehicle movement on site)	Vertas	Paid Service
Site security and access control	Taybar	Paid Service
Cleaning and hygiene	Olena Zymenko	Cleaner in charge
Control of contractors on site	Natalie Cochrane	Office Manager
Project Management	Nichola Irwin	Head Teacher
Safety signage	Vertas	Paid Service
Independent statutory inspections Lifts, local exhaust ventilation	N/A	
Swimming pool maintenance	N/A	
Minibus maintenance	N/A	
Kitchen safety	**Duty Holder**	**Position**
EHO Hygiene rating (statutory H&S and hygiene standards)	VERTAS / cook in charge	Paid Service
HACCP system	VERTAS / Cook in charge	Paid Service
Kitchen extraction cleaning	Qantaqua	Paid Service
Kitchen appliances	HCS	Paid Service
Pest control contract	Nottingham Pest Control	Paid Service
Curriculum Departments	**Duty Holder**	**Position**
Sport facilities, gyms and equipment	GM Services	Paid Service
Science laboratories and chemical storage	N/A	
Design and Technology workshop equipment	N/A	
Staff general	**Duty Holder**	**Position**
Staff/student induction packs	Natalie Cochrane	School Administrator
First aid provision	Teresa Reed	Teaching Assistant
Educational visits (EVC)	Jane Maltby	School Administrator
Display screen equipment	Natalie Cochrane	School Administrator
BCP and emergency closure plan	Nichola Irwin	Head Teacher
Accessibility	Nichola Irwin	Head Teacher
Administration of medicines	Nichola Irwin	Head Teacher
Specific risk assessments (Peeps, expectant mothers, injuries)	Nichola Irwin	Head Teacher
Stress management	Nichola Irwin	Head Teacher
Display notices	**Duty Holder**	**Position**
H&S Law poster	Natalie Cochrane	School Administrator
Employer liability insurance	Nichola Irwin	Head Teacher
Accident reporting	**Duty Holder**	**Position**
Accident data reporting	Natalie Cochrane	School Administrator
Accident investigation	Nichola Irwin	Head Teacher
RIDDOR reporting	Natalie Cochrane	School Administrator
Training records	**Duty Holder**	**Position**
Staff H&S training records	Natalie Cochrane	School Administrator
Staff H&S training programme	Natalie Cochrane	School Administrator
HEAD TECHER SIGN OFF – N Irwin – Date – 08/06/26		

Appendix 2

	Refresher Frequency	Head teacher	Deputy Head teacher	Delegated Health and Safety Representative	Head Of Department	Teaching Staff	Non-teaching Staff	Administration Staff	Caretaker / Site Manager	Cleaner	Midday Supervisor	Supply Teacher	Chair of Governor	H&S Governor	EMET Trustee for H&S
Managing Safety for Head teachers and Business Managers (IOSH Approved Course)	3 Yearly	Required	Required	X	Required	X	X	X	X	X	X	X	Required	Required	Required
Managing Safety in School Premises (IOSH Approved Course)	3 Yearly	X	X	Required	X	X	X	X	Required	Required	X	X	X	X	X
Risk Assessment	3 Yearly	Required	Required	Required	Required	Required	Required	Required	Required	X	X	X	X	Required	X
Fire Safety Awareness	Annual	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	X	Required	X
Moving and Handling (Inanimate objects)	3 Yearly	X	X	Required	X	Required	Required	Required	Required	Required	X	X	X	Required	X
Managing Asbestos in School Premises (Only sites where asbestos is present)	3 Yearly	Required	Required	Required	X	X	X	X	Required	X	X	X	X	Required	X

	Refresher Frequency	Head teacher	Deputy Head teacher	Delegated Health and Safety Representative	Head Of Department	Teaching Staff	Non-teaching Staff	Administration Staff	Caretaker / Site Manager	Cleaner	Midday Supervisor	Supply Teacher	Chair of Governor	H&S Governor	EMET Trustee for H&S
Working at Height Awareness	**3 Yearly**	**X**	**X**	**Required**	**X**	**Required ***	**Required ***	**Required ***	**Required**	**Required**	**X**	**X**	**X**	**X**	**X**
COSHH Awareness	**3 Yearly**	**X**	**X**	**Required**	**Required ***	**Required ***	**X**	**X**	**Required**	**Required**	**X**	**X**	**X**	**X**	**X**
Accident Investigation Training	**3 Yearly**	**X**	**X**	**Required**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**

* - Required where relevant to role e.g. COSHH Awareness is required for a Head of Department/Teacher in the Art Department but not necessarily for an English Teacher

Appendix 3

HS1: Accident/Incident/Near Miss Report Form

Contact the EMET Estates Team in the event of a serious accident:estates@emet.uk.com
Adam Potter (EMET Senior Estates Business Partner) – 07796 463012
Harry Segrove (EMET Estates Business Partner) – 07881 621554
Mason Honour (EMET Associate Estates Business Partner) – 07353 002146

THIS SIDE TO BE COMPLETED BY THE INJURED PERSON OR RESPONSIBLE PERSON ACTING ON THEIR BEHALF
(IF THE INJURED PERSON IS A PUPIL, THIS FORM SHOULD BE COMPLETED BY A MEMBER OF STAFF BUT ALL DETAILS BELOW SHOULD BE THOSE OF THE INJURED PERSON)

FORENAME(S)	SURNAME	AGE	GENDER Male ☐ Female ☐
HOME ADDRESS POST CODE	TEL NO.	CATEGORY (Please tick) EMET/School staff ☐ Temp/Agency Staff ☐ Contractor ☐ Work experience ☐ Trainee ☐ Member of public ☐ Pupil ☐ Self-employed ☐	

EMET/SCHOOL STAFF ONLY		ADDRESS/LOCATION OF THE ACCIDENT
SITE	TEACHING/SUPPORT STAFF	
OCCUPATION	LINE MANAGER'S NAME	WHERE ON THE ADDRESS/LOCATION

WHEN DID THE ACCIDENT OCCUR? Date Time	WHAT WAS THE INJURY? (e.g. cut, bruise, sprain, unconsciousness etc.) ☐ Not applicable (near miss)	WHAT PART OF THE BODY WAS INJURED? (Specify exact location e.g. left, right, upper or lower) ☐ Not applicable (near miss)

MEDICAL TREATMENT RECEIVED/ACTION TAKEN				NAME OF WITNESS(ES)
None	☐	Sent/taken home	☐	
First Aid	☐	Doctor	☐	
Returned to Work	☐	Straight to hospital	☐	

PLEASE DESCRIBE THE ACCIDENT (use an additional sheet if necessary)

- Events leading up to the accident
- Environmental conditions
- What job/activity was being undertaken
- Personal protective equipment used
- Why it happened
- If a fall, state the distance fallen in metres

• Name of any substance, type of machinery/equipment involved, tools being used

WHO WAS THE ACCIDENT REPORTED TO? (IF NOT THE LINE MANAGER)	ON WHAT DATE WAS THE ACCIDENT REPORTED?

I SUBMIT THESE DETAILS AS BEING A TRUE ACCOUNT OF THE ACCIDENT		
Signed	Date	Work phone number

Accident/Incident/Near Miss Report Form

THIS SIDE TO BE COMPLETED BY THE LINE MANAGER/H&S REPRESENTATIVE

WERE ANY OF THE FOLLOWING CONTRIBUTING FACTORS? (Tick more than one box if necessary)					
Unsafe methods (system of work)	☐	Lack of employee training	☐	Housekeeping	☐
Lack of supervision	☐	Lack of employee information	☐	Not wearing protective equipment	☐
Condition of tools/equipment	☐	Environmental conditions	☐	Other	☐

WHAT ARE THE FINDINGS OF YOUR INVESTIGATION?

Please describe contributing factors in detail and any disagreement you may have with anything stated by the injured party. (Use a separate sheet if necessary)

STATE THE ACTION TAKEN (OR PLANNED) TO PREVENT A RECURRENCE, AND BY WHOM?

IS THERE A RISK ASSESSMENT FOR THIS ACTIVITY?	Yes ☐	No ☐	HAS THIS INCIDENT (same task or location but not necessarily the same person) OCCURRED BEFORE?	Yes ☐	No ☐
HAVE YOU DISCUSSED THE FINDINGS OF THE INVESTIGATION / ACTIONS TAKEN WITH THE INJURED PERSON?				Yes ☐	No ☐

YOUR FULL NAME	SIGNATURE	SITE	
JOB TITLE	PHONE NO.	DATE FORM RECEIVED	TODAY'S DATE

INCIDENTS REPORTABLE TO THE HEALTH AND SAFETY EXECUTIVE

a) Has the person been involved in a RIDDOR reportable incident, including those causing absence, or likely to cause absence for more than 7 days? Yes ☐ No ☐ **If yes email a copy of this form to the Estates Team, along with a copy of the RIDDOR report. In the event of a serious incident also phone the Senior Estates Business Partner immediately**

b) Estates Team notified (time and date):

Appendix 4

HEALTH AND SAFETY
Child/Young Person Accident Reporting Flowchart

East Midlands Education Trust

ACCIDENT TO CHILD/YOUNG PERSON (YP)

CAUSE OF ACCIDENT

Did the accident arise out of or in connection with the undertaking of any of the below?
For example, if it is attributable to

1. Lack of supervision
2. Damaged/faulty equipment (e.g. electrical equipment, play equipment)
3. The condition of the premises (e.g. damaged/uneven interior or exterior surfaces)
4. Poor housekeeping
5. Unsafe play activity

YES

NATURE OF INJURY
Was the child/YP taken directly to hospital from site to receive treatment?

YES

ACTION TO TAKE (RIDDOR)

1. **Report the incident to the EMET Estates Business Partner associated with the School.**
2. **Designated member of staff to notify the HSE using the online reporting procedure (see website address below)**
3. **AND ALSO complete the HS1 Accident/ Incident/Near Miss Report Form**

In the case of a serious injury or fatality, the Head Teacher MUST contact the EMET Estates Team

NO

NO
e.g. Playground/sports related accident (e.g. trip, collision etc.) or behavioural/developmental accidents, children tripping over their own feet

NATURE OF INJURY
Was the child/YP taken directly to hospital from site, or referred to a GP, or is action required to prevent it happening again?

YES

ACTION TO TAKE
Manager to investigate the accident and complete a HS1: Accident/Incident/Near Miss Report Form

NO

ACTION TO TAKE
Record on site only e.g. by use of the logbook sheet

Report to the HSE (under RIDDOR regulations):

Website: http://www.hse.gov.uk/riddor/report.htm

Send a copy of the RIDDOR report & HS1: Accident/Incident Report Form to the EMET Estates Team (estates@emet.uk.com)

Adam Potter (EMET Senior Estates Business Partner) – 07796 463012
Harry Segrove (EMET Estates Business Partner) – 07881 621554
Mason Honour (EMET Estates Business Partner) – 07353 002146