First Aid Policy

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HISP Multi Academy Trust
Tanners Brook Primary School
First Aid Policy

Summary of Changes (September 2026)

- Section 2: Added the Government guidance on Using emergency adrenaline auto-injectors guidance in school
- Section 4.2: Offsite procedures adjusted to include taking individual medications on school trips
- Section 7: Training updated to reflect new Government requirements
- Section 9: Added Pupil Allergy Policy
- Appendix 1: Updated

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First Aid Policy

1. Purpose

This document sets out the expectations for Tanners Brook Primary School in establishing effective first aid procedures, explains how the school will monitor the compliance and effectiveness of first aid procedures and identifies school roles and responsibilities to support and protect children when in Tanners Brook Primary School. We aim to:

- Ensure the health and safety of all staff, students, and visitors
- Ensure that staff and the Local Governing Body are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

1. Scope

This policy applies to all staff in HISP Multi Academy Trust/Tanners Brook Primary School. For the purposes of this policy the term “staff” means:

- All members of staff, including teaching and support staff
- Volunteers, including Local Governing Body
- Casual workers
- Temporary and supply staff, either from agencies or engaged directly
- Student placements, including those undertaking initial teacher training, and apprentices References to ‘staff’ or ‘employees’ throughout the policy refer to all of the above groups. It is important that staff are aware of and understand related policies including:
- Code of Conduct

2. Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- **Health and Safety at Work etc Act 1974** (HSWA), for making sure that a school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school
- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety

Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of students
- Using emergency adrenaline auto-injectors guidance

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons and primary first aiders are Sandra Wren and Sandra Verrall. They are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- First Aiders are trained and qualified to carry out their role (see section 7) and are responsible for:
  - Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
  - Sending students home to recover, where necessary.
  - Completing appropriate documentation dependent on severity of injury (see section 6).
  - Keeping their contact details up to date.

Our school's appointed persons and first aiders are listed in Appendix 1. Their names will also be circulated to all staff regularly and displayed prominently around the school.

3.2 The Academy Committee

The local governing body has delegated responsibility for health and safety matters in the school, but further delegates operational matters and day-to-day tasks to the co-headteachers and staff members.

3.3 The Head of School

The Co-Headteachers are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times (see Appendix 1).
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.

- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of students.
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident reports (see appendix 2) for all incidents they attend when directed to do so by a Senior Leader.
- Informing the Head of School or their manager of any specific health conditions or first aid needs.

3.5 Parents/Carers

- Parents and carers must ensure that they inform their child's teacher/Teaching Assistant and the school office if an injury or illness that could affect them in school has occurred outside of school hours.

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider who will provide the required first aid.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, Admin staff (first aiders) will contact parents immediately.
- The first aider/other identified member of staff will complete appropriate documentation (section 6) on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- Staff will be supported and debriefed where appropriate

4.2 Off-site procedures

When taking students off the school premises, staff will ensure they always have the following available:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details
- Individual medications for the children attending the trip including AAIs

Risk assessments will be completed by the trip leaders prior to any educational visit that necessitates taking students off school premises.

For EYFS off-site visits, we will ensure that a paediatric first aider attends. For other year groups, we aim to include a first aider on all school trips.

All trip leaders will liaise with the Admin staff to discuss the medical needs of participating students and to ensure that they have any specific medication and/or supplies required for the trip.

5. First aid equipment

All school first aid kits are HSE compliant and typically include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Cleansing wipes
- Plasters of assorted sizes
- Scissors
- Burns dressings

A defibrillator has been installed in the staffroom.

No medication is kept in first aid kits.

First aid kits are stored in: the Main office and in Early Years.

6. Record-keeping and reporting

6.1 First aid and accident record book

Any incident/accident which requires first aid will be noted in the school accident book and recorded appropriately depending on severity. This will occur on the same day or as soon as possible after the incident:

- All student injuries will be documented in the school accident book. If the injury involves a bump to the head, a text will be sent to the parent. For Children in KS1 the class teacher will be notified for information and a bumped head sticker given to the child.
- If the injury occurs outside school hours, the parent/guardian will be contacted directly for anything other than a very minor injury.
- For more significant injuries which are not reportable to the HSE, parents/guardians will be contacted, and the accident book completed.
- As much detail as possible should be supplied when reporting a significant injury.
- Staff accidents will be recorded in the school's Accident Book kept in the office,
- Records will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The school will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The school will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. However, there are significant differences in RIDDOR reporting procedures for employees and students. HSE guidance is in the appendices.

Reportable injuries, diseases or dangerous occurrences for employees include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being treated in hospital (if RIDDOR reportable)
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness

- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

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

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

Staff are encouraged to renew their first aid training before it is no longer valid. Annual general awareness training takes place for all staff to update on current students' medical conditions. Additional training on common medical conditions such as asthma and anaphylaxis is attended every year by all staff and a record of training kept.

8. Monitoring arrangements

This policy will be reviewed by the Co-Headteachers annually.

At every review, the policy will be approved by the Local Governing Body.

9. Links with other policies and guidance notes

This first aid policy is linked to the

- Health and safety policy
- Risk assessments
- Policy on supporting students with medical conditions
- Management of Medicines in School policy
- Form A: Parental-School Agreement for the administration of medicines in school
- Pupil Allergy Policy

HISP Multi Academy Trust
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Appendix 1

HISP Multi Academy Trust
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First Aiders	Expiry Date				
3 Day Paediatric First Aid at Work Certificate	**2024**	**2027**	**2028**	**2029**	**2030**
Sandra Wren	02/03	20/06		01/07	
Nicki Lewis	02/03		23/06		
Lesley Long	02/03	20/06		01/07	

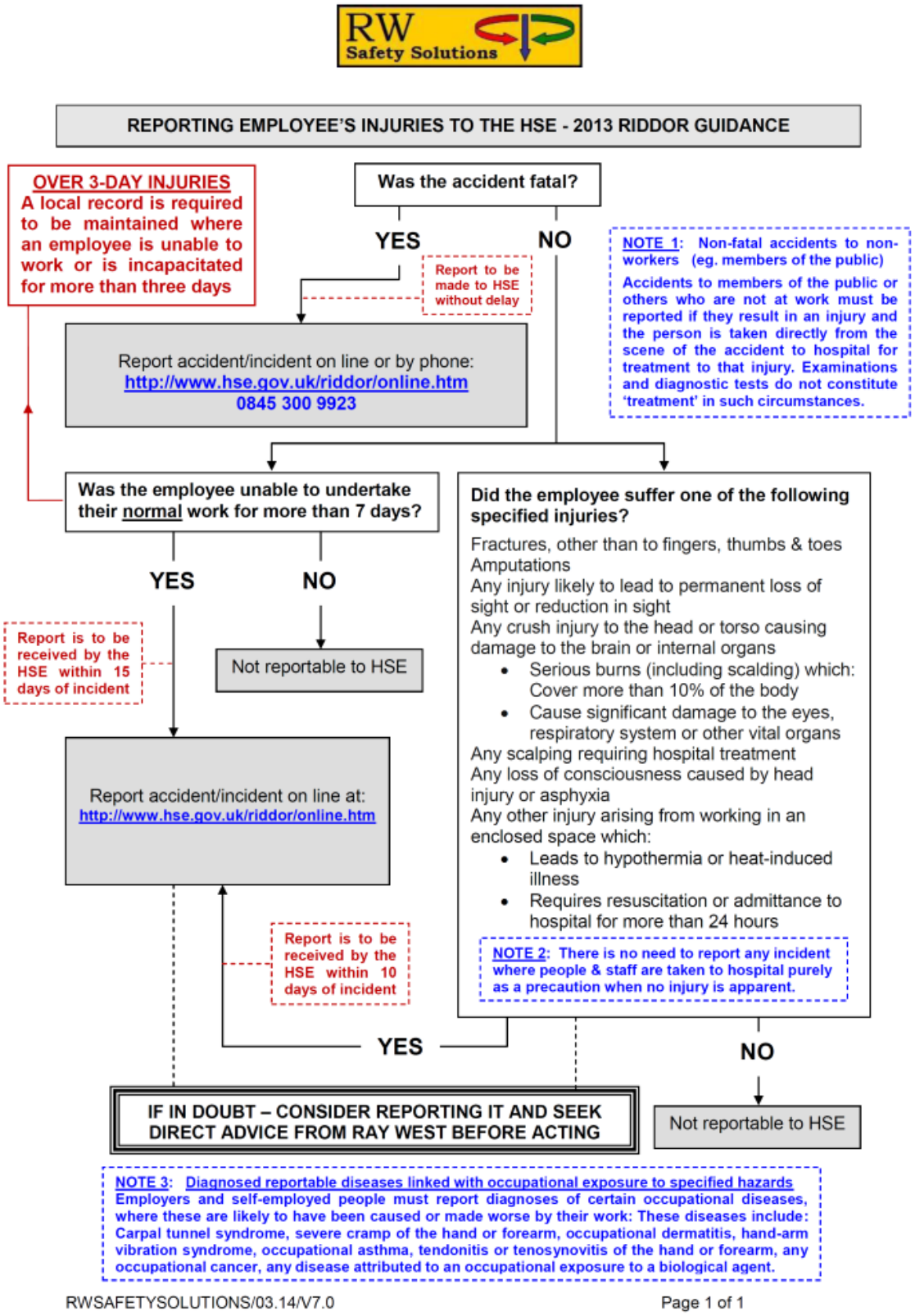
1 Day Paediatric First Aid at Work (including Epipen administration and defibrillator training.)	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Sian Rumble	30/11				26/03	
Sandie Verrall	30/11				26/03	
Lisa Welch		17/03				01/07
Lucy Wareham		17/03				01/07
Paige Churcher		17/03			26/03	
Gin Khela		17/03			03/11	
Linda Hallett		21/06			23/06	
Kerry Burgess		21/06			23/06	
Sam MacLeod			30/03			01/07
Laura Smith			30/03			01/07
Michaela Locke					03/11	
1 Day Paediatric First Aid at Work (including Epipen administration and defibrillator training.)	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**

Chloe Farmer					03/11	
Yvette Evans					03/11	
Michelle Crabb					03/11	
Julie Witts						01/07
Jackie Kitcher						01/07
Alex George						01/07
Steve Dowse						01/07
Jane Foley						01/07

ITC Hampshire Outdoors Skills & Participation **ITC Level 3 Outdoor First Aid**	**2024**	**2025**	**2026**	**2027**	**2028**
Lisa Welch					16/10
Lucy Wareham					16/10

Open Awards **Level 3 in Forest School Programme Leadership**	**2024**	**2025**	**2026**	**2027**	**2028**
Lisa Welch	**Completed**				
Lucy Wareham	**Completed**				

Appendix 2


RW Safety Solutions
REPORTING EMPLOYEE'S INJURIES TO THE HSE - 2013 RIDDOR GUIDANCE
OVER 3-DAY INJURIES
A local record is required to be maintained where an employee is unable to work or is incapacitated for more than three days
Was the accident fatal?
YES
NO
Report to be made to HSE without delay
NOTE 1: Non-fatal accidents to non-workers (eg. members of the public)
Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
Report accident/incident on line or by phone:
http://www.hse.gov.uk/riddor/online.htm
0845 300 9923
Was the employee unable to undertake their normal work for more than 7 days?
YES
NO
Report is to be received by the HSE within 15 days of incident
Not reportable to HSE
Did the employee suffer one of the following specified injuries?
Fractures, other than to fingers, thumbs & 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
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
Requires resuscitation or admittance to hospital for more than 24 hours
NOTE 2: There is no need to report any incident where people & staff are taken to hospital purely as a precaution when no injury is apparent.
Report accident/incident on line at:
http://www.hse.gov.uk/riddor/online.htm
Report is to be received by the HSE within 10 days of incident
YES
NO
IF IN DOUBT – CONSIDER REPORTING IT AND SEEK DIRECT ADVICE FROM RAY WEST BEFORE ACTING
Not reportable to HSE
NOTE 3: Diagnosed reportable diseases linked with occupational exposure to specified hazards
Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include: Carpal tunnel syndrome, severe cramp of the hand or forearm, occupational dermatitis, hand-arm vibration syndrome, occupational asthma, tendonitis or tenosynovitis of the hand or forearm, any occupational cancer, any disease attributed to an occupational exposure to a biological agent.
RWSAFETYSOLUTIONS/03.14/V7.0
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HSE

Health and Safety Executive

Incident reporting in schools (accidents, diseases and dangerous occurrences)

Guidance for employers

HSE information sheet

Education Information Sheet No1 (Revision 3)

Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. 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 Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

What needs to be reported?

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

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self-employed people.)

Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

What records must I keep?

You must keep records of:

- 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 consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

Section 1: 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 employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- 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 (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

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

These include:

- 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.

Physical violence

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.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

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. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg 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 disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Health and Safety Executive

Section 2: 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 on 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; or
- 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).

The lists of specified injuries and diseases described in Section 1 only apply to employees. 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 do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

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

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent**.

What about accidents to pupils during sports activities?

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

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a 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, eg 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; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil 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, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg 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

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 normally 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 classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips
RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

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. In these circumstances, the employer, as the 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.

Section 3: Dangerous occurrences

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

Reportable 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.

Supplementary information

Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm.

Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at: www.hse.gov.uk/pubns/edis1.htm.

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