



Youth Engagement Schools Trust

Health and Safety Policy

Approved by: Board of Trustees

Reviewed by: ELT

Latest Policy review: Spring 2023– Full Board Meeting – 30th March 2023

Next Policy review date: Spring 2024

The Law

Legislation such as 'The Management of Health and Safety at Work Regulations 1999' and 'The Health and Safety at Work etc. Act (1974)' are the primary laws which determine everyone's health and safety responsibility at work. These documents cover all our possible places of work (inc. office, home, travelling, events) and aim to minimise every hazard so that employees and the public are protected from dangers arising from work. If staff or the organisation neglects their duties, they could be committing a criminal offence and subject to fines or imprisonment via the Health & Safety (Offences) Act 2008.

Health & Safety Responsibilities

a] **Where central guidance has been issued.**

All staff are expected to be aware of advice issued by the trust, and to work according to its recommendations. Health and Safety advice will be available on each academy server and stored centrally in the school main office. This policy will be available on the trust and academy websites.

b] **Where no central guidance has been issued.**

Staffs are expected to make personal assessments of their activities to establish:

- i] The hazards – the aspects that have the potential to cause harm.
- ii] The risks – the likelihood that injury could occur.
- iii] The precautions appropriate to the level of the risk.

Procedures must be entered on to the annual Curriculum Area/Classroom risk assessment.

Such assessments should then be the subject of discussion with the staff's immediate line manager, and academy Health and Safety Co-ordinator.

Consultation

All personnel have the opportunity for consultation through the following channels:

- a] Their immediate line manager
- b] Their trade union representative
- c] An academy member of staff responsible for Health & Safety
- d] The headteacher who has overall responsibility for Health & Safety

Risk Assessments

Academies within the trust will carry out Risk Assessments (RA) for the following, which must be reviewed annually, or when a significant change is made to the area/activity. These should be carried out by a competent person who is best placed to assess the risks involved. i.e., Maths Teacher should carry out the RA for their Classroom.

- Fire Risk Assessment (external RA carried out every 3 years as a minimum)
- Legionella Risk Assessment (external RA carried out every 3 years as a minimum)
- Asbestos Risk Assessment (external RA carried out every 3 years as a minimum) – Not required if there is evidence that there is no asbestos present on site
- Tree Survey and Risk Assessment
- Site Risk Assessments including Vehicular and Pedestrian movement, security, and maintenance of Vehicles. This includes daily and pre-use checks on trust vehicles.
- Maintenance activities including manual handling, working at height and using power tools
- Classroom Risk Assessments
- Off-site / School Trip Risk Assessments
- Pupil Risk Assessments (positive handling)
- Individual Stress and Wellbeing Risk Assessments
- Return to Work Risk Assessments

The trust central team will provide any support needed if staff or senior leaders are unsure as to what, or how, it is they should be assessing certain risks.

Hazardous Substances (COSHH (Control of Substances Hazardous to Health))

All reasonable steps will be taken to ensure all exposure of staff to substances hazardous to health is prevented or at least controlled to within statutory limits.

Schools in the trust will implement the following:

- maintain an inventory of all substances hazardous to health kept or present on site and retain copies of relevant hazard data sheets
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible

- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- Refer all students and staffs to First Aid Policy and procedures in relation to hazardous substances
- In most cases, substances that come under the COSHH requirements, will be managed by a cleaning contractor and although the liability for this lies with them, the school site manager or headteacher must be aware of all substances on site, and act accordingly.

Lone Working

The trust will ensure, so far as is reasonably practicable, that staff and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Academies will determine by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, equipment, goods, substances, environment, and atmosphere, etc.

All staff working alone on site must request to do so from the Site Manager or a member of SLT, prior to being in the school building alone. Anyone working alone on site must also have a working mobile phone on them at all times and have emergency contact information for the Site Manager and headteacher.

Staff should avoid being alone in trust/school settings with a pupil. This should only be done in extenuating circumstances where a child's safety and welfare is of concern and no other staff are available to assist. In all instances of a staff member being alone with a pupil, a member of the senior leadership team must be aware, and if necessary, a risk assessment completed (dynamic / verbal RA is acceptable at short notice / emergencies).

Manual Handling

To prevent injuries and long-term ill-health from manual handling schools will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical schools will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this, academies will ensure that:

- manual handling assessments are carried out where relevant and records are kept
- staff are properly supervised

- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- staff adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, staffs undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
- Reducing the risk of injury
- In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- staff selection

No staff will be required to lift any item that they do not feel confident of doing without risking personal injury.

Display Screen Equipment

All reasonable steps will be taken by the trust to secure the health and safety of staffs who work with display screen equipment.

To achieve this objective schools will:

- require employees to carry out an assessment of their workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the school day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- for staffs, arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced

- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by operating with display screen equipment

Driving

Driving is an integral part to some roles within the trust's schools and as such requires driving on school business. Driving has inherent risks associated with it which drivers should be made aware of.

The trust is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on drivers – Maximum 2 hours without a break
- ensure those driving for business are competent (and where required, authorised) and fit to do so
- provide any additional training that may be deemed necessary to reduce driving related occupational risks

All staff driving for the purposes of the business must have a full valid driving licence with no more than 6 penalty points. Staff must provide the relevant academy office with a copy of their licence and will be asked to carry out an annual DVLA licence check. A record of checks will be maintained by the academy office.

Accident Reporting

The safety of our children is paramount, and we will take every measure we can to protect pupils from hurting themselves. However sometimes accidents do happen, and we follow the following procedures when dealing with such a situation:

- We comfort the child and reassure them
- We assess the extent of their injuries and if necessary, call for medical support/ambulance
- We carry out any first aid procedures that are necessary and that we have been trained to do
- Once the child is more settled contact the parent/carer as soon as possible to inform them of the accident and if necessary to ask them to return to care for their child/ meet us at the hospital if the situation requires it. In the vast majority of incidents however, this will not be necessary.

- Minor bumps and injuries may be notified to parents and carers by means of a note sent home with the child at the end of the day.
- When a child bumps their head, we always notify parents and carers. For very minor bumps this may be in the form of a standard letter sent home with the child at the end of the day.

ALL accidents and assaults should be reported **by the person who discovers the incident**, but the level of detail recorded depends upon the severity of the incident. In all cases an incident report form should be completed and passed to the headteacher. Additionally, a **First Aid/Accident Form** should be completed.

The First Aid/Accident Form can be found on the staff shared drive. An **Accident Report MUST** be completed in every case especially when:

- A person is sent home early as the result of an accident.
- A person requires First Aid attention as the result of an accident or illness.
- A person is taken to hospital as the result of an accident or illness.
- A person takes time off work or school.

On completion this form should be shared with the headteacher, or Health and Safety Rep who will be responsible for forwarding it to the appropriate person, where applicable and dependent upon the severity of the accident.

After every accident, however minor we:

- complete the first aid/accident form
- ensure the headteacher / senior leaders are aware
- If necessary, report the incident to the home school or HSE:

More serious accidents are reported to the Local Authority and the Health and Safety Executive under 'RIDDOR' regulations (see RIDDOR guidance for schools below). The telephone number for reporting incidents is: 0845 300 9923.

Alternatively reporting can be done online at:

- <https://extranet.hse.gov.uk/lfserver/external/F2508IE> for injuries
- <https://extranet.hse.gov.uk/lfserver/external/F2508DOE> for dangerous occurrences
- <https://extranet.hse.gov.uk/lfserver/external/F2508AE> for reportable diseases

What must be reported?

Deaths and injuries

- If someone has died or has been injured because of a work-related / school accident this may have to be reported.

Work / school-related accidents

- The accident that caused the death or injury must be connected to the work activity; <http://www.hse.gov.uk/riddor/do-i-need-to-report.htm> provides further evidence.

Types of reportable injury

- Deaths
- Major injuries
- Over-three-day injuries

People not at work

- Where a member of the public or person who is not at work has died, or
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.

Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness, or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over 3-day injuries

This is where an employee or self-employed person is away from work or unable to perform their normal work duties for more than three consecutive days (not counting the day of the accident).

- Occupational diseases
- Employers and the self-employed must report listed occupational diseases: <http://www.legislation.gov.uk/ukxi/1995/3163/schedule/3/made> when they receive a written diagnosis from a doctor that they or their

employee is suffering from these conditions and the sufferer has been doing the work activities listed.

Dangerous occurrences

Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
 - explosion, collapse or bursting of any closed vessel or associated pipe work;
 - failure of any freight container in any of its load-bearing parts;
 - plant or equipment coming into contact with overhead power lines;
 - electrical short circuit or overload causing fire or explosion;
 - any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
 - accidental release of a biological agent likely to cause severe human illness;
 - failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
 - malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
 - unintended collision of a train with any vehicle;
 - dangerous occurrence at a well (other than a water well);
 - dangerous occurrence at a pipeline;
 - failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
 - a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
 - a dangerous substance being conveyed by road is involved in a fire or released.
- The following dangerous occurrences are reportable except in relation to offshore workplaces:
 - unintended collapse of:
 - any building or structure under construction, alteration, or demolition where over five tonnes of material falls;
 - a wall or floor in a place of work;
 - any false work;
 - explosion or fire causing suspension of normal work for over 24 hours;
 - sudden, uncontrolled release in a building of:
 - 100 kg or more of flammable liquid;
 - 10 kg of flammable liquid above its boiling point;

- 10 kg or more of flammable gas; or
- of 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health.

RIDDOR guidance for schools

Reporting injuries to school pupils and college students. What category should I use on the F2508 form under "Injured Person's Employment Status"? Students and pupils are not at work and therefore are regarded as members of the public (MOPs) for this part of the form. The exception is where a student / pupil, including children, are on a recognised training scheme or work experience. Under health and safety law they are regarded as employees. In these circumstances the employer or person in control of the work premises where the pupil or student was doing the training should report the injury as if they were one of their employees.

Are accidents to pupils sustained in PE lessons reportable under RIDDOR?

Yes, but only if the pupil is killed or taken to hospital for treatment of the injury and the accident arose out of or was connected to the school's or college's work. For example, the accident arose because of poor organisation or supervision arrangements, the equipment, or the condition of the premises, e.g., a potholed tarmac surface.

Are sporting injuries reportable?

No, if the injury arose out of the normal participation of the activity. Injuries should be reported if they were due to defective equipment or failings in the organisation and management of an event.

What if the pupil is taken to hospital as a precaution but the examination shows no injury?

No. RIDDOR only requires injuries to be reported, if the medical advice is that the pupil was not injured in any way then there is no need to report this.

Do I need to know what treatment was given by the hospital before I report an injury to a pupil?

There is no requirement to check that treatment is actually administered by the hospital. If the school is later told that the hospital could find no injury, not even a minor cut or abrasion, then you do not have to make a report as the law only requires you report injuries in these circumstances. The key thing to remember when determining whether to report an incident to a pupil or other people who are not at work is if the accident that resulted in the death or injury that must be reported, arose out of, or was connected with the work activity.

Some of our pupils have been hurt in a road traffic accident on the way to school in the school bus. Should I report their injuries?

No. Deaths and injuries that result from the movement of a vehicle on a road do not have to be reported (see above section on road traffic accidents).

A pupil has been injured while on a school trip abroad. Should I report this to HSE (Health and Safety Executive)?

No. HSE does not have jurisdiction when the pupil is outside the country, so RIDDOR does not apply. A report may have to be made to another appropriate authority though. (For example, the school may need to report the incident to other bodies such as the local safeguarding committee).

Roles and Responsibilities

Board of Trustees

The Board of Trustees will decide on matters relating to Health and Safety, bearing in mind external advice and support, accepted standards, and the identified key risks in all curriculum areas. The Board of Trustees has a legal duty of care towards protecting the health and safety of its staff, students and others who may be affected by the trust's activities, and that managing health and safety is a business-critical function. The Board is responsible for approving the trust's Health and Safety Policy.

Chief Executive Officer

The CEO is ultimately responsible for the health and safety of all staff and students at the trust's academies. However, the day-to-day management of these responsibilities is delegated to the headteachers within each of the trust's Academies. The CEO ensures that headteachers are carrying out their responsibilities in regard to Health and Safety and keeping users of their site and buildings safe.

Director of Business

Along with the CEO, the Director of Business is responsible for ensuring the trust's policy on Health and Safety is being implemented in its establishments, and for working with Site Managers / Duty Holders to ensure adequate risk assessments have been carried out, in addition to supporting and commissioning FM (Facilities Management) across the trust. The Director of Business is also responsible for contract management of externally commissioned FM services across the trust to ensure statutory compliance across the trust's estate. The Director of Business will also

report Health and Safety KPI's to the trust Board and the Finance, HR, and Premises Committee on a termly basis; This includes but isn't limited to statutory compliance, training, accident reports, and fire drills carried out across the organisation.

Headteachers

Headteachers are responsible for the safety and well-being of all staff, pupils, and other establishment users, for ensuring guidance and advice reaches all personnel and for reviewing annually Health and Safety in curriculum and school and ensuring that the trust's Health and Safety Policy is fully implemented in their school. The headteacher must ensure that outside contractors are made aware of and must fulfil Health and Safety Regulations and give consideration to the safety needs of all site visitors/users. Headteachers are regarded as the 'Duty Holder' for their site and cannot delegate this responsibility.

Curriculum Managers and Responsibility Holders

Curriculum Managers and Responsibility Holders, bearing in mind external advice and support, must establish a list of key risks for their area of responsibility, carry out risk assessments, ensure that precautions to counter the risks are understood and followed by all who operate within their area of responsibility. New staff must receive adequate briefing and feedback on what is required of them. Risk assessments with regards to the building must be reviewed annually and copies passed to the Health & Safety Co-ordinator/Site Manager and headteacher.

All Staff

All staff, irrespective of seniority, have a responsibility to take care of themselves and those affected by their activities. They must adopt and maintain standards designed to promote safety, health, and well-being in their areas, using equipment and working methods approved by their immediate line manager.

Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore, we have both joint liabilities in "common areas." In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable

- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage, and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance, and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe.

Disabled Persons

The trust will give full and proper consideration to the needs of disabled staffs, service users and visitors.

To achieve this, the trust will:

- treat all disabled persons with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage students/staffs with special needs to suggest any premises or task improvements to the headteacher
- discipline any staffs found treating their disabled students/colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly

Conclusion

The Youth Engagement Schools Trust and its trustees acknowledges its responsibility for the safety, health and wellbeing of staff and users of its services. However, this can only be achieved if everyone co-operates.

Responsibilities for safety, health and well-being should be seen as part of the everyday work of staff at all levels, with students also playing their part.

Each staff member, regardless of seniority, should check with their immediate line manager that they have a mutual understanding of the standards to be set and their respective responsibilities in achieving them.

FIRE & EMERGENCY EVACUATION PROCEDURE

The 1997 Fire Precautions (Workplace) Regulations (amended 1999) puts the onus of responsibility on employers to ensure a fire safety plan and precautions are in place. Failure to do so could lead to prosecution. This has been further extended by the Regulatory Reform (Fire Safety) Order 2005 which requires fire risk assessments for all areas in places of work and a nominated competent person to oversee all.

Emergency evacuation routes are displayed on the ground and first floors and exits are clearly marked.

GENERAL POINTS

When the alarm goes **YOU MUST MOVE IMMEDIATELY** and leave the building by the **APPROVED ROUTE** (the Fire Escape Route Map highlighting your nearest exit is laminated and displayed in strategic, key areas of the academy).

IT IS VERY IMPORTANT TO KEEP STUDENTS MOVING QUICKLY AND QUIETLY during their exit from the building (once you have exited the building **under no circumstances** must you re-enter the building even if this is the quickest route to the assembly area). The building will then be checked by the following staff (*Academies to amend as necessary*):

Headteacher – Divide the building up into segments
Deputy Headteacher - Divide the building up into segments
Site Officer / Manager

In the case of fire [or similar emergency], in addition to ringing the fire alarm, would the member of staff discovering it please telephone the school office **IMMEDIATELY** giving the precise location of the danger. If there is a fire the Fire Brigade will be called **immediately** (the School Office acts as the critical incident centre and will dial 999). The decision to call in the Fire Brigade will be taken by the headteacher or, in his/her absence, the deputy headteacher in charge.

Staff should know the escape route from all rooms in which they teach and direct the students.

Staff should be aware that in a fire an escape route may be blocked and, therefore, be aware of alternative routes. It is, therefore, essential that students leave classrooms quietly so that they can hear staff instructions if a route needed to be changed.

ASSEMBLY POINT

The Fire Wardens are to be responsible for ensuring that the registers, visitor book and any checklists are taken outside to assembly area, and that the building has been fully evacuated.

Once building is established, clear instructions for assembly points must be placed here!

PROCEDURE FOR CHECKING CLASSES

Registers will be collected by member of the admin team and the headteacher / SLT will be informed of any missing people.

Assessments will be made on the missing people and the headteacher will make a decision to either search building or inform emergency services present.

EVACUATION PROCEDURES

ASSEMBLY POINT

Once building is established, clear instructions for routes to assembly points from all areas of the school must be placed here.

EVACUATION NOTICE

ANY PERSON DISCOVERING A FIRE WILL:

Operate the nearest fire alarm

ON HEARING THE FIRE SIGNAL

When in class

THE ORDER TO CLEAR WILL BE GIVEN BY YOUR TEACHER, WHO WILL INDICATE THE ROUTE TO BE FOLLOWED.

When not in class

FORM SINGLE FILE AND MOVE BY THE CORRECT FIRE ROUTE TO ASSEMBLY AREA

At all times

ACT QUIETLY
DO NOT RUN
DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO

ASSEMBLE IN FORM GROUPS IN THE ASSEMBLY AREA

PROCEDURE TO BE FOLLOWED IN THE EVENT OF AN ACCIDENT

Try to commit these instructions to memory. You are expected to act in the spirit of the instructions and with informed common sense.

If there is an accident your duties are as follows:

- Assist any casualties
- Take appropriate steps to control the emergency
- Avoid becoming a casualty yourself
- Fill in an Accident Report Form as soon as possible after the accident.

**Remember: The most important consideration at all times is human safety
(Yours as well as the pupils)**

IN THE EVENT OF AN ACCIDENT:

1. Assume control of the situation
2. Make an appraisal of the accident - the nature and extent of the accident will affect how you deal with it
3. Deal with the situation in one of the following ways:

MINOR Accidents (eg: slight cuts, burns, etc., and the casualty is mobile)

Control the hazard
(e.g., move other pupils away, switch off equipment, etc.)

Give temporary assistance/first aid and if necessary, refer the student to the Office. Fill in an **Accident Report Form** (as a precaution against later claims). Blank forms are kept by First Aiders in First Aid Bags and in School Office

If you decide to refer the casualty:

Send another student with the casualty and give the School Office brief details of the nature of the accident (**by note or telephone**)

The Office will then contact a first aider who will check that sufficient action has been taken.

MAJOR Accidents to Individuals

(eg: severe burns, electric shock, severe cut, broken bones, concussion, etc.)

Control the hazard (eg: switch off the equipment, etc.), move back the other students

SUMMON HELP:

- a] Contact the School Office by sending a reliable student or using the nearest telephone.
- b] Send a student for immediate help (nearby adult)
Give what **immediate** help you can – aim to make the casualty safe and comfortable and prevent the condition worsening before medical help arrives, eg: wash off toxic or corrosive substances, deal with severe bleeding or absence of breathing (All staff will be trained with Emergency First Aid)
Try to keep the casualty calm
- c] **MAJOR Accidents requiring evacuation of an area**
(eg: fire, explosion, etc.)
Evacuate students as **quickly** and **calmly** as possible by the 'fire route.' Raise the alarm and summon help by pressing the fire alarm. Give **immediate** help – aim to make any casualties safe, comfortable and prevent their condition worsening before medical help arrives.
Report details of the accident to medical help as it arrives.
- d] Fill in an Accident Report Form and forward it to the headteacher.

ACTION BY THE OFFICE:

Either

- a] If the accident has resulted in severe injury (eg: severe cut, broken bones, child unconscious, electrocution) the Office should **telephone for an ambulance** immediately and then contact an available first aider. **OR**
- b] **Contact a first aider** who will either deal with the situation or ring for an ambulance.

If an ambulance is summoned:

Office should contact parents so that they can accompany the casualty.

If the parents cannot be contacted, then an available member of staff should accompany the casualty.

**Action by School Office
in the event of an accident**

MINOR ACCIDENT

Small cuts, burns, etc.

As soon as possible arrange for a First Aider to check that the temporary first aid treatment has been adequate.

(First Aiders should not be taken from lessons for minor injuries)

There is a list of designated first aiders in the school office

MAJOR INJURY

On receiving a message of any injury involving severe burns/cuts, electric shock, broken bones, concussion, etc:

- Telephone for an ambulance immediately.
- Contact a First Aider and tell a member of SLT so that cover can be provided if necessary.
- Arrange for the child's parents to be contacted and asked to accompany the ambulance.
- If parents cannot be contacted, then inform a member of SLT who will try to arrange for another member of staff to accompany the casualty.