



**EXCELLENCE IN EDUCATION**

**MULTI ACADEMY TRUST**

**HEALTH & SAFETY POLICY**

**September 2023**

**Review Date: September 2024**

COVID-19 addendum

Additional measures have been put into schools' in line with HSE and DFE guidance. Please see the risk assessment for further details. A copy of the risk assessment is available on the schools' websites.

## 1. Introduction

### **Health and Safety is the responsibility of every person.**

The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work: to take reasonable care for the health and safety of themselves and of any other persons who may be affected by his/her acts or omissions at work.'

It regards any duty or requirements imposed on them or any other person by or under any of the relevant statutory provisions, to co-operate so far as it is necessary to enable that duty or requirement to be performed or complied with.

The Act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

The Health and Safety: Advice on Legal Duties and Powers from the DfE - February 2014 states:

'Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity. Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.'

## **POLICY STATEMENT**

The Trustees of Excellence in Education MAT believe that ensuring the health and safety of pupils, staff and visitors is essential to the success of the school.

### Our commitments:

We are committed to:

- Compliance with statutory requirements as a minimum.
- Providing a safe and healthy learning and work environment.
- Preventing accidents; preventing work-related ill health.
- Assessment and control risks in all (curriculum and non-curriculum) activities.
- Regular monitoring and review of systems and prevention measures
- Maintaining a culture of continuous improvement
- Ensuring adequate resources are for health and safety issues, so far as is reasonably practicable and adequate welfare facilities for all.

- Ensuring safe working methods and equipment, as well as appropriate information, instruction and training for all.
- Diversity and equality of access in all that we do.

We will create and maintain a Health and Safety management system to ensure the above commitments can be met. All trustees, governors, staff and pupils are expected to play their part in its implementation.

## **2. General**

Copies of this document and other information on health and safety matters will be located in the Head Teacher's office in both schools.

This statement deals with those aspects over which the Executive Head Teacher, senior management and Trustees have control and covers safety associated with the building structure, plant, fixed equipment, and services for which other staff also have responsibility.

It describes how the Head Teacher and her senior team discharge their responsibilities in respect of pupils, visitors and other employees present on the school premises, as well as the internal organization, management and discipline of the school in accordance with the Articles of Governance.

2.1 The aim of the policy is to ensure that all necessary steps are taken to secure the health, safety and welfare of all who use the school premises, that is:

- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures for all persons using the school premises
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of appropriate information, instruction and supervision to enable all who use the site to avoid hazards and to contribute positively to their own health and safety at work.
- Maintain a safe and healthy place of work and safe access and egress from it.
- Formulate effective procedures for use in all emergencies, including when evacuation of the school premises is required.
- Set procedures to be followed in the case of an accident.
- Provide and maintain adequate welfare facilities.

- Recommend necessary changes and improvements to welfare facilities.
- Inform the Trustees and Governors from time to time of the safety procedures of the school.

### **3. ROLES AND RESPONSIBILITIES**

#### **A) Roles and Responsibilities of Executive Head Teacher and Senior Management**

The ultimate responsibility for all school safety, organization and activity rests with the Executive Head Teacher; aspects of this responsibility and associated duties will be delegated to the Head of Facilities and his team as appropriate

#### **B) Role and Responsibilities of the Head of Facilities**

The Head of Facilities is accountable to the Executive Head teacher. He has delegated responsibility for the following matters:

- Preparation of a Health and Safety Policy for approval by the Trustees.
  - Ensure a copy of the Health and Safety Policy is available to all those using the schools.
  - A focal point for day to day references on safety and give advice or indicate sources of advice
  - Oversight, co-ordination and implementation of the approved safety procedures in the school, ensuring maintenance of adequate and accessible Health and Safety files.
  - Ensure outside agencies expertise, advice and assistance e.g. Fire Service, Health and Safety, is sought as appropriate expert Division
  - Regular inspection of premises, places of work and working practices; ensure that he/she is kept informed of accidents and hazardous situations.
  - That he/she is informed verbally and in writing of major accidents and hazardous situations; provide termly reports on these to the Governors.
  - Report major incidents/hazards which would be liable to cause injury to those using the premises and which the school management are unable to rectify.
  - Make recommendations for additions or improvement to plant, tools, equipment, machinery etc. which are dangerous or potentially so.
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- Regular reviews of the dissemination and display of safety information in the school.
  - Arrange for the Health and Safety representative to receive training and ensure that there are adequate numbers of First Aiders among the staff.
  - Recommend and implement necessary changes and improvements to welfare facilities.
  - Participate in formal inspections of the premises and of Health and Safety policies.
  - Monitor effectiveness of the school evacuation procedures
  - Ensure Trustees and Governors are briefed from time to time about the Academy's safety procedures
  - Termly Reviews of :
    - The provision of first aid within the school
    - The emergency regulations
    - Recommendations for improvement of existing procedures.

### **C) Responsibilities of all staff**

In order that the laws are observed and responsibilities to pupils and other visitors to the school are carried out by all, employees are expected to:

- Know the special safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
- Observe standards of dress consistent with safety and/or hygiene.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the emergency procedures in respect of fire and first aid.
- Use and not wilfully misuse, neglect or interfere with things provided for their own safety of others.
- Co-operate with employees in promoting improved safety measures in the school.
- Co-operate with the appointed safety representative the Head of Facilities and/or the Health and Safety Executive enforcement officer.

### **D) Teaching and Non-Teaching Staff with position of Special Responsibility**

- These staff members are directly responsible to the Executive Head Teacher and her team for the application of existing safety measures and procedures within their department/area of work.

Such staff will:

- Establish and maintain safe working procedures, including arrangements for ensuring safe handling and transport of articles and substances.
- Resolve any health and safety problem referred to them and refer to the Executive Head Teacher or her team any such problems they cannot resolve within the resources available to them.
- Carry out a regular safety inspection of the equipment and activities for which they are responsible and where necessary, submit a report to the Head of Facilities.
- Ensure, as far as is reasonably practicable, the provision of information, instruction, training and supervision that enables other employees to attend to their own safety and health at work.
- Propose to the Executive Head Teacher and her team the requirements for safety equipment, additions or improvements to plant, tools, equipment or machinery which are actually or potentially dangerous.

### **E) Special Obligations of Class Teachers**

The safety of pupils is the responsibility of class teachers whilst children are under their supervision. Teachers traditionally are responsible for the safety of pupils under their supervision within the school. If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept responsibility, he/she should discuss the matter with the Executive Headteacher before allowing practical work to take place.

Class teachers are expected to:

- Exercise effective supervision of the pupils; know the emergency procedures in respect of a fire, a bomb scare and first aid and to execute them effectively.
- Know the special safety measures to be adopted in their own specialist teaching areas and ensure they are applied.
- Give clear instructions and warning as often as necessary.
- Follow safe working procedures personally.
- Call for and use protective clothing and safe working procedures as required.
- Make recommendations to the Head of Facilities e.g. on safety equipment or any other potential dangers.

#### **F) Pupils**

The pupils are expected to:

- Exercise personal responsibility for their own safety and that of others.
- Observe standards of dress consistent with safety and hygiene (this includes suitable footwear).
- Not to bring to, or keep at school any items that are considered dangerous or offensive.
- Observe all safety rules of the school and in particular the instructions of teaching staff in emergency.
- Not to misuse or interfere with equipment provided for their safety.

#### **G) Visitors**

Regular visitors and other users of the premises, (e.g. delivery operatives from specific companies) are required to observe the safety rules of the school.

All visitors must report to the School Office. In particular, persons helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

### **4. HEALTH AND SAFETY PROCEDURES AND ARRANGEMENTS**

#### **Supervision of Pupils**

a) The supervision of pupils is as follows:

- Staff supervision at the start of the school day will be provided for ten minutes prior to the commencement of lessons. The School facilities will be available from 8.30 a.m. but supervision at this time is the responsibility of the parent/guardian.
- No child is expected to enter the school premises prior to 8.30 unless they are taking part in an arranged club where there is supervision.
- At the end of the school day all staff should ensure that the pupils in their charge have been collected by their parent/carers. Children should not be left unattended, but should be supervised in school while contact is made with people who are due to collect them.

b) Break Times

The teachers on duty should ensure that they are in the playground before the children arrive. They should not leave the playground at the end of the break time until all the children have been collected or the class teacher is present with their class.

Any normal break time given to pupils will be supervised by at least two members of staff. Any special break times' must be supervised by the member/s of staff concerned.

c) Behaviour management/bullying

The schools have a Behaviour Management and an Anti-Bullying policy. They are reviewed on a regular basis. Concerns are discussed at staff meetings with the designated member of staff for Safeguarding and other more general concerns.

d) Movement around the school

The movement of pupils around the buildings is the responsibility of the class teacher or designated supervisor. Staff and pupils should walk when moving between different parts of the building. They should proceed quietly at all times.

If a class group is moving, the member of staff in charge of the group should always lead, to prevent pupils running on and to be aware of difficulties ahead. Particular care must be taken at junctions or corridors and by classroom doors.

Where the movement of pupils outside the school environment is concerned, staff must adhere strictly to the current LA guidelines.

e) Practical Lessons

Pupils taking part in practical lessons e.g. swimming and P.E. will be supervised by the class teacher, who must be aware of the appropriate safety measures required.

f) Lunch Times

- Lunch time supervision is the responsibility of the SMSAs (School Meals Supervisory Assistants), Senior Leaders and Teaching Assistants.
- While pupils are in the dining rooms, SMSAs must ensure safe use of cutlery.
- Any misuse of cutlery must be reported.
- Allergies must be reported to the medical welfare officer who will liaise with the kitchen manager.

### **Medication**

- Medicines to be taken as part of a course of treatment will only be accepted on receipt of written notification from the parent/carer.
- The notifications will be kept on file. This will include the use of asthma sprays.

### **Specialist Subject Equipment and Resources**

a) Cookery Lessons

- All appliances must be visually inspected before use.
- Where cooking is taught in classrooms using portable cookers, pupils should be made aware of the safety aspects of the activity: e.g. use of utensils for cutting; dangers of the cooker; dangers of misuse of plug sockets.
- An adult must be present at all times and is responsible for the safe use of the cooking appliances. Cookers should not be left in unlocked classrooms at playtimes.
- A fire blanket must be with the cooker at all times.

b) Other Subject Equipment and Resources

- Staff must be trained in the proper use of all equipment. This includes being trained in how to hold scissors safely in the classroom e.g. blades in hand, pointing down.
- Staff and pupils must be made aware of the dangers of sand in the classroom; e.g. the dangers of getting it in the eyes and under feet.

c) Field Area/woodland

- No pupils should go unaccompanied to the field area.
- All pupils must be accompanied by an adult.
- The gate (top playground) to the field must be kept locked at all times.
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d) School Transport

Any vehicle owned by the school:

- Must be appropriately registered, inspected and monitored
- Must be used *only* by an authorised driver
- Before any journey, the vehicle must be checked to by the driver for road-worthiness e.g. tyres, safety belts etc
- For one or more children to be transported, a driver plus an additional adult must be on board

**Maintenance**

- Where any maintenance is being carried out, extra vigilance should be given to the movement of pupils around the area concerned.
- All contractors should be advised to take extra precautions when entering or exiting from any areas which are normally secured.
- A DBS is expected for contractors working within the school day.

**Off-Site and Hazardous Activities**

- Safety is the priority when arranging an outing.
- A check-list to help all party leaders is available and must be completed when any outing is planned.
- A risk assessment should be carried out and the form should be completed and given to the Head of school and the EVC (Educational Visit Co-ordinator) at least a week before the trip.



- An evaluation must be completed on return and any incidents must be reported verbally and an Incident Form needs to be completed. Refer to the Educational Visits Policy
- All trip packs must be submitted to the school office for audit.

### **Provision of First Aid (see also Appendix 1 RIDDOR)**

a) Trained staff; appropriate equipment

Both schools display a list of qualified first aiders in the First Aid Room and School Office.

A Defibrillator is placed on the wall in the Front Office at Oakington Manor.

In 2015 all first aiders were trained in using the Defibrillator

- First Aid equipment is available in designated areas.
- The First Aid room is situated in the main school the medical welfare officer is one of the trained first-aiders.
- First Aid provision is also available in the Nursery.
- Each first aid kit must conform to EU Regulations and should be checked and replenished regularly.

c) Emergency Procedures

d) If anyone should become ill or suffer as a result of an accident, the procedures below must be followed:

1. If circumstances necessitate, a certified first aider should be summoned.
2. First aid should only be rendered by a qualified first-aider.
3. The patient should be given all possible reassurances and removed from danger if this is possible without causing any further harm.
4. The medical welfare officer or other First Aider has overall responsibility for first aid for the person. They will receive regular training which will be provided by the school.
5. If the Emergency Services are required, the Executive Head Teacher, Head Teacher or Deputy Head Teacher must be notified immediately.

c) Transport to Hospital

- If an ambulance is required, the Emergency Services will be called. It may be appropriate to transfer a pupil to the hospital without using the ambulance, but this is on a voluntary basis – for which the school holds car insurance.
- No casualty should travel to hospital unaccompanied and the accompanying adult should remain at the hospital until the parent/carer arrives
- The pupil's parent should be contacted if it is considered the medical attention is required. At no time should the pupil be left unattended.

d) Accident Forms

- Every case of injury or accident must be fully and accurately reported to a member of the school's senior management team as soon as possible after the incident; it must be recorded.
- Detailed statements should be obtained from witnesses. Any necessary investigations should be carried out and reported to the Head Teacher.
- An accident form must be completed for accidents on the school premises for employees, pupils, visitors and members of the public.

- Accidents which fall within the Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR), must be reported to the Health and Safety Executive. This will include any injuries which necessitate more than three days absence.
- An Incident Form must be completed when there has been an incident such as 'theft'. This may involve physical injury and therefore the Incident Form also has a section for 'accident' that should be completed.
- Pupils receiving hospital treatment, must be followed up and where necessary reported to Riddle on the appropriate form.

### **Emergency Evacuation Procedure**

The Emergency Procedure should be carried out on a termly basis. It is the duty of all members of staff to be aware of the school's emergency evacuation procedure which is as follows:

1. When the alarm sounds (a continuous ring of more than five seconds), stop work, line up in an orderly manner and proceed to the designated area.
2. Leave by the designated exit and proceed with care to the assembly point.
3. Any pupils encountered in the corridors will be escorted from the building by staff. Members of staff will be assigned to check areas where pupils may not be easily seen e.g. toilets.
4. If pupils are in the playground, they should line up at the assembly point in the main playground for the tennis courts.
5. Staff and pupils are not allowed to gather personal belongings. They are to leave as quickly as possible in an orderly manner.
6. The external doors must be closed after exit.

In addition:

- It is the responsibility of all staff to ensure that every pupil has evacuated the building safely.
- Named fire wardens will assist the evacuation of staff
- The facilities manager or his delegated assistant will alert the emergency services.
- A floor plan showing the evacuation route is available in all areas used by pupils.
- All members of staff and any regularly employed contract staff (SMASs, Sports staff, cleaners etc.) must be aware of the escape route from the area in use at any given time
- Classes should be regularly informed of the evacuation procedure from any particular area as follows:

### **Out of School Hours Use**

Overall responsibilities for Health and Safety matters continue outside ordinary school hours.

The duty to see that the premises are free of hazard to employees and visitors remains. In some cases, this will mean that the whole, or part of the premises, are physically secured against entry.

Whenever any part of the building is occupied, adequate arrangements must apply for evacuation in the case of an emergency.

### **Out of Hours Use on a Regular Basis**

All staff using the premises but who are not employed directly by the MAT (such as indirectly employed staff and persons providing a non-salaried service) will be expected to read and follow the Health and Safety Policy of the school. They should also have copies of their own Health and Safety Policy on site for inspection by the Health and Safety team. Copies should be available for the Executive Headteacher or Head Teacher's inspection.

#### a) Lettings

All persons hiring the school premises should obtain a copy of the MAT's Health and Safety Policy so that the organisation is aware of the regulations before commencement of their proceedings.

An appendix will be included within the letting agreement detailing the important points with regard to the specific let.

#### b) Works Contract Staff

Works contract staff will be required to follow the Health and Safety Policy of the MAT as well as the special regulations which apply to their profession.

### **Compliance**

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the Executive Head Teacher or her representative should immediately advise the Chair of Trustees. If a prohibition notice is issued, the activities specified should cease forthwith.

Any members of staff noticing a failure to comply with this statement or other advice/guidance issued by the Executive Head Teacher should immediately report the circumstances to the Head of Facilities. They should then initiate appropriate remedial action.

*NB All policies related to health and safety are available in the school office.*

### **Review**

A review of the procedures should take place each year in time for the commencement of the new academic year or more frequently, as changes to the structure require.

This is the responsibility of the Executive Head Teacher and Head Teacher and the Health and Safety Manager.

## **Appendix 1**

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (updated October 2013 (RIDDOR))**

#### **Introduction**

This appendix follows the Health and Safety Executive's (HSE) Incident Reporting in Schools Sheet, Guidance for Employees - October 2013.

Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the HSE under RIDDOR.

### **What needs to be reported?**

RIDDOR required employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work.

### **Who should Report?**

For incidents involving pupils and school staff, this is normally the main employer at the school.

Incidents involving contractors working on school premises are normally reportable by their employers.

If a self-employed contractor is working in school premises and they suffer a specific injury or an over-seven-day injury, the person in control of the premises will be the responsible person.

### **Who do We Report To?**

All incidents can be reported online. There is a telephone service for reporting fatal and specified injuries only.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing agency and reports should be submitted to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities.

### **What Records Must We Keep?**

Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR:

All occupational injuries where a worker is away from work or incapacitated for more than three working days. From 6th April 2012, you don't need to report over-three-day injuries, but you must keep a record of them.

Records must be kept for at least three years after the incident.

### **Injuries and Ill Health to People at Work**

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employer is injured, wherever they are working:

Accidents which result in death or a specified injury must be reported without delay;

Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing.

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

### **Reportable Specified Injuries:**

- 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), which cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs
- 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

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence; e.g. a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises.

### **Reportable Occupational Diseases**

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. These include:

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach

- hand-arm vibration syndrome
- occupational asthma, e.g. from wood dust and soldering using rosin flux
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent

### **Stress**

Work-related stress and stress-related illnesses (including post-traumatic stress) resulted from an 'accident' arising out of or in connection with work.

### **Incidents to Pupils and Other People who are Not at Work**

Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

### **How to Decide whether an Accident to a Pupil 'arises out of or in connection with work'?**

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way activity was organised
- the way equipment or substances were used
- the condition of the premises

For example, if a pupil was taken to hospital after breaking an arm during an ICT lesson, following a fall over a trailing cable, the incident would be reportable. If the pupil is taken to hospital because of a medical condition (e.g. an asthma attack) this would not be reportable.

### **What about Accidents to Pupils during Sports Activities?**

Not all sports injuries are reportable under RIDDOR, as organised activities can lead to sports injuries that are not connected with how schools manage the risks associated from the activity.

If an accident that results in an injury arises because of the normal rough and tumble of the game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, e.g. where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports;
- there was inadequate supervision to prevent an accident or failing in the organisation and management of an event

### **What about Accidents to Pupils in the Playground?**

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in pupils either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor e.g. badly maintained play equipment
- the school had not provided adequate supervision e.g. where particular risks were identified, but no action was taken to provide suitable supervision

### **Physical Violence**

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity

### **Other Scenarios**

1. Injuries to pupils while travelling on a school bus:

If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is reportable under RIDDOR

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classified as road traffic incidents and are investigated by the police.

2. Incidents involving pupils on overseas trips.

RIDDOR only applies to activities which take place in Great Britain.

3. Incidents to pupils on work experience placements

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. The employer, as a responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

### **Dangerous Occurrences**

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reported dangerous occurrences in schools typically include:

- 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



Signed by Jo Jhally Chair of Trustees. Date: 3rd October 2023

Next Review Date: September 2024