

Health & Safety Policy

*Reviewed: November 2019*

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## 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [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 Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [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 and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues. This policy complies with our funding agreement and articles of association.

### **3. Roles and responsibilities**

#### **3.1 The governing board**

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher. The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

Wharnccliffe Side Primary School, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

#### **3.2 Headteacher**

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the assistant headteacher assumes the above day-to-day health and safety responsibilities. If both aren't present (and cannot be reached), responsibility passes to the most senior member of staff on site.

#### **3.3 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils

- Understand emergency evacuation procedures and feel confident in implementing them

### 3.4 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### 3.5 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### 3.6 Named individuals

Name	Role	Health & Safety responsibilities
Mr Matt Gaughan	Headteacher	Overall responsibility for the management of health & safety in school
	Extra-curricular visits co-ordinator	Ensuring appropriate risk assessments are carried out and followed for any school trips
Mr Kevin McHugh	Buildings Officer	Any issues relating to premises
Mrs Michelle Rowett	Admin Assistant	First Aid
Mr Nigel Hartley	PE Leader	PE equipment

## 4. Site security

Mr Kevin McHugh (Buildings Officer) is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. Mr Kevin McHugh and Mr Matt Gaughan are key holders and will respond to an emergency.

## 5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Emergency evacuations are practised at least once a term. The fire alarm is a loud continuous buzzer. Fire alarm testing will take place once a week. New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are on the infant yard (KS1), junior yard (KS2) and Nursery outside area (Nursery). The location of these areas can be found in the site plan in Appendix A.

- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- Mrs Tracy Daghish (admin officer) will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Some of our SEND children have PEEPs (Personal Emergency Evacuation Plans). The SENDCO / IR staff are responsible for ensuring these are kept up-to-date.

Fire Safety Wardens are: Mr Kevin McHugh (Buildings Officer), Mr Matt Gaughan (Headteacher) and Miss Abbi Edwards-Dodd (TA).

## **6. COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Mr Kevin McHugh (Buildings Officer) and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. They are locked away in the cleaner's cupboard outside the main office. Pupils will not access them under any circumstances. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### **6.1 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation
- A site plan showing the location of the gas, water and electric isolation points can be found in Appendix B.

## **6.2 Legionella**

- Water risk assessments are carried out regularly and Mr Kevin McHugh is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed yearly and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, running of all taps, daily cleaning of wet areas, regular monitoring and immediate maintenance when required.

## **6.3 Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site
- School has an asbestos management plan

## **7. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **7.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Mr Kevin McHugh (Buildings Officer) immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Portable appliance tests (PAT) are carried out by a competent person on a yearly basis
- All isolators switches are clearly marked to identify their machine

- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## **7.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the buildings officer (Mr Kevin McHugh)

## **7.3 Specialist equipment**

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs. We have a hoist in the IR shower area which is inspected by a private company on a yearly basis.

## **8. Lone working**

Lone working may include:

- Late working
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone. Home visits are always carried out in pairs for the safety of our staff.

## **9. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Buildings Officer (Mr Kevin McHugh) retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety



- Access to high levels, such as roofs, is only permitted by trained persons

## **10. Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **11. Off-site visits**

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them. These are submitted to the headteacher for approval before the trip takes place (ideally two weeks before).
- High-risk or residential visits are submitted to the Local Authority for approval via the Evolve platform.
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- For trips involving EYFS children, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- For more information, please see our Extra-Curricular Activities Policy.

## **12. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

### **13. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the headteacher immediately. This applies to violence from pupils, visitors or other staff.

### **14. Smoking**

Smoking is not permitted anywhere on the school premises.

### **15. Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

#### **15.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

#### **15.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

#### **15.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

#### **15.4 Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly

#### **15.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

## **15.6 Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

## **15.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

## **15.8 Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

## **15.9 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza. Flu vaccinations are offered to pupils yearly in conjunction with Intrahealth.

## **15.10 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, kept in the school office. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **16. New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has

not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## **17. Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## **18. Accident reporting**

### **18.1 Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form can be found in appendix C.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book 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.
- Records of accidents are shared promptly with the Academy Trust's CEO.

### **18.2 Reporting to the Health and Safety Executive**

The headteacher 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 headteacher 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.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These 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
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- 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)

<http://www.hse.gov.uk/riddor/report.htm>

### **18.3 Notifying parents**

Staff dealing with accidents will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. For head injuries or injuries to our most vulnerable SEND children, this is done immediately by telephone. For other injuries to KS1 children, it is done in person at the end of the day. KS2 children take a note home for less serious injuries.

### **18.4 Reporting to Ofsted and child protection agencies**

The headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The headteacher will also notify Sheffield Safeguarding Hub of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **19. Training**

Our staff are provided with health and safety training as part of their induction process. Staff are kept up-to-date of any changes in procedures and given regular reminders about best practice (e.g. fire evacuation procedures). Additional health and safety training is given when required.

## **20. Monitoring**

This policy will be reviewed by the headteacher on an annual basis. At every review, the policy will be approved by the governing board.

## 21. Links with other policies

This health and safety policy links to the following policies:

- First aid & Medicines policy
- Extra-Curricular Visits policy
- SEND policy
- Accessibility plan

## 22. Useful contacts

- The **Health, Safety and Wellbeing Consultants** are based at:

**Moorfoot Building**  
**Level 8**  
**East Wing, Zone 3**  
**Sheffield**  
**S1 4PL**

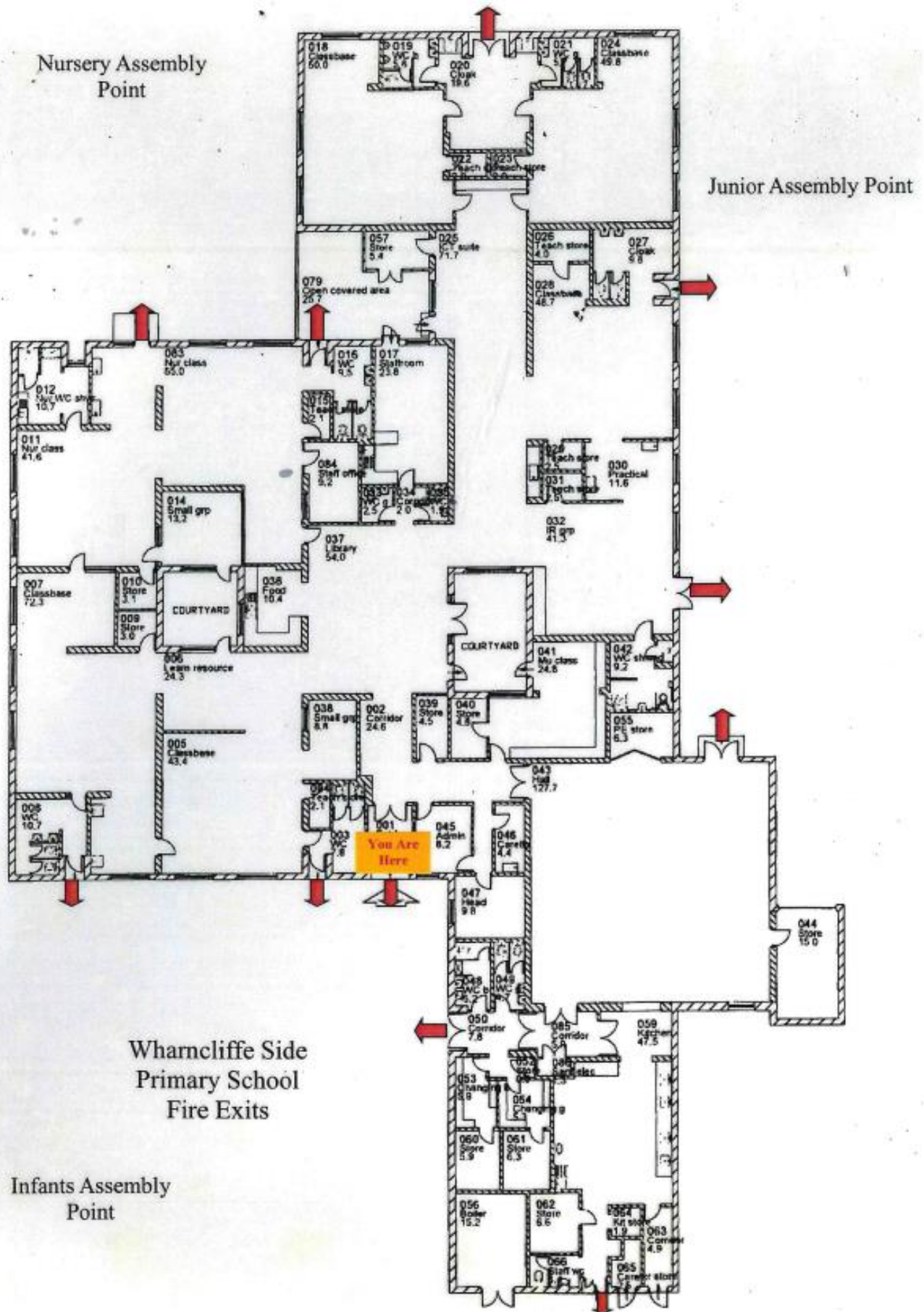
Contact details: 0114 2734082 or [healthandsafety@sheffield.gov.uk](mailto:healthandsafety@sheffield.gov.uk)

- The CEO of the Academy Trust is Mr Jim Dugmore, based at Oughtibridge Primary School

## 23. Appendices

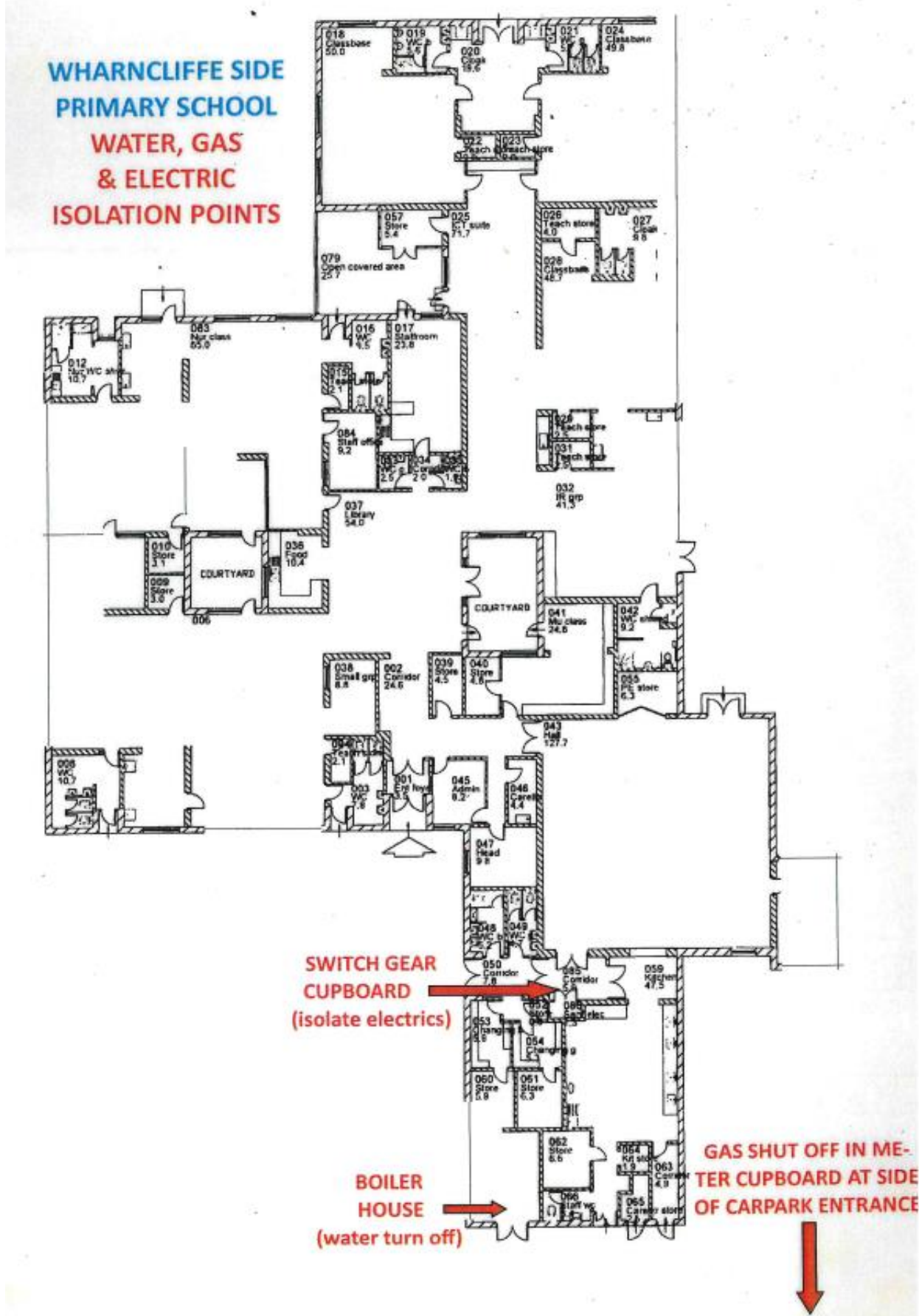
The appendices mentioned in this policy can be found on the next few pages.

Appendix A: Site Plan (inc. location of fire assembly points)





Appendix B: Site Plan (inc. location of water, gas and electric isolation points)





## Appendix C: Accident Form (part 1 & 2)



### Accident and Incident Report Form

(For Reporting Accidents, Violent Incidents, Work-related Ill Health, Near Misses & Hate Crime / Incident)

Name of School		Date & Time of Accident		Location of Accident	
Print Name of Injured Person			Date of Birth	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Home Address of Injured Person			Telephone No.		
Employee <input type="checkbox"/> Yes <input type="checkbox"/> No		Pay Ref	Pay Point	Date & Time Accident Reported	
Job Title					
Non-Employee	<input type="checkbox"/> Agency	<input type="checkbox"/> Contractor	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Work Placement	
<input type="checkbox"/> Service User		<input type="checkbox"/> Young Person/Pupil		<input type="checkbox"/> Member of Public	

#### About The Incident

<input type="checkbox"/> Accident	<input type="checkbox"/> Violent Incident	<input type="checkbox"/> Ill Health	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Hate Crime / Incident
If there was an injury, what was it, and what part of the body was injured? (e.g. fracture, laceration)				
Describe in detail what happened, including what the person injured or involved, was doing at the time of the incident, and any part played by other people involved.				
Describe the events that led up to the incident, including any unusual or contributory factors, such as adverse weather, lack of adequate training, new or inexperienced worker etc?				
Name & Type Of Any Machinery Involved		Serial No.	Was Machinery In Motion? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name Of Any Substances Involved				
Name & Address of any Witness(es) to the incident				Telephone No.
Violent Incident: Name & Address of Perpetrator				
Signature of The Person Injured or Involved In The Incident				Date

**This Page to Be Completed By the Head Teacher**

<b>Name of Injured Person</b>	<b>Date of Birth</b>
<b>Accident/Incident Investigation</b> - Describe the action required to prevent a repeat of the accident/ Incident involved.	
Do you wish a copy of this report to be sent to the relevant Trade Union? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of Trade Union .....	
<b>After A Violent Incident Consider The Following:</b>	
Does the person involved perceive this incident to be motivated by hate or prejudice? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Take appropriate action if there are any Safeguarding concerns.	
Give support or debriefing as required to the employee(s) involved.	
Review the adequacy of existing risk assessments as appropriate.	
Share with relevant colleagues e.g. Headteacher, Trade Unions, other agencies etc	
<b>RIDDOR:</b> It is a legal requirement to report serious injuries or incidents to the Health & Safety Executive (HSE). Contact the Health, Safety & Wellbeing Team <b>immediately</b> and they will report this on your behalf. Please tick the box(es) below that describe the injury or incident.	
<input type="checkbox"/> Fatality <input type="checkbox"/> Major injury (e.g. fracture other than fingers, thumbs or toes)	
<input type="checkbox"/> <b>Employee Only:</b> Absent from work for more than 7 days (excluding the day of the accident but including any days which would not normally have been working days) as a result of an accident arising out of, or in connection with, work.	
<input type="checkbox"/> <b>Non Employee Only:</b> (e.g. service user, member of public, young person or volunteer) Has an injury which resulted from an accident arising out of, or in connection with a work activity led to them being taken from the site of the accident to hospital for treatment for that injury?	
<input type="checkbox"/> Contractor or agency employees – contact their supervisor so that they can report it	
<input type="checkbox"/> Dangerous Occurrence	
About The Injured Person (Tick <b>All</b> Relevant Boxes)	
<input type="checkbox"/> Became unconscious	<input type="checkbox"/> Needed resuscitation
<input type="checkbox"/> Remained in hospital for over 24 hours (employee)	<input type="checkbox"/> None of the above

**Tick Only One Box That Best Describes What Happened**

<input type="checkbox"/> Contact with moving machinery or material being machined	<input type="checkbox"/> Fell from a height State how high: .....metres
<input type="checkbox"/> Hit by moving, flying or falling object	<input type="checkbox"/> Exposure to/in contact with harmful substance
<input type="checkbox"/> Hit by a moving vehicle	<input type="checkbox"/> Exposed to fire
<input type="checkbox"/> Hit by something fixed or stationary	<input type="checkbox"/> Exposed to an explosion
<input type="checkbox"/> Injured while lifting, handling or carrying People or <input type="checkbox"/> Objects	<input type="checkbox"/> Contact with electricity or electrical discharge
<input type="checkbox"/> Slipped, tripped or fell on the same level Outside or <input type="checkbox"/> Inside	<input type="checkbox"/> Injured by an animal
<input type="checkbox"/> Trapped by something collapsing	<input type="checkbox"/> Physically assaulted by a person
<input type="checkbox"/> Drowned or asphyxiated	<input type="checkbox"/> Verbally abused
	<input type="checkbox"/> Subjected to intimidation
	<input type="checkbox"/> Another kind of accident

**Further Investigation (To Be Completed By the Head Teacher)**

If a further investigation is required, e.g. for most RIDDOR accidents, complete the Corporate Accident/Incident Investigation Form on <a href="#">365 Sharepoint</a>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature of Head Teacher		Job Title	
Print Name of Head Teacher		Telephone No.	Date