



# **Southfield Primary School**

## **Health and Safety Policy**

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## **Southfield Primary School - Health and Safety Policy**

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent regulations. It is to be read in conjunction with the Safety Policy of the London Borough of Ealing and the Education Service Policy Statement.

### **Philosophy**

All staff, pupils and visitors to Southfield Primary School are entitled to a safe and healthy working environment.

### **Aims and objectives**

1. To ensure health, safety and welfare of all those who attend, work in or visit Southfield Primary School.
2. To provide a healthy working environment with adequate welfare facilities.
3. To ensure that all staff are aware of policy procedures, roles and responsibilities.
4. To ensure compliance with all legislation (including Health and Safety at Work Act).
5. To ensure that Health and Safety issues are identified, reported and dealt with according to laid down procedure, and improvements made whenever possible.
6. To ensure through risk assessment that sufficient information, instruction, training and supervision is provided to enable all those at Southfield Primary School to avoid hazards and contribute positively to their own safety and health at work.

### **Statement of the duties of the Governing Body as far as is reasonably practicable:**

1. Make itself familiar with the requirements of the Health and Safety at Work Act and any other legislation relevant to school.
2. Ensure that activities under its control are carried out under school and borough policy guidelines.

3. Assess the effectiveness of this policy.
4. Identify and evaluate all risks relating to accidents, health and school activities.
5. Monitor the management structure.

**In particular the Governing Body undertakes to provide:**

1. A safe place for staff and pupils to work including entering and leaving premises.
2. Plant, equipment and systems of working which are safe.
3. Safe arrangements for the handling, storage and transport of articles and substances.
4. Safe and healthy working conditions which take account of all:
  - a) statutory requirements;
  - b) codes of practice whether statutory or advisory;
  - c) guidance whether statutory or advisory.

**The Governing Body recognises that failure to comply with the policy of the London Borough of Ealing and Ealing Education Service on health and safety matters will result in the Education Service arranging for remedial work to be carried out. The costs would be deducted from the school's budget in accordance with the Fair Funding scheme.**

**Duties of the Headteacher**

1. The Headteacher is responsible to Executive Director for the implementation, management and monitoring of the Policies and Procedures of the London Borough of Ealing, of the Ealing Education Service and of the school.
2. The Headteacher recognises and accepts responsibility, as far as is reasonably practicable, to provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school.
3. In discharging these responsibilities the Headteacher will pay due regard to relevant regulations, codes of practice, site permits to work for contractors, guidance notes and professional advice agreed by the Local Authority's Principal Health and Safety Officer for Education.

4. The Headteacher similarly requires all employees of the school and of the London Borough of Ealing to recognise their responsibilities to take care for the safety of themselves, of other workers, pupils, visitors and of others who may be affected by the work of the school. They are required to co-operate fully with the Headteacher and the London Borough of Ealing in implementing the fulfilling of this policy.
5. The Headteacher will monitor contractors working on site and accept responsibility, as far as is reasonably practicable, for the effect of the school's activities on the safety of contractors and others whilst working on the school premises.
6. The Headteacher requires contractors and others when working on school premises to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.
7. The Headteacher will co-operate fully in the appointment of Safety representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1999.  
The Headteacher will ensure that all equipment used in school is inspected regularly and appropriate records kept  
The Headteacher will ensure all staff are trained to carry out their duties in relation to health and safety.

**Duties of the Health and Safety Coordinator (Site Manager with advice and guidance from School Business Manager)**

1. To carry out inspections in accordance with agreed timetable.
2. To liaise with outside agencies over Health and Safety issues.
3. To be aware of the hazards which are likely to occur within the workplace and the measures which may be necessary to keep them in check within the limits of his/her knowledge.
4. To check that all action proposed by the authority to resolve hazards has been taken and is reviewed and evaluated.
5. To be in regular liaison with the Headteacher on advice given by the London Borough of Ealing on Health and Safety matters.
6. To be trained in all relevant areas concerning health and safety.
7. log and keep records of health and safety issues

**Duties of the School Business Manager**

1. To investigate the potential hazards and dangerous occurrences at the workplace, and to examine the causes of accidents at the workplace.
2. To investigate complaints relating to health, safety or welfare at work.
3. To make representations to the Headteacher on matters arising out of the points above.
4. To keep records of matters arising.

### **Duties of Subject Leaders**

1. Make themselves familiar with the requirements of the Health and Safety at Work Act (1974) and any other relevant publication.
2. Be responsible for the operation of the health and safety policy in their curriculum area and help other members of staff and pupils to comply with its requirements.
3. As part of their day to day responsibilities they ensure, as far as is practicable, that:
  - a) Safe working methods are in place and applied;
  - b) Staff/pupils are trained to use equipment safely;
  - c) Equipment is inspected regularly and appropriate records kept;
  - d) They report any health and safety concerns to the line manager.

### **Duties of all members of staff**

1. To comply with the policy of the London Borough of Ealing and this policy.
2. To co-operate with management on matters of health and safety.
3. To participate in mandatory "Health and Safety for Managers and Employees" training which should be refreshed every 5 years.
4. To have regard for the safety of themselves and others.
5. Not to interfere with equipment etc. and thereby cause it to be unsafe.
6. To use all equipment in accordance with instructions and training for it and to report any unsafe equipment.
7. To warn of imminent dangers of shortcomings in health and safety arrangements that come to their attention.
8. To report immediately to the line manager any concerns about their own personal health and safety.
9. To advise the line manager of any personal health condition that would affect the ability to work safely on any equipment or activity.

## **Staff Involvement**

1. Health and Safety Coordinator and Headteacher are responsible for ensuring that every member of staff in school is aware of his/her role/responsibilities, Health and Safety Policy and procedures.
2. Health and Safety Coordinator/Headteacher will ensure that all new staff are given instruction into procedures/policy.
3. Staff will make themselves aware of and to follow the Health and Safety Policy and Procedures.

Health and Safety Coordinator will arrange staff training when necessary. A relevant committee will monitor and evaluate procedures and policies.

## **Risk Assessment**

The Headteacher will ensure that a safe and healthy place of work is provided with adequate ventilation, heating, lighting, safe access and egress, clearly marked fire exits, and the assessment and control of risks such as tripping hazards, obstructions and other potential health and safety risks. This will be evidenced by an annual compliance audit carried out by the Local Authority and facilitated by the Site Manager. Termly site assessments are carried out by the School Business Manager, the Site Manager and a Governor who has responsibility for Health and Safety

A written report will be kept of any major items identified and the appropriate action taken.

## **REVIEW OF POLICY**

<b>Governing Body Sub Committee</b>	<b>Published</b>	<b>Review Date</b>	<b>Author</b>
Resources Committee		July 2019	Sheila McCabe
<b>Headteacher's Signature</b>			
<b>Chair of Governors Signature</b>			

## Health and Safety Procedures

### Accident reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records

Accidents can occur both on the school site and away from the premises on school related work.

In the event of a fatality or serious accident, the area must be cordoned off, so as not to disturb the surroundings for an investigation.

In a class situation the teacher must take charge to calm the children and send for another adult to help.

At lunchtime, a senior member of staff will be called to take control.

Away from the school site i.e. on school trips it is expected that an agreed mobile phone will be available for use in an emergency.

### Procedure for accident reporting:

1. Casualty reported to Welfare Officer.
2. Casualty treated as much as possible.
3. Parent/other contact/ambulance contacted as appropriate and vehicular gates opened.
4. Accident entered in Welfare Room spreadsheet. N.B. All accidents to pupils, however minor, must be recorded.
5. London Borough of Ealing corporate accident form completed when

necessary. (Accident form is then sent to LBE Health and Safety Dept at Perceval House via an on-line reporting system in cases where hospital treatment is needed or there is absence from school. Form is available from the Corporate Health and Safety team. The link is: <https://ealing.info-exchange.com/SchoolIncidents>)

6. Serious accidents will need to be investigated by the school's School Business Manager to enable facts to be established and corrective measures to be put into place.
7. Accident form is sent to Health and Safety Executive in certain circumstances:-
  - a In the event of a death.
  - b Major injury, fracture other than to fingers, thumbs or toes.
  - c Dangerous occurrences
  - d Over 3 day injury.
  - e Disease as listed by HSE.

See appendix one for relevant form

### **Animals**

No animals are allowed on site without the prior permission of the Headteacher. Normally this will only be granted to guide dogs.

The class teacher should ensure that any children who touch animals brought into the school immediately wash their hands afterwards.

Any dead animal found on the site should be removed by the site manager as quickly as possible. These should be wrapped in a plastic bag and newspaper and placed into the large bin outside.

## **Asbestos Hazard**

The asbestos survey/removal programme is under the control of the London Borough of Ealing (LBE) and is carried out regularly.

### **It is imperative that:**

1. No fixings are made through panels which contain asbestos unless work is undertaken by an approved Asbestos Contractor nominated by the LBE.
2. If panel surfaces are damaged they must be sealed by the Asbestos Unit with polymer paint or encapsulated by other appropriate means.

**NB It is essential that contractors working in the school be made aware of the asbestos survey before commencing work.**

Staff who are concerned about or suspect the presence of asbestos should report immediately to their line manager or Headteacher.

All staff should be informed about the presence of asbestos in the building and that they should not use pins or staples in these areas.

## **Asthma**

All children with asthma should keep an inhaler in the Welfare Room. Each individual inhaler is marked with the child's name and these are kept in an unlocked cupboard with one box allocated to each year group. All staff are made aware of where the inhalers are kept. The Welfare Room is kept open and staffed throughout the day to enable children to have access to their inhalers when required. A record is kept of which inhalers have been used each day. Parents are advised if the need for relief is greater than normal. Asthmatic children are encouraged to participate fully in all areas of school life. See also Asthma Policy.

## **Body Fluids**

Body fluids and waste may be safely disposed of by following the basic precautions outlined below.

Small numbers of contaminated tissues may be disposed of by flushing down the toilet. The toilet should also be used to dispose of urine and faeces in accidental or in non-accidental situations.

1. Wear disposable gloves and a disposable apron if available.
2. Remove gross contamination using paper towels and place in a plastic bin liner.
3. Place paper towels over the contaminated surface and soak with diluted bleach (one part bleach to 10 parts water).
4. Remove the paper towels and place in a plastic bag. Wash surface with fresh diluted bleach and finally wipe over surface with a disposable cloth.
5. Dispose of all waste in double plastic bags.
6. Welfare Assistant has a special bin for body fluids which is collected once a week

### **Bomb Alert + Flood**

The Local Authority's Policy on Bomb Emergencies will be complied with.

1. Any member of staff receiving a bomb threat should immediately inform the Headteacher or most senior member of staff.
2. The Headteacher is to make the decision as to whether the threat is considered genuine. If the threat IS thought to be genuine then the Headteacher is to inform police.
3. The school should be evacuated, depending on the position of the threatened bomb. The Headteacher and administrator will inform staff of evacuation as and when appropriate.

**Evacuation should be made in a quiet and controlled way.**

### **Building Maintenance**

All members of staff should report any building defects and hazards to the Site Manager or School Business Manager. Maintenance issues should also be identified during Risk Assessment inspections conducted by the Health and Safety

Coordinator and during the termly inspection by the relevant committee. It is essential that all Health and Safety defects are recorded and dealt with promptly.( as far as it's reasonably practicable)

The School Business Manager and Headteacher will liaise with the Site Manager about minor maintenance and with the Borough and Governing Body regarding major issues.

### **Cleaning**

All areas of the school must be maintained to a high standard of cleanliness and tidiness. Children should be made aware of the importance of keeping the school tidy and free of litter.

Cleaners are employed to work before and after school and they follow structured procedures for cleaning which are kept with the Site Manager

All cleaning fluids/equipment must be kept in a safe place inaccessible to the children and COSHH (Control of Substances Hazardous to Health) assessments must be held for all chemicals used. The Site Manager is responsible for monitoring all aspects of the cleaners' work.

### **Collection of Children at the end of the school day**

**See collection procedure**

### **Communication**

Relevant aspects of Health and Safety issues are presented to the children in class and at assemblies e.g. the need for safe conduct around the school.

Practical examples are given, e.g. fire drills every term so that they will know how to act in case of emergency.

Staff (teaching and support) are kept up to date with any changes in policy and practice. Any queries or problems should be directed initially to the Health and Safety Coordinator. All staff have access to a copy of this Health and Safety policy. All supply teachers will be provided with a basic information sheet based on the policy.

## Contractors

Any contractors working on site must comply with the Health and Safety regulations. Contractors are required to sign in at the administrator's office and wear an identification badge. **They are also required to read and sign the 'Contractor's Health and Safety Form'** (these are available from the administrator).

The Local Authority Planning Supervisor must be consulted about all construction works that come under the Construction Design and Management (CDM) regulations e.g. where there are fifty or more people working on site and the work takes more than thirty days or if there are more than five hundred person hours.

1. It is the responsibility of the Council's supervising officer to ensure that all contractors/subcontractors, whilst employed in Council premises, comply with the relevant Health and Safety regulations and that their activities do not put persons at safety risk.
2. It is the duty of the contractors not to expose LBE employees and other persons to Health and Safety risks.
3. It is the duty of the Council to take reasonable care to see that the contractors it employs are competent.
4. Contractors must have a completed ID permit to work, which must be signed by the contractor and the relevant supervising officer. Contractors arriving on the site without a permit **MUST be sent away** and told to return with a permit. This form must be signed by the Headteacher.
5. Contractors will provide:
  - Indemnity Insurance Certificates;
  - A copy of their Health and Safety Plan;
  - COSHH assessment for all chemicals to be used on site;
  - Site permit to work for contractors.

## Procedures

1. All contractors to report to administrator when arriving on site, to be issued with a badge so that they are obviously identifiable.  
Contractors must sign the visitors' book when arriving on site.  
Contractors are issued with a health and safety pack containing asbestos

information and this policy Long-term contractors should be aware of LBE guidelines for responsibilities and the law.

Contractors working on site to meet regularly with the Headteacher/Governors/ Health and Safety Coordinator and liaise re Health and Safety issues/concerns.

2. Asbestos Information is available in the current asbestos survey which is available on request.
3. COSHH assessment - these should be available on the first day of work. No chemicals are to be accessible to children and must be stored appropriately.
4. Tools - all tools will be stored appropriately and kept away from children.
5. Disposal of Waste Materials - to be done effectively/safely so that children do not have any access.
6. Fencing off - Work areas to be fenced off at all times so that children do not have any access.
7. Clear access - access from buildings to be kept clear at all times (fire safety). Fire drills to be undertaken regularly to ensure familiarity with exits during major building work.
8. Toilets - contractors must not use the children's toilets. Long term contractors to provide own toilet facilities. Short term contractors to use staff toilets.
9. Smoking - contractors to follow school's NO SMOKING policy.
10. Contact name - school to be provided with a contact name by the contractor for enquiries/health and safety concerns etc.
11. Monitoring - work undertaken by contractors to be monitored/evaluated by all staff. Health and Safety Coordinator/Headteacher to be informed of any concerns/issues.
12. 13. All H&S concerns observed by the contractor while on site must be reported immediately to the Safety Coordinator/Headteacher

### **Cooking in school curriculum**

Staff are responsible for ensuring that food used for cookery activities is fresh and safe, stored appropriately and eaten within a reasonable amount of time.

### **Display Screen Equipment**

The school adheres to the Local Authority's Code of Practice for the use of Display Screen Equipment (DSE), a copy of which is displayed in the office. A DSE user in school is a person who uses DSE more or less continuously on most days.

Free eye tests are available for Council employees who are designated as DSE users.

### **Drugs Awareness**

Drug awareness education is provided in the broader context of the Personal Social and Health Education curriculum and the Science curriculum. It is identified as an area of study within the curriculum at Key Stage 1 and Key Stage 2. At Key Stage 1 pupils are taught about the role of drugs as medicines. At Key Stage 2 pupils are taught more specifically that drugs can have harmful effects. The school has a policy for drugs education which includes managing drugs incidents.

### **E-Safety**

**Please refer to the E Safety 2017-8 policy for further guidance on this area.**

### **Electrical Equipment**

All portable electrical equipment will be checked annually by a competent person and records kept of the results of these tests and the action taken. Any portable electrical appliance brought on to the site should be checked by a member of staff before use. Staff should check plugs and wires before using electrical equipment.

Fixed electrical installations must be inspected at least once every five years and records kept on the school premises. These records should identify any defects discovered and the action taken to remedy it.

### **Equipment Maintenance**

An inventory of all equipment should be maintained by the School Administrator. This must include details of all items requiring maintenance for safety reasons and a maintenance schedule e.g. gym equipment.

### **Exposure to sun**

Children will be permitted to wear sun hats during play times and parents will be encouraged to put sun screen on their children in hot weather (before they come to school).

## **Fire and Fire Prevention Equipment**

The Local Authority's policy on Fire Emergencies will be complied with.

All people using the site including visitors are required to leave the site by the nearest fire exit when the alarm sounds.

Fire drills will be held at least once a term and alarm system will be tested weekly by the Site Manager. The condition of all the fire prevention equipment will also be regularly monitored by the Site Manager. This includes the regular visual inspection of the fire extinguishers and fire alarm system.

Fire safety notices are clearly displayed throughout the school and the schools muster points clearly labeled.

Corporate and local training given to fire wardens on each floor.

**When the premises are evacuated this should be done in a quiet controlled way.**

## **First Aid**

The Welfare Room has full-time cover with a qualified first aider. Emergency contact numbers for all pupils are kept in the school Welfare Room so parents can be contacted quickly if necessary. First aid boxes are kept in the office and the welfare room. SMSA provide first aid in the lunchtime break.

Also see Medicines/accident reporting for more information.

## **Food Hygiene**

**The catering contractor is responsible for hygiene in the kitchen.**

If parents/staff are dissatisfied with standards, they should notify the

Headteacher immediately who will inform the catering company.

The catering supervisor must know the fire procedures and inform new staff of routes/procedures.

No member of staff should enter the kitchen without the permission of the catering contractor.

Accidents and defects in the kitchen must be reported to the Headteacher.

All accidents must be recorded on form F2508.

### **Hazardous Substances**

Hazardous substances are those which are toxic, corrosive and irritant. Consideration should be given to their storage and use and appropriate precautions taken, pursuant to the Control of Substances Hazardous to Health (COSHH) Regulations.

Each substance used in school must be carefully considered for the chance of it causing harm if and when used.

1. The Site Manager will make an annual audit of hazardous substances held in school and to notify the Local Authority.
2. Any substance held in school that does not have a risk assessment (i.e. information sheet giving details about the product) means that the school is breaching the COSHH regulations. A COSHH assessment must be requested for any substance from the Local Authority. Assessments already completed are located in the Site Manager's office.
3. All relevant staff should be given the appropriate COSHH assessment and should ensure that hazardous substances are stored / used properly and kept out of children's reach. Only substances approved by the Headteacher may be brought into the school and the member of staff concerned must ensure that the approved substances have a COSHH assessment which they must comply with.
4. It is the responsibility of the contractors working on site to ensure that

they have COSHH assessments for all substances that they are using. A copy of the COSHH assessments for all chemicals to be used on site must be given to the Headteacher.

5. Any chemical spillage must be cleared safely and quickly. The site manager or assistant site keeper will deal with any spillage of chemical substance within the school.
6. All hazardous substances must be locked away.

### **Hazardous Waste**

Rubbish and combustible waste present a hazard, therefore must be removed from the building as soon as practicable.

### **Headlice**

See School's Headlice policy

### **Infectious and contagious diseases**

For details of diseases and guidelines please refer to information in the Welfare Room and consult the Ealing Grid for Learning website - <https://www.egfl.org.uk/facilities/health-and-safety/infectious-and-contagious-diseases>.

### **Intruders on site**

Any persons seen in school without a visitors' lanyard / badge **MUST** be challenged by any member of staff who sees them. If they are legitimate visitors they should then be accompanied to the administrator's office and must sign the visitor's book. They should then be provided with identity badges. A member of staff encountering a person without a legitimate reason to be on site must not put themselves into a difficult position. Help should be sought from another member of staff. The police should be called if there is a perception of danger to the children, staff or school property.

The Headteacher has the right to exclude people from the premises in certain circumstances (Local Government Act 1982).

## **Jewellery**

For reasons of Health and Safety children may not wear jewellery at school. However we do allow children with pierced ears to wear small stud earrings. Ringed sleepers are not permitted because the ear lobe could easily be ripped.

Certain items of religious jewellery may be worn but only with permission of the Headteacher.

Rings may not be worn under any circumstances. Jewellery may not be worn on days when children have PE lessons.

## **Lettings**

See Lettings Policy

## **Lone working**

The site manager, the Headteacher and caretaking/lettings staff may be lone workers on many occasions and should always carry a mobile phone. No other staff should be alone on the school premises.

## **Lunch Boxes**

Lunch boxes should be stored safely in a cool place, particularly in hot weather. Storage areas should be well away from radiators and hot pipes.

## **Major Injuries/Serious Accidents**

See accident reporting

The following procedure will be used.

- 1) Surrounding children will be kept back and asked to be calm.
- 2) Send message for help.
- 3) Comfort child whilst waiting for help. In serious injury do not move the patient.
- 4) Relevant agencies will be called for by office staff.

5) For detailed Accident Procedures see Appendix 1.

### **Manual Handling**

Please see LBE booklet on Manual Handling which is displayed in the school office. The usual precautions shall be taken but in extraordinary circumstances a risk assessment will be undertaken. As a consequence, appropriate training will be given.

Any manual handling (i.e. lifting heavy objects, moving of furniture/equipment) must be done taking into consideration the following guidelines:

- Equipment should, where possible, be stored at the optimum waist height.
- The body should be used effectively - i.e. holding the load close to the body and using the leg rather than the back muscles.
- Make the load lighter, smaller or easier to grasp.
- Remove space constraints to allow room to man oeuvre.

**All staff are responsible for ensuring that they are aware of and follow these guidelines.**

Large loads should never be attempted single handedly. Staff will request help from a colleague or the site manager. The site manager is provided with a wheeled trolley for assisting in the moving of large/heavy loads. Children must not be asked to move heavy loads.

**Manual handling training is compulsory.**

### **Medical Conditions**

All staff will be made aware of any medical conditions of children and their needs. Welfare Officer to complete appropriate lists to circulate to staff. All health care plans are on display in the relevant classrooms, in the staff room, Junior Canteen (Lunchtime medical room) and in all staff, supply and volunteer handbooks.

Supporting Children with Medical Conditions 2017-2018 policy will be adhered to

### **Medicine**

Children are not allowed to bring medicines to school unless it is for a chronic ailment such as Asthma and Diabetes. Children on long courses of antibiotics should take these before and after school. Parents who require that their children take antibiotics during school hours should come into school to see Welfare Assistant. This only applies to antibiotics that have a four times a day dosage.

The School's Drugs Policy 2017- 18 will be adhered to.

### **Menstruation**

The girls and female staff are informed of the items kept in the Welfare Room in case of emergencies.

### **Minor Ailments and Injuries**

#### **See accident reporting**

Children will be treated by the school's first aider and returned to class as appropriate. Alternatively if the need arises, parents will be called for. Parents are informed in writing (a standard letter) for all injuries to the head as an information precaution. All parents receive a slip informing them of all visits to the Welfare Room.

### **Movement around the school**

All children are instructed to walk around the school quietly and safely - no running is allowed. When going up and down the stairs, children must stay on the left hand side to avoid congestion and possible accidents. Children, at various times, may be sent on errands or to take messages, providing they can behave sensibly.

### **Playground**

At least two or three members of staff are on duty in both the Infant and the Junior play areas during playtimes and before school from 8.45 am. At lunchtime the children are supervised by SMSAs (School Meals Supervisory Assistants) who are all briefed on the school's Health and Safety procedures. Accidents in the playground must be dealt with in accordance with First Aid and Accident procedures.

The Site team should perform a daily safety check of playgrounds (e.g. to remove

broken glass or litter).

### **Pregnant Workers**

The School is mindful that some employees may have concerns about the use of display screen equipment. Any pregnant employee who works with display screen equipment may, if she wishes, consult the Occupational Health Unit. If, after consulting Occupational Health, an employee feels unable to work with display screen equipment arrangements will be made to address that situation without detriment to existing salary and conditions of employment.

An employer is required, under Health and Safety at Work Regulations, to carry out a "risk assessment" and take "protective measures" in relation to working conditions for new and expectant mothers. If you do have any concerns in this respect you should bring them to the attention of your Headteacher immediately who may seek advice from Schools HR.

### **Pupil Supervision**

No children are to be left unsupervised in classrooms at any time. Members of staff will be on duty after 3.15 pm to ensure all children are safely collected. Children should not be left to play in the school playgrounds after school.

Pupils who are not collected promptly will be supervised in the Rainbow Room until they are collected. The parent/carer of the child is contacted by telephone and upon arrival at school is required to sign the 'late book' to record the collection time and explain the reason for lateness.

On days when '*after school clubs*' operate, pupils are permitted to go directly to their '*after school club*' but must be collected promptly by their parent/carer when the club is over. If the parent/carer is late collecting the child, they will be contacted by telephone immediately

## Safety Representatives

Trade Unions are encouraged to appoint a Health and Safety representative who should be consulted on all Health and Safety matters.

## School Journeys

A risk assessment should be carried out before each school journey. This should be within the Local Authority's Educational Visits guidelines. The School Business Manager will act as the school's Educational Visits Coordinator and will need notice of at least 4 weeks before any category 3 each trip can take place - This will include visits involving an overnight stay, a trip abroad, a hazardous activity or other activity judged to be high risk . To apply to go on a school visit there are three key forms that must be filled in

The three key forms are the new Form SV1 (this is the combined SV1 and SV2 forms used before), Form SV4 (Risk Assessment, same form as before) and the new Form SV7 (this is the combined SV7 plus SV11 forms used before) (Parental Consent form). A copy of these three forms can be found in Appendix 2.

Medical bags with asthma pumps and Epi Pens are collected from the Welfare Assistant before every trip. School badges are also collected.

When an overnight stay is included:

1. It is preferable that a mixed primary school party should be accompanied by at least one female and one male member of staff or responsible adult.
2. Parental permission must be obtained. Parents must provide the relevant medical/dietary information.
3. All school journeys in the UK require approval by the Governing Body

Staff on trips/journeys should contact the school or Headteacher as and when necessary. School/Headteacher will relay any messages to parents.

Staff and parents providing transport for children other than their own must ensure that their insurance policy covers such passengers.

## School Trips

Please see School Trips Policy 2017-8

## Site Security

The school grounds are fully fenced and there are three gates onto the site. The main entrance to the school building and Nursery gates are controlled electronically and visitors (including parents) can only gain access via these gates which are controlled by the school office and Nursery. On entering the building visitors must report to the school office where they will be given a lanyard / badge to show that they are bona fide visitors in school. Any adult not wearing a badge will be questioned by a member of staff as to their reason for being on the premises. For security reasons and to avoid congestion parents should not wait for their children inside the school.

Entry to school: The school gate is opened at 8.45 and closed at 9am to deter intruders.

## Smoking

Southfield Primary school operates a strict no smoking policy. All adults (parents and staff) are banned from smoking on school premises.

## Stress at Work

All employees will be made aware of the Council's guidelines relating to stress at work.

## Students

1. PGCE (Post Graduate Certificate in Education) and BEd (Bachelor of Education) students can be left to manage a class, but should be informed of the class teacher's whereabouts. However, they **MUST** be accompanied during PE sessions.
2. Work placement and social care students are **NOT** to be left alone with the

whole class, but should be used to support a small group activity within sight of the class teacher.

3. It is the responsibility of the teaching staff to inform students of the existence of the Health and Safety Policy and procedures, including fire drills, exits, extinguishers and first aid.
4. The Student Induction booklet is available from the Deputy Headteacher.

### **Swimming**

1. Staff taking pupils for swimming must ensure that they have the correct adult / pupil ratios.
2. Qualified staff, to be responsible for teaching children while in the swimming pool,
3. Staff must ensure that they have permission slips from the parents/carers of all children participating in swimming lessons.

Medical bags with asthma pumps and Epi Pens are collected from the Welfare Assistant before every trip.

### **Vehicle Movement**

Only those members of staff who have been allocated a space down the south side of the school building are able to park on site. **No other vehicles may be parked on site.**

Vehicles may only enter the school premises before 8.30am and after 3.45pm. Between these hours vehicles should not be moved while children are using the playground. Where this cannot be avoided, any vehicle moving on school premises must be escorted.

### **Violence**

The school will comply with the Local Authority's guidance and Code of Practice on Aggression and Harassment in Schools.

#### **Violence to staff from pupils:**

Staff should report any violence encountered to the Headteacher immediately. The Headteacher then deals with matter according to school Behaviour Policy.

Injuries should be recorded in Accident Book (see Accident Form procedure).

**Violence to staff from parents:**

Staff needing support during a violent event should send a child to another class teacher or office requesting assistance immediately.

**Staff should report any violence (verbal or physical) to Headteacher immediately.**

Police will be called when necessary. Staff training in dealing with violence is provided by LBE. For more information see Health and Safety Coordinator or Headteacher and Local Authority guidelines.

### Appendix 1: Children's Services Schools Risk Assessment

School:		Risk assessment for:	
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Identified hazards (i.e. how people might foreseeable be harmed)	Level of risk (i.e. pupils, staff or )	List control measures (i.e. what steps are commonly taken to reduce the risk of the hazard)	** H M L	Additional control measures (i.e. add any further control measures)	** H M L	Action completed (Date and signature)
<i>Insert other details of activities here?</i>		Add more information about your schools safety procedures?				

Date of original assessment:	Date of this assessment:	Review date:	Reference No:	Name of assessor:
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**Overall risk rating (H M L):**

**Managers signature:**

**\*\* Risk rating**

<b>Severity</b>	<b>Likelihood</b>	<b>Risk rating (SxL)</b>
1 = no injury or illness	1 = very remote	High 14+
2 = first aid injury/illness	2 = improbable	Medium 5 - 13
3= minor injury/illness - up to 3 days away	3 = possible	Low 1- 4
4= 3(+) days injury/illness	4 = probable	
5 = major injury / illness	5 = likely	
6 = fatal or disabling injury/illness	6 = certainty	

***IMPORTANT.***

*The Risk Assessment should **only** be approved once all significant hazards have been identified, the control measures that will be implemented are agreed, AND the overall risk ratings are considered acceptable.*

*In most circumstances, if the Overall Residual Risk is considered "Med" or "High", the activity/event should be cancelled, or further control measures put in place to reduce the risk to "Low".*

**Adapt this form to your own circumstances** by removing or identifying hazards and any additional necessary control measures relevant and appropriate to your own location, event, activity or young people.



## Emergency Evacuation procedures

### Personnel

- **Senior Administrator.**
- **Administrative Assistant/Welfare Officer.**
- **Administrator**
- **Parent Support Advisor**
- **School Business Manager**
- **Deputy Head Teacher with responsibility for Safeguarding**
- **Nominated fire wardens**
- **Nominated Incident Officer**
- **Site Manager**

**Procedure:** In the event of a fire the following procedures is to be carried out by the following personnel.

1. **Office**

- a) **Administrator** is to collect the daily registers, children leaving early sheets, late book and absences book visitors sign in sheets, and staff signing out sheets and exit Fire Door 6.

2. **Evacuation**

- a) **Senior Administrator** is to exit the building via Fire Door 4 from the SMART room or Fire Door 6 from the school office.
- b) **Administrator/ Welfare Officer** is to exit via Fire Door 5 located near the year 1 cloakroom, taking with her any persons in her charge and first aid kit and blanket

3. **g) Site Manager** will monitor overall time of evacuation/drill and check if safe to do so a possible location of fire, reports findings to the Incident officer.

a)

4. Outside: Assembly point.

a) **Senior Administrator** is to get register from **Administrator** and check that all members of staff are present outside of the building at the assembly point and to report findings to **Deputy Head (Safeguarding)**.

b) **Administrator/ Welfare Assistant** to inform **Senior Administrator** of the names and classes of her charges so they can be marked off on class register.

c) **Parent Support Advisor** to pass out the daily registers to all class teachers, so that they may check that all pupils are present outside at the assembly point. **Parent Support Advisor** is then to collect registers and report findings to Deputy Head (Safeguarding) i.e. if a child has been marked in on the register but is not present

d) **Administrator** is check that all visitors still present on site are outside of the building and are at the assembly point and then report findings to **Deputy Head (Safeguarding)**

e) **Fire wardens to report to Deputy Head (Safeguarding)** that their areas are clear

**The Deputy Head (Safeguarding)** reports findings to the **Incident Officer**

5. Completion of evacuation process

a) **The Incident Officer** will make the decision that the fire evacuation is complete. This could mean that the school is safe and that the children can return to class or it could mean that the site is unsafe. The Incident Officer will then contact the fire brigade (the emergency services) and move the children offsite to the muster point. The children will leave via the blue perimeter door near cycle compound and muster on Southfield Park.

6. **Staff Absence:**

- a) In the event of absences, **Parent Support Advisor** shall cover the role of **Administrator** in evacuating the office.
- b) School Business Manager to take on role of Deputy Head (Safeguarding)
- c) Deputy Head (Safeguarding) to take on role of Incident Officer in event of absence of Headteacher.

**Notes:**

**Fire wardens' roles:** Assist the incident officer during an evacuation in meeting their fire safety duties; During an evacuation, sweep their designated area ensuring all fire doors are kept closed shut; Report to the incident officer or senior person on the evacuation status of their designated area/premises; Be aware of any children with special needs within their area and suitable provision has been made to ensure their safe evacuation; Ensure all fire exit doors and escape routes are free from obstruction at all times in their area; Report fire safety related defects (e.g. missing, damaged or discharged extinguishers or a defective fire door) to the Site Manager; Report fire safety hazards such as obstructed escape paths or blocked fire exit doors to Site Manager who will arrange for items to be cleared, Check their designated areas and report to The Deputy Head for Safeguarding

**Incident officer role:** An incident officer is the person who takes overall control of an emergency evacuation process. They should: Have received training in their roles. Allocate roles to any available fire wardens if necessary. Receive information on an evacuation status from the fire wardens. Receive

information from site security (if relevant). Communicate with the fire services during an evacuation process

**Site manager's role:** Ensure a fire risk assessment is undertaken in all buildings they are responsible for. Ensure all regularly occupied buildings have a sufficient number of appointed fire wardens. Ensure fire wardens receive refresher training every three years. Liaise with site hire/lettings regarding the fire safety protocols; details of fire risk assessment findings; evacuation arrangements for the premises. Review and update as necessary, the local fire risk assessment, local policies and procedures on an annual basis as a minimum. This to be undertaken by a competent person Liaise with the fire brigade as required to ensure all requirements are met Ensure all staff are fully briefed on their local fire safety arrangements Ensure arrangements are in place for the maintenance, inspection and testing of fire safety precautions and equipment Seek assistance and guidance on any fire related matter from Ealing Councils corporate health and safety team.

## Appendix 3

### **BIOLOGICAL, CHEMICAL and BOMB THREATS**

If there is a concern that a suspect biological/chemical package has been received, then sensible steps can be taken to minimise the risk of exposure and the possibility of harm.

The overall message is to remain calm.

### ***GUIDANCE for MANAGERS***

The first step is to review your current risk assessment and your procedures for handling mail in your department. In doing so consider the possibility that even the smallest department could receive a suspect package.

When performing risk assessments in the workplace and selecting adequate control measures, involve employees in the risk assessment process and provide them with relevant information on what the risks are and what steps need to be taken to ensure they are adequately controlled.

The hierarchy of control measures you need to consider includes:

- Prevention of exposure (eg restricting the numbers of employees handling the mail)
- Good housekeeping measures (Facilities Management)
- Engineering Controls, (this would be the Facilities Manager's responsibility)
- Close all doors /windows
- Turn off Air Conditioning, for Central Offices contact Facilities Manager
- The use of personal protective equipment (PPE) (eg masks or gloves).

PPE should only be considered if the risk assessment indicates that it is appropriate after all other controls have been addressed.

When considering PPE to control risks it is important that you select the equipment that is suitable for the task being performed as well as for the risk being considered. PPE is only effective if it is used properly, so employees need proper training on good hygiene and the use, storage and disposal of the equipment.

#### **Masks**

An appropriate mask can help to reduce the risk of inhaling anthrax spores. A range of disposable and reusable masks, all fitted with an appropriate filter (P3) are available.

The right mask must be selected on the basis of:

- Suitability for the task being carried out;
- Level of protection offered;
- Work factors eg work load, communication requirements etc; and
- Personal factors eg face shape, physical condition.

The mask must be worn continuously to provide protection. There can be no eating, blowing of the nose or scratching of the face. It is important that people are trained to use the selected mask correctly if it is to be effective.

### **Hand / Skin Protection**

The most important factor in protection of the hands and skin is the covering of cuts and grazes with plasters and availability of hand-washing facilities. Although Anthrax does not pass through intact skin, even minor cracks and abrasions in the skin do provide a route for infection.

Gloves provide an extra barrier but must be correctly chosen and used diligently. Particularly important are work factors (eg work could cause cuts and grazes to skin) and training in the use of the protection particularly putting on and taking off gloves. It is also important to consider any additional risks (eg from latex sensitivity).

For further advice on PPE, contact your Departmental Safety Officer or the Corporate Safety Office.

### **GUIDANCE for EMPLOYEES: GENERAL MAIL HANDLING**

- Look out for suspicious envelopes or packages
- Open all mail with a letter opener or other method that is least likely to disturb contents.
- Open packages/envelopes with a minimum amount of movement.
- Do not blow into envelopes.
- Do not shake or pour out contents.
- Keep hands away from nose and mouth while opening mail.
- Wash hands after handling mail

## **GENERAL MAIL HANDLING – WHAT TO DO**

If a member of staff believes that they have received a contaminated package

- do not touch the package further or move it to another location
- shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination
- notify the building manager

### ***If a member of staff finds a suspect package outside the building***

- do not touch it or move it
- inform the building manager clearly stating why you believe a biological/chemical material is involved

**IF YOU ARE IN ANY DOUBT ABOUT A PACKAGE, DO NOT TOUCH IT, MOVE IT OR OPEN IT AND CALL THE POLICE ON 9999 (Ealing Council code for contacting the police) or external 999.**

For the central offices contact Facilities Management on extension 8358.

For further advice please contact Corporate Safety Office extension 7906 or your Departmental Safety Officer.

## **BOMB THREATS - GUIDANCE FOR MANAGERS**

There are procedures in place for **Incident Officers, and Executive Directors etc**, on Fire Evacuation and Bomb Threats.

The following points and guidance are for staff and managers who may need to take action on receipt of a bomb threat.

- A bomb threat may be received in a number of ways, usually with the discovery of a suspicious package or via a phone call, (normally to the main switchboard)
- If a member of staff receives a bomb threat via the telephone there is a standard form that should be used to find out as many details as possible about the call. **See Appendix 1.**
- The member of staff must inform his/her line manager of the call.

- The line manager should contact the duty Incident Officer and / or the Executive Director of their department.
- In the event of a suspicious package being reported / found, Managers / others should ensure that the immediate area is cleared and that the **police** are informed.
- The Fire alarm system should not be used in bomb threat situations unless the threat appears real and danger is imminent (ie limited time before possible detonation). Other points of contact include:
  1. Security
  2. Other Incident Officers
  3. Facilities management

### **Evacuation - If directed by the police/others**

- In most cases the Incident Officer / Manager could deploy a Fire Warden to carry out a word-of-mouth evacuation.
- This will be done floor by floor, working from the named incident floor or from the top down, if no incident floor is known, under the direction of the police /Incident Officer.
- Staff should take all their personal belongings with them, bags, keys, coats etc.
- The police and, if necessary, the bomb squad will then be able to carry out a search with the possible assistance from the Incident Officers, Managers and Fire wardens.
  
- Searchers will be asked to look for any package, briefcase or other item, which looks out of place.
- Incident Officers / Managers will maintain a register of floors or parts of floors with searchers reporting back when the area for which they are responsible has been completed.
- In the event of an evacuation having taken place, and depending on all the factors involved, staff may be instructed to take one of the following actions:
  1. Reoccupy the building
  2. Return to the building at a specified time
  3. Disperse until the next working day

The police are the body who will decide if the bomb squad needs to be called or if the building is safe for reoccupation.

**FOR BOMB THREATS ONLY**

**THE EVACUATION SHOULD BE TO THE DESIGNATED AREA, UPON ADVICE FROM THE POLICE/ OTHERS, AND NOT TO THE FIRE EVACUATION ASSEMBLY POINTS.**

For further advice contact The Fire Officer, Property Services, Facilities Management on extension 8356 or Corporate Safety on extension 7906.

**ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT  
(Appendix 1)**

- TELL THE CALLER WHICH TOWN / DISTRICT YOU ARE FROM
- RECORD THE EXACT WORDING OF THE THREAT

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- ASK THESE QUESTIONS

1. Where is the bomb right now? \_\_\_\_\_
2. When is it going to explode? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your name? \_\_\_\_\_
9. What is your address? \_\_\_\_\_

10. What is your telephone number? \_\_\_\_\_

**RECORD, TIME CALL COMPLETED** \_\_\_\_\_

**INFORM INCIDENT OFFICER, MANAGER, OTHERS**

Name and telephone number of persons informed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***THIS PART SHOULD BE COMPLETED ONCE THE CALLER HAS HUNGUP AND THE INCIDENT OFFICERS/ MANAGERS/ POLICE HAVE BEEN INFORMED***

Time and date of call \_\_\_\_\_

Length of call \_\_\_\_\_

Number at which the call was received \_\_\_\_\_

**ABOUT THE CALLER**

The caller:            Male     Female

Nationality / Accent: \_\_\_\_\_

**THREAT LANGUAGE**

Well spoken:                       Irrational:                       Taped:

Foul:       Incoherent:       Message read:

### CALLER'S VOICE

Calm:	<input type="checkbox"/>	Crying:	<input type="checkbox"/>	Clearing Throat:	<input type="checkbox"/>
Angry:	<input type="checkbox"/>	Nasal:	<input type="checkbox"/>	Slurred:	<input type="checkbox"/>
Excited:	<input type="checkbox"/>	Stutter:	<input type="checkbox"/>	Disguised:	<input type="checkbox"/>
Slow:	<input type="checkbox"/>	Lisp:	<input type="checkbox"/>	Accent:	<input type="checkbox"/>
Rapid:	<input type="checkbox"/>	Deep:	<input type="checkbox"/>	Familiar:	<input type="checkbox"/>
Laughter:	<input type="checkbox"/>	Hoarse:	<input type="checkbox"/>		

### WHOSE VOICE DID IT SOUND LIKE?

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### BACKGROUND SOUNDS

Street Noises:	<input type="checkbox"/>	House Noises:	<input type="checkbox"/>
Animal Noises:	<input type="checkbox"/>	Crockery:	<input type="checkbox"/>
Motor:	<input type="checkbox"/>	Clear:	<input type="checkbox"/>
Voices:	<input type="checkbox"/>	Static:	<input type="checkbox"/>
PA System:	<input type="checkbox"/>	Booth:	<input type="checkbox"/>
Music:	<input type="checkbox"/>	Factory Machinery:	<input type="checkbox"/>
Office Machinery:	<input type="checkbox"/>		

Other remarks (specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

## Appendix 4

Note: This process is now completed on line but this appendix is included for information

### Corporate Health and Safety Accident/Incident Report Form

#### Part A - Injury/Incident Details

<b>Full Name</b>			
<b>Home Address</b>			
<b>Postcode</b>		<b>Telephone number</b>	
<b>Job Title</b>			
<b>Date of Birth/Age</b>		<b>Male / Female (Please circle)</b>	

<b>Directorate</b>		<b>Department</b>	
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<b>Date of Accident/Incident</b>		<b>Time of Accident/Incident</b>	
<b>Address that the Accident/Incident happened.</b>			
<b>Exact location that the accident/incident happened</b>			

<b>Was the injured person... (Please tick)</b>			
<b>Employee</b>	<input type="checkbox"/>	<b>Member of the public (adult)</b>	<input type="checkbox"/>
<b>Customer</b>	<input type="checkbox"/>	<b>Volunteer</b>	<input type="checkbox"/>
		<b>Member of the public (child/pupil)</b>	<input type="checkbox"/>
		<b>Other</b>	<input type="checkbox"/>

#### Accident/Incident Type (Please tick)

<b>Fatality</b>	<input type="checkbox"/>	<b>Major injury</b>	<input type="checkbox"/>	<b>Over 7 day injury</b>	<input type="checkbox"/>	<b>Minor injury</b>	<input type="checkbox"/>
<b>Dangerous occurrence</b>	<input type="checkbox"/>	<b>Disease</b>	<input type="checkbox"/>				

#### Outcome (Please tick)

<b>Accident and Emergency</b>	<input type="checkbox"/>	<b>GP</b>	<input type="checkbox"/>	<b>Returned to work</b>	<input type="checkbox"/>	<b>Went home</b>	<input type="checkbox"/>
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#### Accident/Incident Cause (Please tick)

Cause		Injury		Body Part	
01 - Verbal abuse		Abrasion		Arm	
02 - Physical assault		Amputation		Back	
03 - Struck by moving object/vehicle		Bites/stings		Chest	
04 - Hit something fixed or stationary		Sprain		Eye	
05 - Injured while handling, lifting or carrying		Bruising		Face	
06 - Slipped, tripped or fell on the same level		Burn		Foot	
07 - Fall from a height		Cut		Hand	
08 - Trapped by something collapsing/over turning		Psychological		Head	
09 - Drowned or Asphyxiated		Foreign body		Internal	
10 - Chemical contact		Dislocation		Knee	
11 - Contact with extreme heat /cold		Fracture		Leg	
12 - Exposed to an Explosion		Strain		Lower body	
13 - Contact with electricity or an electrical charge		Unconscious		Neck	
14 - Injured by an Animal		No Injury		Upper Body/shoulder	
15 - Entrapment		Other*		Whole body	
16 - Medical		<i>* Please explain within your investigation</i>			
17 - Other					

Describe what happened	

<b>Description of first aid treatment given</b>	
<b>Name of First Aider</b>	

<b>Customer behaviour related</b>	<b>Yes/No</b>	
<b>Injured by Customer/Pupil</b>	<b>Yes/No</b>	<b>Name</b>

### Witness Details

<b>Name</b>		<b>Address</b>		<b>Tel</b>	
<b>Name</b>		<b>Address</b>		<b>Tel</b>	

Please attach witness statements

### Injured Party

<b>Full Name</b>		<b>Job title</b>	
<b>Date</b>			
<b>Telephone number</b>		<b>Signature</b>	

### Responsible Person

<b>Full Name</b>		<b>Job title</b>	
<b>Date</b>			
<b>Telephone number</b>		<b>Signature</b>	

### Privacy Statement

The information you have provided on this form is required in accordance with Ealing Councils health and safety statutory duties for accident reporting and investigations. This information is used internally to produce statistics and to identify trends and may be shared with Corporate Board and other departments. All information is held securely and personal details are excluded in our statistics. Information may occasionally be requested from insurance companies, solicitors or the HSE and will be provided if it is confirmed that there is a legal duty to provide such information.

**Part B - Investigation** (Must be completed by Manager/Supervisor)

<b>Investigation Findings</b>

<b>Action to prevent recurrence</b>

<b>Customer/Pupil care plan reviewed?</b>	Yes/No	<b>COSHH assessment?</b>	Yes/No
<b>Risk assessment reviewed?</b>	Yes/No	<b>Work equipment inspections required?</b>	Yes/No
<b>Training required?</b>	Yes/No	<b>Workplace inspection required?</b>	Yes/No
<b>CCD entry required?</b>	Yes/No	<b>Maintenance required?</b>	Yes/No
<b>PD26 completed?</b>	Yes/No		

**Investigated By**

<b>Full Name</b>		<b>Job title</b>	
<b>Date</b>			
<b>Telephone number</b>		<b>Signature</b>	