Ysgol Gynradd Maes-y-Deri
Oaklands Primary School



Together Everyone Achieves More

Health and Safety Policy

Health and Safety Policy

Aim

The aim of Oaklands Primary School is to create an awareness of precautions and measures regarding safety that should be observed in and out of school by all users of the school: children, school staff, parents and the local community.

We cultivate good habits, alertness and control and concern and consideration for the safety of others. Each individual should know how to protect him or her self and should know what to do in emergencies, including basic first aid and other procedures.

Sensible safety habits are taught within the whole curriculum, sometimes through the topics covered in Science, English, PSE or Technology. Outside agencies, such as the Police, Fire Brigade, Road Safety Officer, are invited to address the children in a variety of settings.

Our children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with an extended healthy option menu served. At break-time the children can buy fruit. The school is presently increasing healthy options. Drinking water is available throughout the day.

We believe that children learn best through practical experience and active involvement in all areas of the Curriculum. Pupils are taught to have care and consideration for themselves and others:

- in the classroom,
- in the playground,
- when using equipment, e.g. scissors, tools, PE apparatus,
- when moving around school,
- when carrying out investigations, e.g. pond/pollution/soil studies and
- when on education visits.

For any physical activity, children should change into PE kit. They should not wear shoes or trainers for gymnastics or dance (unless they have a foot infection), as bare feet grip better, but should wear trainers or other suitable footwear for all other activities. Children are discouraged from wearing any form of jewellery, for safety reasons.

Oaklands Primary School has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, playing within sight of an adult, care of property, etc. This list is not exhaustive.

In accordance with the LA safety regulations, educational visits are planned in advance and recorded using the electronic risk assessment system, Evolve. Where possible, staff make prior inspection of the venue. Details of the visit are sent to the parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and designated first aider always takes a first-aid kit, a register and list of emergency numbers.

We follow standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system. Fire registers are kept daily in each

classroom and are used to check pupils present. Records of fire drills are maintained and available for inspection.

All children are taught to take care of themselves and each other, but in a school environment accidents can occur. Most are minor and can be dealt with by any member of staff. First-aid boxes are kept in the school office, and every classroom. If the accident is serious, the school ensures the child receives qualified medical attention as quickly as possible, an ambulance being called if necessary. Parents are informed straightaway.

Accident forms are filled in for all accidents, both minor and those that require professional medical attention, or that are caused by any defect in the school or its' equipment.

The Site Supervisor, under the direction of the Head Teacher, is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The Site Supervisor and Cleaning Staff maintain clean and tidy buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly.

Fire Drill

As soon as the bell rings, all children and adults should stop what they are doing and walk out of the building through the nearest exit. Fire doors and emergency exits should never be blocked nor locked during school hours.

The children should walk out of the building calmly and line up quietly at the assembly point. Adults should prevent panic. The class teachers will take a roll call and check that all children are present. Nobody should go back into the building. If a child is missing this should be reported to the **Headteacher**. The headteacher will take responsibility for clearing rooms. When all the Registers have been checked, the headteacher or in her absence the Deputy Head Teacher will signal it is safe to re-enter the school.

Lunchtime Fire Procedures

If the fire alarm is sounded adults on duty in the Dining Hall, classrooms, cloakrooms and playground should gather all the children at the designated assembly point and ensure no child re-enters the building.

The Head Teacher or Deputy Head Teacher will ensure, as far as it is reasonably practicable, that everyone is out of the building.

Fire and Bomb Alerts

In the event of a fire or bomb alert the person receiving the information or threat should sound the fire alarm evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed.

A designated person should position themselves near the school gates to meet the fire Brigade/Police and direct them to the site of the incident if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

Smoking Policy

It is the policy of Rhondda Cynon Taff County Council that Oaklands Primary School is a no-smoking school. Smoking is not permitted in any area of the school by staff, children, parents or visitors to the school, including the exterior areas.

Car Parking

Car Parking is a concern, as it can be a hazard for those who use the school and for those who live or work, within the vicinity of the school. Parents should not park in the school car park when dropping off or collecting children. Drivers parking cars at or near the school, while dropping off of collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the school should be observed at all times.

Visitors, who have been given authorisation to park at the school, should leave a note of their car registration number with the school office in case the car has to be moved.

Regular letters to parents emphasise:

- Our neighbours: consideration for those who live and work in the vicinity of the school.
- Not parking on yellow lines
- The school tries to arrange coach arrival/departure times before or after 9.00am (that is 8.30am or 9.20am) for school excursions.

We will write to any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

Dogs

Dogs are not allowed within the perimeter of the school for health and safety reasons, though exceptions are made for working dogs; namely, guide dogs and hearing dogs.

Should a dog foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. toxocariasis.

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

Policy on Children Moving Equipment

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children should ***always*** be **supervised** when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

PE and Sports Equipment

When using large apparatus, children should be shown **how to bend** before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavier items.

Furniture

Chairs should be moved **one at a time** and children are taught how to carry them correctly. They may carry a single chair on their own. If a large number of chairs are needed, then the Site Supervisor or other member of staff will supervise. Tables need one child at each end. **No child should attempt to lift a table single-handed.**

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Small items of equipment – tape players, CD players, PE trolleys – can be moved by the children under adult supervision.

When an item of equipment of furniture is being moved from one room to another, the supervising adult **should nominate a child to open and close doors.**

Items Children Should Not Move:

- Computers – wires can get caught and monitors can easily fall off trolleys.
- Televisions and Overhead Projectors.
- Laminators.
- Piano – although on castors, can tip and trap feet or fingers.
- Cooker – too heavy and awkward.
- Paper cutters – dangerously sharp blade.

Security of the Premises

The Head Teacher and the Site Supervisor are the designated key holders and are responsible for the security of the building.

While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, LA Health & Safety Team and other consultants).

The school's main entrance has a security door whereby visitors are 'buzzed' in by the Office Manager or Headteacher. The school operates a CCTV security system. Other exit/entrance doors in the school buildings have security key pads or fob entry systems. We require all adult visitors who arrive in normal school hours to sign the visitors' book in the school office

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police. All incidents will be recorded.

Class Teacher

It is the responsibility of the class teacher to make sure that their classroom is secure.

Site Supervisor

It is the responsibility of the Site Supervisor to check that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, and that the CCTV and security system are working properly.

Before leaving the premises, the Site Supervisor **has a duty to ensure that all the windows are closed**, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

The Head Teacher / Deputy Head Teacher performs the above functions in the absence of the Site Supervisor.

The Head Teacher is responsible for the security of the premises during the day. The main entrance door must be **closed at all times**. All cloakroom doors must be closed during the school day, except lunchtimes and break times.

Any parent or visitor is welcome in school but is asked to report to the school office first. Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

Contractors on Site

- Contractors should telephone the Site Supervisor and make appropriate arrangements before commencing work.
- When they arrive, all contractors should report to the School Office, Contractors work under the close supervision of the Site Supervisor, so that there is no danger to the health and safety of children or adults in school. Any concerns should be reported to the Head Teacher, the contractors and the appropriate department of the LA.
- When not in use, any equipment that contractors bring into the school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playground/Dining Hall during break times and lunchtime.

N.B. The guidance sheet below should be given to contractors.

Guidance for Contractors on Site

Oaklands Primary School complies with the recommendations of the Health and Safety Inspector, Rhondda Cynon Taff and requests that you refrain from the following practices.

- Smoking in the building, as Oaklands Primary School is a no-smoking school.
- Talking to the children (who have been taught not to talk to strangers).
- Moving vehicles while children are at play.
- Working on or near the playgrounds while the children are at play.

- Leaving equipment lying around or unattended.
- Playing music during school hours.

If you have any problems, please see the Head Teacher or the Site Supervisor.

Policy on the Use of Hazardous Substances in School

All potentially hazardous substances are kept in a locked store. Staff should order only chemicals covered by the COSHH (Control of Substances Hazardous to Health) Register, which is kept in the Cleaner's Store.

Any member of staff using chemicals should check the substance against the COSHH Register and follow procedures laid down for its' use, control and exposure to it. Staff should review the standard risk assessment in the light of the particular class and/or the specific equipment/accommodation in use. Any difficulties should be brought to the attention of the Head Teacher / Deputy Head Teacher / Science Co-ordinator.

Science

All equipment is kept in the stock cupboard between lessons.

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible, plastic should be used in its' place. Some objects could have their edges taped to avoid sharp edges. All liquids or objects spilt or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers, as they might crack.

Care should be taken when holding objects close to the eye and goggles worn if appropriate.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be put in the mouth. Tasting should not be allowed except under strict supervision where necessary e.g. food. Some things might need to be disinfected. Children should not use liquids that give off vapours. Some glues can be hazardous both from the inflammability and inhalation point of view. Objects should not be pushed into the ears or nose.

Children should know that some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should ***never*** handle moulds.

Use of cutting devices – knives, scissors, chisels, etc. – can be dangerous. Eye protection should be worn when chisels are in use. Children should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice etc. are acidic. Any substance is potentially dangerous. Risk assessment should be carried out.

With naked flames, (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders. Safety goggles should be considered. Usually safety goggles are not essential, but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can in strong sunlight, cause fires if heat is focused on something flammable.

Children should never look at a very bright light (e.g. projector beam). Pupils should never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets, although not hazardous to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used – only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment 'loaned' to the school should be suitable fir its' purpose and safe for primary-age pupils to use. All electrical equipment is subject to an annual inspection.

Technology

All equipment should be stored safely and returned to its' correct storage place after use. Hacksaws should be turned inwards on the technology trolleys. Craft knife blades must be retracted before they are put away.

Hardboard should be used to protect surfaces when using tools. An adult should always supervise children who are using tools. The correct procedures and techniques need to be shown to the children beforehand.

When buying wood to use in school, ensure it is bought from an educational supplier. Some woods are treated and can be harmful to children. 'Donated' wood should not be accepted unless the source has been investigated.

Glue Guns

- When using the glue guns, the children should be well supervised. Younger children should not use the guns on their own.
- Designate an area for using the glue gun. Only one child should be in the area using the gun at any one time. Keep all the other children well away.
- The item being glued must be left for a few minutes to cool.
- If a child should burn him/herself, the wound should be run under the cold tap. If there is doubt about the severity of the burn, the designated First Aider of the Head Teacher should be consulted.

Food Technology

Oaklands Primary School recognises the importance of cooking and baking as part of the Technology Curriculum but is aware that certain children are allergic to various foodstuffs. Basic hygiene practices are observed, such as the children washing their hands before handling foodstuffs and tying back long hair. The area to be used is wiped clean with appropriate cloth after the cooking/baking has taken place.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.

Musical Equipment

The location of the lesson, and the volume of the sound produced, should be taken into consideration when planning a Music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, CD players and any electrical equipment should be returned to their place of safe keeping after use.

Protective Clothing

- Aprons **should** be worn for all painting activities and any potentially messy craft activities. Wipe down aprons should be worn in Food Technology classes. Children should wear aprons used for Art or others provided especially for Technology.
- If handling soil for an activity, gloves should be worn.
- Teachers should have goggles to hand, in readiness for science activities requiring their use.
- In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

Physical Education

Oaklands Primary School always has the safety of the children in mind. There is a risk element to Physical Education of which the School and Rhondda Cynon Taff LA and Health and Safety Executive is aware. (See following notes):

General points to be considered when teaching PE.

- The **teacher** should be **dressed appropriately.**. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into PE kit for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- Children who have forgotten their PE kit should sit and watch the rest of the class.
- If a child constantly forgets their PE kit, a letter should be sent to the parents reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for the lesson.

- Large pieces of gymnastic apparatus should be moved only when there is a member of staff present. All equipment should be checked by a member of staff and returned to its' proper place at the end of the lesson.
- The teacher must consider if the environment is safe and whether dangerous situations can arise. Is the floor wet or slippery? Is the area clear of superfluous equipment, (tables, chairs, filing cabinets)? Are the mats in the right places? Are all the fixing points and bolts in the right places?
- The children should be 'warmed-up' sufficiently before the lesson begins, to avoid injury. The teacher should be able to see the whole class (important during apparatus work).
- Is the apparatus suitable for the age of the children? The teacher should know how many children are safe on each piece of apparatus and should group the children accordingly.
- If only one person at a time can go on the apparatus, make sure the child does not start until the first is off the apparatus and mats.
- Discourage the children from touching each other (especially giving support) unless the specific task you have given them requires it, e.g. partner work.
- Beware of demonstrating an exercise with the most able child, as this could influence other children to attempt a task beyond their capabilities.

Games Safety

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children should follow certain codes of behaviour. They should take care when getting in or out of teacher's/parents cars and crossing roads. Teachers should notify parents at least two days, wherever possible, before the event and let them know if the match is postponed.

At the match, teachers should ensure that all children can be seen. They should make sure that all the children have transport home and that their parents have been notified who is bringing them. If a member of staff uses his/her car to transport children, the appropriate personal insurance cover should be arranged, as Rhondda Cynon Taff Borough Council does not insure teachers when carrying children.

Dance Safety

Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- Children should dance in bare feet or wear trainers.
- Children should be discouraged from running about in a boisterous manner.
- The teacher should make sure there is nothing in the Hall on which children could harm themselves.

Swimming Rules

Male and female staff should accompany the children when travelling to and from the swimming pool. In the event of a male member of staff not being able to supervise two female staff may be present. A male member of staff will not be asked to supervise girls in a changing room.

The children should be counted on leaving school, on entering and leaving the pool and when leaving the swimming pool.

The children should know the layout of the swimming pools and changing rooms.

The swimming teacher at the swimming pool should make sure the school staff know where to find the nearest life-saving equipment, first aid box and telephone in case of an emergency.

Staff to pupil ratio must be at least <1:20> on the poolside. Staff must be in/around the changing rooms when the children are changing; however, teachers should not embarrass the children.

Internet safety

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service and selected links.

Social networking sites are not allowed.

Parents and carers are asked to sign authorisation for their child to use the Internet. Parents, carers and pupils have a clear understanding that sanctions will be administered if there is any inappropriate use of the internet.

As part of the ICT SoW the pupils are taught about internet safety using the CEOP site Think U Know. Hector's World (5-7yrs) and Cyber Café (7-11yrs)

The school also uses outside agencies to deliver similar messages e.g. Years 5&6 take part in the SAFE project annually with our local police + Cyber Bullying unit of work
We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

Policy on the Administration of Medicines during School Hours

No member of staff can be required to administer medicine to children, although parents might request the school do so for children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma, diabetes, epilepsy). In these circumstances, an agreement is reached between the parent, Head Teacher and member of staff involved. Where long term needs for emergency medication exist Oaklands Primary School requires specific guidance on the nature of the likely emergency and how to cope. Detailed written instructions should be supplied to the school and the parent / guardian should liaise with their child's class teacher. Emergency day-time contact numbers should be provided where the parent / guardian can be reached.

Parents are responsible for the administration of medicine to their children and, if a child needs a dose at lunchtime, the child should return home for this of the parent should come to the school to administer the medicine. For casual ailments (coughs, olds etc.) it is often possible for doses of medication to be given outside school hours. We do not administer medicines for casual ailments.

If a child has to take prescribed medicine in school for treatment of a long-term illness to be effective, then cases will be considered individually. Teachers are not

required to dispense medicines as part of their contracts and any agreement to do so is purely voluntary.

For Oaklands Primary School to agree to assist with long-term medication, parents should complete a form for the school authorising medicines to be administered to their child. This should include precise instructions regarding the dosage and frequency.

The medication should only be brought into school in a suitable, labelled container that states the child's name, the name of the medicine, the dosage and the time of administration. Whenever possible, the medicine should be self-administered under the supervision of an adult. Medicines are kept in a secure place by staff, in accordance with safety practices.

With certain medications it may be necessary for staff to receive relevant training e.g. for the use of an epi pen. This is arranged as and when appropriate.

Policy on First Aid in School

All staff in the school deal with minor incidents requiring first aid.

During lessons, first aid is administered by the class teacher, Nursery Nurse or Learning Support Assistant. If an accident occurs in the playground and first aid is required, one of the staff on duty in the playground should request the assistance of the child's class teacher or LSA as appropriate. At lunchtimes the Midday Supervisors and the headteacher administer first aid.

If there is any doubt about the correct first-aid procedure, the qualified First Aiders should be consulted.

- All present teaching staff have received appropriate First Aid Training. The qualified first aider is

Treatments:
When dealing with blood, plastic gloves and an apron should be worn.

Cuts/Scratches - Use only clean water and lint or antiseptic wipes. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

Bleeding - As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

Head Bumps – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are always informed and the children are sent home.
Falling – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is in obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

Unconsciousness – Call a First Aider immediately.

Breathing Difficulties – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

Epilepsy/Fainting – If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

Haemophilia - This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely that other people do. If a known haemophiliac is having a 'bleed' call an ambulance to take them to Hospital.

Diabetes - Diabetes can display either lethargic of more active characteristics than usual. If a diabetic has high or low blood sure, contact his/her class teacher and/or a First Aider.

Anaphylaxis – The result of a severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, all staff have been trained to administer the child's adrenaline and call for an ambulance. Common allergies are:

- Food, e.g. fish, nuts, especially peanuts.
- Insect stings
- Immunisations or antibiotics.

Safety/HIV Protection

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) is placed in a disposable bag and fastened securely. Any children's clothing should be placed in a plastic bag and fastened ready to take home.

Recording Accidents

All accidents must be recorded in the Accident File. This is kept in School Office. All details need to be filled in, including treatment.

When a serious accident occurs, and the pupil requires treatment, the details are recorded on the LA Accident/Incident form, with a copy sent to the appropriate authority and reported to the HSE via the Incident Contact Centre.

First Aid Boxes

The locations are marked by a green cross.

Contents: scissors, bandages, cotton wool, sterile gauze, disposable gloves and aprons.

Supplies are also kept of eye baths and slings.

Person Responsible for Supplies

Mrs Madge is responsible for checking the contents of the first-aid boxes once a week and for placing orders to replenish stock. All staff are responsible for notifying her if the contents of any of the first aid boxes are running low.

Courses

All staff receive First Aid training and updates.

Accidents

Accidents fall into four categories:

- A death or major injury.
- A semi-serious injury (that is when an employee or child has an accident at school and is unable to work for more than three days).
- A work related disease.
- A dangerous occurrence (that is when something occurs that does not result in a reportable injury, but which clearly could have done).

Reporting School Accidents

Certain accidents arising out of, or in connection with, work have to be reported to the Health and Safety Executive, under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Accidents and incidents should be reported immediately to the Incident Contact Centre (ICC) based in Rhondda Cynon Taff Borough Council. Incidents can be reported by telephone, fax, email, via the Internet or by post.

If the accident is reported by telephone, it should be confirmed in writing or by email from the web site on the HSE form (See appendix one). Copies of all forms completed should be retained.

If the accident is more than a minor one for a child or adult, the Head Teacher or Deputy Head Teacher should be informed immediately. He or she sends for an ambulance, if needed, and contact parents/relatives, if considered advisable.

Other accidents

These are the more common accidents that occur in school:

Procedures to follow:

- Minor Injuries (including all bumps on the head, but not minor cuts and grazes) should always be noted in the Accident Book. This can be found the Head Teachers Room.
- If a child has a bump on the head, a parent/guardian should be contacted .
- If the parent/guardian has to take the child the family doctor or to hospital for further treatment, fill in the Accident Form, copies of which are kept with the School Clerk. The Head Teacher or the Deputy Head Teacher should sign in the form first. (See appendices two and three).

Copies of the form are taken for the school file, for the Health and Safety Executive and sent to the ICC and Area Education Office.

Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm, other than a bone in the wrist or hand.
- Fracture of any bone in the leg, other than a bone in the ankle or foot.
- The loss of sight in an eye.

- Any other injury that results in the person injured being admitted to hospital as an in-patient for more that 24 hours, unless that person is detained for observation only.

It could be that the extent of the injury might not be apparent at the time of the accident of immediately afterwards, of the injured person might not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital then the accident must be reported as a major injury.

Employee Accidents

(This applies to all education employees and self-employed persons on school premises) See Appendix three.

Any accident to an employee resulting in a fatal or major injury should be reported to the ICC immediately by telephone or email. If first reported by telephone, the details should be confirmed on Form F2508 within seven days.

Pupil Accidents

Fatal and major injuries to pupils on school premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless there are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps, etc.)
- Plant or equipment on the school premises
- The lack of proper supervision.

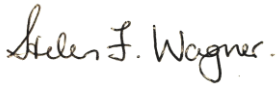
Fatal and major injuries to school pupils occurring on sponsored or controlled activities, organised by the school but off the school site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with these activities.

Refer to Visits Policy for more detailed information.

Duty of Care

All members of staff have same duty of care for each other.

Date reviewed: April 2015
Date of next review: April 2018

Signed: (Chair of Governors) 

Signed: (Headteacher) 

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Incident / Accident Investigation and Injury Record

HS5(A)

Department/Division _____ Premises/Site _____

Section A - To be completed by individual involved or nominated person

1. Name and Home Address Staff No: ..... Work Tel: ..... Home Tel:	2. Age	3. Male	
		Female	
	4. Occupation or Status:		
	5. Section or Work Area:		

6. Date and time of occurrence:		7. Date and time reporting:	
Date	Time	Date	Time
8. Description of incident/accident:			
9. Exact location of incident/accident:		10. Name and address of any witnesses:	
11. Injury details (if any) - please be specific		12. Details of First Aid administered and by whom:	
13. If fall from height state distance:		14. To whom reported:	
15. Signature of Injured (or nominated) person:		16. Name of person recording details:	

Manager/Supervisor's Report overleaf . . .

Section B - Manager / Supervisor's Report

NB: - If a serious incident or major injury, telephone as directed
When completed, this report may be used by the Authority's Legal Advisors and / or Insurers in connection with any litigation already commenced or anticipated.

17. Report of investigation by Manager / Supervisor - Describe what happened and how. In the case of an accident, state what the injured person was doing at the time. Tick if continued on a separate sheet ☐

18. Action taken to prevent a recurrence (continue on separate sheet):				19. Action taken by whom:		
20. Was machine involved? (tick box)	Yes / No		21. If yes name and type of machine	22. Was machine in motion?	Yes / No	
23. Was protective equipment issued?	Yes / No		24. If yes - please list and state if equipment used at time of accident:			
25. Did injured person? a) Continue to work	Yes / No		26. Was work authorised?	Yes / No		
b) Cease work	Yes / No					
c) Need hospital treatment	Yes / No		27. Number of days lost			
d) Lose time	Yes / No					
28. a) Normal hours of work:	From	To	28. b) Actual time ceased duty:			
29. Investigating Officer (Signature):				Date		
30. Manager's / Supervisor's (Signature):				Date		

Section C - For Office Use Only

Date received	Cause Analysis				FI	MI	DO	D	L.T.A.
Has HSE been informed?		Has Form 2508 been sent in?		Statistics entered by			Date		

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HAZARD REPORTING SCHEME (HRS1)

(GUIDANCE NOTES OVERLEAF)

1. **Report** (to be completed by person identifying hazards)

Date: ……... Department: ……

Reported to: …… Written/Verbal: ……. Time: ……

Description of hazard (including location): ……

……

……

Signature: …… Position: ……

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2. **Action** (to be completed by Departmental Manager/Supervisor)

Hazard verified: YES/NO Date: …… Time: …….

Remedial action to take: ……

……

……

Action to be taken by: Name: …… Signature: ……

*Priority Rating (delete as appropriate): 1 2 3 4 5

Interim Precautions (if necessary): ……

……

Signature: …… Dept. Manager/Supervisor

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3. **Completion**

The remedial action described above is complete and the hazard eliminated.

Date: …… Signature: …… Dept. Manager/Supervisor

*Priority Rating: 1(immediate) 2(48 hours) 3(1 week) 4(1 month) 5(3 months)

HAZARD REPORTING SCHEME

GUIDANCE NOTES FOR HRS1

The Management of Health and Safety at Work Regulations 1992 requires the active involvement of employees in developing a good health and safety management system.

To support this intention the Hazard Reporting Scheme (**HRS1**) has been developed which will allow employees to report hazards, which they may encounter before, during the course of, or after work. The reporting procedure is **not** to be used for the reporting of accidents where some injury either of a minor or major nature has occurred, a separate form is available for this purpose.

Definition of a hazard:

A hazard can be interpreted as anything, which is considered offers the potential threat to health, safety or welfare at work. In other words, it is the potential to cause harm. Examples include: bare electrical wires, damaged tools, broken ladder rungs, untidy workplaces, and leakages in storage containers*

Procedure to follow:

(i) if an employee sees something which is considered a potential hazard he/she should complete Section 1 of the form and bring it to the attention of the departmental manager/supervisor.

(ii) the departmental manager/supervisor will then carry out an investigation and complete Section 2 of the form.

(iii) once the hazard is eliminated the departmental manager/supervisor will complete Section 3 of the form.

(iv) a copy of the completed form must be forwarded to:

(a) the employee who identified the hazard.

(b) the Council's Health and Safety Adviser, at Ty Elai, Williamstown.