

**Health and Safety Policy**

**Updated: June 2024**

**To be reviewed: June 2026**

**Author: Andy Walker**

**Farndon Primary School**

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| **EQUALITY SCHEME** **EQUALITY IMPACT ASSESSMENT FOR** **HEALTH AND SAFETY POLICY**   |
| Staff / Committee involved in development:  | L + M Committee; Headteacher / Bursar |
| For use by:  | Staff and Parent/Carers  |
| This policy relates to statutory guidance:   | Supporting pupils with medical needs 2014EYFS 2014Children and Families Act 2014Equality Act 2010HSE Health and Safety made simpleRisk Assessment policy |
| Key related Farndon Policies:   | First Aid PolicyAsthma PolicyMedicines PolicyRisk Assessment Policy |
| **Equality Impact Assessment:** Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.  |
| **Groups:**  | **Yes/ No**  | **Positive/Negative impact**  |
| Disability  | No  |   |
| Race  | No  |   |
| Gender  | No  |   |
| Age  | No  |   |
| Sexual Orientation  | No  |   |
| Religious & Belief  | No  |   |
| Gender Reassignment  | No  |   |
| Marriage & Civil Partnership  | No  |   |
| Pregnancy & Maternity  | No  |   |
| Other  | Yes  | Pupils with medical needs have full and equal access to curriculum.  |
| **Reviewed by**   | Headteacher / Bursar / L + M Committee  |
| **Agreed by**  | L + M CommitteePolicies with negative impact must be notified at full governing body   |
| **Next Policy review date**  | June 2026 |
|  A copy of this form, and any related impact assessment form or action plan must be sent to the school office  |

**Policy Statement**

Farndon School believes that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and takes all such steps as are reasonably practicable to meet its responsibility for providing a safe & healthy working & learning environment for staff, pupils and visitors.

Health & Safety is everybody's responsibility and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the Head Teacher of any health & safety issues and to remain vigilant while on the school premises. Health & Safety standards should enhance the potential range of activities and not curtail them.

**Purpose**

The purpose of this policy is to provide all Governors, staff, and visitors with the necessary guidance to ensure Farndon School remains a safe and healthy working & learning environment. All staff have a personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors.

The school accepts the health & safety guidance and follows the advice in the Health & Safety & Welfare Manual. A copy can be found in the staffroom.

The School recognises the necessity for the partnership with the Council to ensure that all statutory duties in this field are met.

Also, within this policy, we recognise the importance of keeping hazards under control by making an assessment of operating risks.

**Procedures**

It is important that all unnecessary risks are avoided and that reasonable measures should always be taken to minimise risks.

**1 Organisation & Persons responsible**

For further information please refer to ***Appendix 1*** Organisation and ***Appendix 2***: Responsibilities

**The Governors:**

In consultation with the Head Teacher will ensure identification of all risks relating to the following:

* The premises
* Employees, Pupils and others affected by the School’s activities, including visitors, contractors and any other stakeholders.
* School activities
* School-sponsored events
* Nominate a governor with responsibility for Health & Safety
* Receive a termly report on the school’s health & safety performance (Headteacher report)
* Receive & review an annual health & safety audit
* Ensure that the school H & S Policy is implemented and updated, as required
* Through risk assessment and school self-evaluation processes, select the most appropriate means of minimising risk to staff, pupils and others.

**The Head Teacher:**

Has responsibility for day-to-day maintenance and development of safe working practices and conditions for all staff, pupils and visitors and will ensure the safe working practices and procedures throughout the school and that all risks are assessed and controlled.

Effective systems of risk assessment through the school’s policy will ensure prompt identification of potential hazards and appropriate action taken.

The Head Teacher will collate accident and incident information and where necessary, carry out further investigation.

**Day-to-day responsibilities:**

The Head Teacher will ensure :

* Safe methods of working exist and are implemented throughout the school
* All staff are aware of this policy and safe working practices.
* Regular safety inspections of premises and equipment are made
* Prompt identification of potential hazards, followed by risk assessments where necessary and positive corrective action taken
* Accident and incident information is collated and where necessary carry out further investigations.
* Appropriate First Aid facilities & trained staff, protective clothing & equipment and fire appliances are provided and readily available.
* Hazardous & highly flammable substances are correctly stored and labelled and exposure is minimised
* Appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held. Also, we practise the event of children having to be evacuated from the playground into the school building.
* All Staff are expected to familiarise themselves with the health & safety aspects of their work and Health and Safety policies are shared as part of the Induction process.

**All staff have a responsibility to:**

* Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work
* Follow agreed working practices and safety procedures
* Report any accident, near miss or incidents of violence to the Lead Safeguard Officer ( Mr Walker: Headteacher ). (See behaviour policy)
* Ensure health & safety equipment is not misused or interfered with.
* Instruct pupils, as appropriate, in the safe working practices and risks associated with their particular task at the outset, such as those involving tools, machinery or hazardous substances
* Supervise pupil groups whilst they are away from school on external visits, and ensure, as appropriate, that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment
* Check that classrooms / work areas, equipment is safe and properly maintained before and after use. Complete 6 monthly classroom risk assessments.

**Appointed First Aiders:**

**First Aid Boxes Lead person:** Bev Waters (trained in giving medication)

* Take charge of the situation and summon medical assistance if necessary.
* Assist casualties when requested
* Keep a record of treatment or advice given and ensure that an accident form has been completed, where appropriate.
* Ensure First Aid boxes are correctly stocked at all times

**COSHH lead person:** Mr McCann (Site Manager)

* Maintain an inventory of substances covered by the regulations
* Carry out risk assessments, determine control measures required and review, as appropriate.

**Hirers, Contractors & Others**:

* The school will seek to ensure that hirers, contractors and others who use the school premises will conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met.
* Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract.
* Contractors will be required to make appropriate arrangements with the Headteacher to ensure that the school’s Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
* Contractors / Hirers will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school activities.
* When the premises are used for purposes not under the direction of the Head Teacher, then the principle person in charge of the activities for which the premises are in use, will be expected to maintain the safe practices of this policy.

**2 Accident / First Aid**: *Refer to Appendix 3 (see separate First Aid policy)*

* All accidents must be reported to the Head Teacher and a named First Aider.
* There are 2 named first aiders in school and all staff are emergency trained.
* Several staff who work with Early Years are paediatric first aid trained.
* Minor cuts, bumps and grazes may be treated by first aiders or, in their absence, by a member of the classroom staff.
* First Aid boxes are located in the Learning Zone and every class has an emergency first aid box. Also, there are six available portable first aid bags fir midday assistants and any external school trips.
* If there is any doubt as to the full extent of the injury, or any cause for concern the Head Teacher must be contacted and a decision will be made to contact parents, or in the case of an emergency an ambulance called.
* The first aider or member of staff involved should complete the appropriate accident form. All accidents are communicated to Parents at the end of the day. If a child is not being collected because they are attending a club or FACE, the Parent is contacted. In the event of any Head injury, the child is given a head bump letter to take home and the Parents are contacted to inform them of the minor accident.
* In any event where a child attends hospital, Cheshire West and Chester’s reporting procedures are followed, using PRIME.

**3 Arrival & Departure of Pupils** *(see separate Start and End of the School Day policy)*

* Arrival – Pupils can come through the gate between 8:45am – 8:55am and walk straight into class where staff will be waiting.
* The gate is locked at 8:55 promptly; staff remain there until 9:00 to ensure no pupils go to the front of school unattended.
* Departure - This is a particularly busy time of the day and to ensure the safety of pupils, staff are responsible for the handing over of pupils
* If there is a problem regarding a pupil’s departure a senior member of staff should be informed. Pupils who have not been collected must be taken to the main office and the parents contacted.

**4 Computers/ Display Screen Equipment**

* All staff who are classified as “Users” of Display Screen Equipment (DSE) will be given information and training on its correct use. Users must complete a yearly risk assessment. They are entitled to eye or eyesight tests and if spectacles are necessary for DSE work exclusively, these will be supplied free of charge. Users should be encouraged to take a 5-10 minute break from intensive keyboard work every 50-60 minutes.
* Work stations should be reviewed regularly to ensure correct seating and lighting. Work station assessments should be completed regularly.

**5 Curriculum** *(see separate curriculum policies)*

* Information on the safe delivery of potentially hazardous parts of the curriculum are described in the relevant subject policies.

**6 Electrical equipment**

* All electrical equipment and services are regularly checked by competent electrical contractors. Electrical items from home may only be used in school following specific approval of the Head Teacher. Staff should report any concerns regarding the condition of leads, plugs, sockets etc.to the Head Teacher immediately. If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked.
* Particular care should be taken to minimise the use of trailing wires and cables. Power sockets must not be overloaded. This is identified in the class risk assessments which is carried out every September.
* There is some evidence of a relationship between VDU screens and the onset of epilepsy in some persons and this should be kept in mind with those pupils who may be vulnerable. Similarly, the use of “multi-sensory’ and ‘light stimulation’ equipment & areas should be monitored carefully with regard to responses of individual pupils.

**7 Emergency Procedures Fire** *(see separate Fire Policy)*

In the event of an emergency the alarm must be raised using the nearest call point.

There are fire notices in each room in the school, complete with floor plans showing evacuation procedures pertinent to each area / room. It is important that all staff familiarise themselves with the fire notices and designated areas to assemble.

Fire drills will take place every 2 terms. Fire equipment is regularly checked and serviced by Barlows every year.

**Other emergencies:** *(see separate Critical Incident Plan)*

A gas leak or a bomb alert or any potential danger within the school building – the fire alarm willbe sounded by a senior member of staff. Staff should follow the fire drill and position as instructed.

**People with physical disabilities:**

Individual arrangements for the safety and safe evacuation of pupils will be determined before their entry to the school and made known to classroom staff. These should be reviewed regularly within the Fire Policy.

For staff with disabilities, there will be a meeting with the Head Teacher & Education Safety Officer, as appropriate as soon as possible after their appointment. Within the Fire Policy, where appropriate, a PEEP will be completed.

**8 Emergency Procedures for Vulnerable pupils:**

Any member of staff concerned about the condition of any pupil should alert a first aider and the Headteacher.

**9 Equipment eg Positioning / Sports:**

It is important that staff familiarise themselves with approved procedures and individual features of PE equipment. Always ask appropriate colleagues if you are in any doubt about correct usage of equipment. Staff may also refer to the risk assessment for Physical Education. Annual risk assessments are conducted for play equipment both inside and outside.

Any damage to equipment must be reported to the appropriate member of staff (Mrs Knight or the Headteacher ).

**10 Hazardous Substances**: *(see COSHH sheets)*

Every precaution must be taken to avoid the use of hazardous substances. Cleaning materials, Curriculum (science) must be kept in locked cupboards and appropriate storage regulations followed. All substances must be kept in appropriate and clearly marked containers.

**11 Hygiene and Safety:**

Catering staff should follow all regulations to ensure hygiene in the preparation of food and food handling areas. All catering staff should have completed training on health & safety regulations in the preparation of food. This training is updated every 3 years.

**12 Infectious Diseases:**

See Local Health Authority Handbook for Schools. This is displayed on the staff room Safeguarding wall.

**13 Intruders**

If an intruder is seen on the premises staff should challenge them for identification if appropriate. If the intruder appears threatening in any way the Head Teacher must be contacted immediately. The Head Teacher will make a decision on what procedure to follow. This decision will depend on where the intruder is and what the threat may be. The Critical Incident Plan will be followed.

**14 Lettings** *(see School Letting Policy)*

For safety arrangements for the use of the premises outside normal working hours refer to school’s Lettings Policy. Within the policy, any persons who are using the school premises must complete the lettings agreement paperwork.

**15 Manual Handling**

Wherever possible manual handling will be avoided or done by mechanical means.

Risk assessments will be carried out as appropriate and manual handling tasks reduced to the lowest level reasonably practicable.

All staff who carry out unavoidable manual handling tasks on a regular basis will be trained and complete a manual handling risk assessment.

**16 Medication** *(see separate Giving Medication Policy)*

All medications are kept in a locked cabinet in the Office. For regular medication, each child has a draw with their picture on. Medication must be administered in strict accordance with written instructions and their use properly recorded. Each pupil requiring regular medication has a completed health care plan that is regularly reviewed by the staff who are trained in the administration of medicines. All medication sent to school must have the child’s name on the outside, clearly state the dose and time to be given and the medication dated. All new medication must have the parent’s written consent for the school to administer it.

**18 New & Expectant Mothers**

On notification of pregnancy, return to work after giving birth or continued breast-feeding appropriate risk assessments must be carried out and appropriate action taken to protect the mother and baby whilst at work.

**19 Repairs & Maintenance**

The building will be inspected termly by the Head Teacher and a Governor with responsibility for Safety. Staff should report any defects or problems promptly by entering them in the defects log-book held in the school office/or notifying the Bursar. The Site Manager, along with the Headteacher, will risk assess the defect. If it is graded 1, then the repair must be carried out immediately. Grade 2 is urgent and done as soon as is possible. Grade 3 is logged and carried out at the earliest convenience.

**20 Risk Assessments** *(see separate Risk Assessment Policy and EVC policy)*

Many aspects of school life may have implications for Health & Safety so it is important for all staff to regularly carry out risk assessments. In many situations visual risk assessments and staff discussions may be sufficient; in other situations, a completed formal risk assessment should be carried out.

All visits outside the school environment must have a completed formal risk assessment signed by the Educational Visits Co-ordinator / Head Teacher before the visit can take place.

**21 School Kitchen**

The school kitchen should be cleaned and tidied after use. All washing up returned to the correct cupboards. Staff should encourage pupils to address hygiene and wipe all surfaces and appliances before use, wash hands and wear aprons.

**22 Smoking at Work**

Farndon School is a non-smoking site – including vaping.

**23.Staff Protection / Personal protective equipment**

In some situations, staff are at risk from pupils that may scratch, bite, pinch, kick etc. It is important that the risk is minimised and staff should ensure that protective clothing is worn where appropriate and the behaviour policy and / or behaviour action plans are followed.

**24 Stress**

Where staff feel they need support for stress, the school will do all they can to change any duties that may cause stress and refer staff to occupational health.

**25.Swimming**

Pupils are taken to the local swimming pool where adequate lifesavers are provided.

Staff should always ensure that there is adequate supervision to meet the needs of their class group. Permission slips should be obtained for all pupils to go swimming and a risk assessment completed.

**26 Violence**

All violent or potentially violent incidents should be reported to the Head Teacher and the appropriate incident form completed & sent to the LEA Education Safety Officer. Where injury occurs this should be done, in addition to completing the Accident / Dangerous Occurrence form. For further information refer to school’s Behaviour& Bullying policies.

**27 Extreme Weather**

**Sun Protection**

Skin cancer is the most common form of cancer. Exposure to ultraviolet radiation from either the sun or sunbeds is very harmful. As a school, we are pro-active in the event of prolonged hot weather. The Office will text all parents to remind them to send their children into school with sunscreen already applied and a hat. In extreme weather, pupils are brought back into school early, similar to a wet play scenario.

**Protective Clothing**

Pupils should be encouraged to wear hats outside in the sun. Spare hats will be kept in school for those pupils who do not have a hat. Where a pupil has not got a hat, they will be encouraged to seek shade. Staff should ensure that pupils cover exposed skin areas when out in the sun for longer periods of time. E.g. playtimes, school trips. Staff should set a good example by wearing hats and protective clothing outside in the sun.

**Sunscreen**

Parents will be requested to apply sunscreen at home. Pupils are also encouraged to bring sunscreen into school so that they can apply it themselves at a break time but the bottled must have a name label; younger pupils will be supported by staff where necessary. The school will keep sunscreen in school and encourage pupils to apply it themselves While it is better to use Sunscreen sent in by parents to avoid any allergies the school has a duty of care and will apply/assist pupils who do not have their own.

Where possible pupils should be encouraged to apply their own sunscreen in order to learn its importance. Staff should set good example by applying sunscreen. The school has a separate Sun Protection policy.

**Shade**

Pupils should be encouraged to sit/play in areas of shade. Where this is not possible in our play areas, awnings will be put up. Any pupil who will not stay in a shaded area should be monitored and taken in if the risks are too high for that pupil. E.g. a pupil that is not running around but just lying in the sun.

**Protection in Cold Weather**

In the event of cold weather we communicate to parents through the newsletter or via the text messaging service to ensure that their child is wearing suitable footwear and clothing for the weather conditions.  In colder weather this should include gloves, a hat, scarf and a warm waterproof coat.  For younger children, there will be an insistence that these are worn and staff will support where necessary. A spare pair of socks is also helpful to keep in PE kit bags.  We ask that all items are clearly labelled.

In the event of a snowy day, children who have appropriate clothing and also have a change of suitable waterproof footwear such as wellies, walking boots, etc will be able to go out and play in the snow for a short period of time.

If the temperature drops below zero or if there is a wind chill factor below zero, staff may take the decision to keep children inside, but wherever possible it is preferred that they enjoy fresh air and exercise.

**28. Waste Disposal** *(see separate Intimate Care policy / Bodily fluids policy)*

All staff should wear protective gloves when meeting the toilet needs of pupils. All waste should be placed in the bins provided.

Protective gloves must be worn by all staff when handling body fluids – All should be disposed of in the yellow bags provided and placed in the Yellow bins outside at the end of the day.

**29 Slips and Trips, and Working at Height** – *Person accountable Mr Agyemang*

The caretaker who has appropriate training checks the school for any potential slip or trip hazard on his daily task list. The person accountable also receives training in safe practises when working at height. The ladders used have the appropriate checks using the forms taken from the HSE website.

**30 Vehicles on site**

The school has a risk assessment which makes clear strategies in order to minimise the risk at the front of school in respect of vehicles. Parents are reminded not to park in newsletters. Those parents with disabilities can arrange access through the school office. The school now has a designated path to separate pedestrians and vehicles.

**31 Managing Asbestos**

Asbestos is continually managed by conducting surveys on specific areas before building work is carried out. The school holds an up to date asbestos register with identified areas of risk. The school has also carried out an asbestos review. The Site Manager is up to date on training (See separate risk assessment)

**Resources**

The Health and Safety Policy in the staff room where staff are advised to familiarise themselves with its contents. This policy is based on the good practice in the manual. All resources / equipment are regularly checked and any faulty / damaged items are removed.

**Professional Development**

All staff have equal access to training where appropriate. It is important that all staff familiarise themselves with this policy and the health & safety procedures at the school. Training will be provided to meet staff needs where appropriate and this policy will be shared as part of the induction of new staff.

*Signed by:*

*Chair of Governors: M Rudd Signed: Date: 11th June*

*Head Teacher: A Walker Signed:*  *Date 11th June*

*Agreed at the Meeting of the Governing Body on: L+M 11th June*

*To be reviewed: June 2026*

**Appendix 1**

**Staff Holding Responsibilities for Health and Safety**

Chair of the Governing Body: Michael Rudd

Governor responsible for health and safety: Michael Rudd

Head Teacher: Andy Walker

D T Co-ordinator: Andy Walker

Science Co-ordinator: Andy Walker

Sport and PE Co-ordinator: Andrew Bond

COSHH Co-ordinator: Mike McCann

Site Manager: Mike McCann

Bursar: Suzanne Knight

**Appendix 2**

**Farndon Policy**

Health & Safety Policy

**Responsibilities**

**The Governors**

* To take due account of the LEA’s Health, Safety & Welfare policy within budget and other policy constraints
* To ensure that health & safety responsibilities are met
* To monitor and evaluate the Head Teacher’s performance in respect of health & safety through termly Link Governor meetings. Reports are written and shared at the L + M committee meetings.
* To bring to the attention of the Assistant Director (School Improvement) any health & safety concern outside of their control or any health & safety responsibility that they are unable to meet.

**The Head Teacher/Bursar**

* To manage the school’s staff, site and activities so that the health, safety and welfare of all those involved is secured
* To comply with the L.A policy
* To bring any health & safety concerns outside of own control or any Health & Safety responsibilities that are unable to be met to the attention of the Governors, school surveyor or the LEA Safety Officer as appropriate.
* To assess & record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable.
* To discuss & distribute school-specific policies on local health & safety issues.
* To monitor and secure compliance with the school’s policy and the control measures identified through risk assessments using the Cheshire West paperwork.
* To ensure staff are properly trained, instructed and supervised for any relevant health & safety role and that all staff engage with L.A and school policy and procedures
* To inspect the school site and property for any unsafe condition and to make safe in a time scale commensurate to the level of danger
* To arrange routine maintenance and servicing of equipment
* To consider health & safety in the selection of contractors and planning of contracted work and to provide general supervision & monitoring of contractors whilst on site.
* To investigate all accidents, near misses and episodes of work-related ill health.
* To monitor and evaluate the health & safety performance of all staff
* To have and practice emergency and contingency plans.

**SLT**

* To assist the Head Teacher to fulfil his responsibilities
* To develop safe systems of work for specific tasks

**All Staff**

* To work within L.A and school policy
* To report any situation that significantly compromises health& safety. Parent Helper / Volunteers
* To engage only in work or activities specifically authorised by the Head Teacher and
* To report any situation that significantly compromises health & safety.

**Appointed First Aid / Manual Handling Person**

Named staff: (see attached lists)

* To provide health & safety expertise in the area they are qualified and identify the need for relevant knowledge, skills, equipment, materials, training.
* To receive & keep up-to-date Emergency First Aid / Manual Handling training
* To work within the relevant LEA & school policy.
* To report any situation that significantly compromises health & safety School Maintenance Staff
* To provide health & safety competence in particular areas of work
* To work within LEA & school policy
* To report any situation that significantly compromises health & safety
* If given the delegated task, to provide general supervision to contractors working on the school site.

**Contractors**

* To undertake work in a safe manner in compliance with health & safety law and approved guidance
* To conduct and share their own risk assessments for the project.
* To notify the Head Teacher of any situation in which the health & safety of others affected by the contractor’s activities is or maybe significantly compromised.

**FARNDON SCHOOL**

**INFORMATION FOR ALL VISITORS AND CONTRACTORS**

**WORKING ON SITE**

Welcome to Farndon Primary School.

The school telephone number is: 01244 621124

For your own and other people’s safety please comply fully with the following safety procedures. On arrival, please report to the school office where you will be given a visitor’s badge and sign in/out in the visitor’s book.

The school operates a policy which does not allow smoking anywhere on the premises or school grounds.

Staff toilets may be used by adults – children’s toilet facilities must not be used.

For First aid facilities please contact the school office. In the event of a fire or emergency evacuation, please follow the emergency evacuation procedure which is displayed in prominent positions around the school. A prolonged ringing of the fire bell signifies an emergency evacuation of the premises.

Contractors must inform the Head Teacher or senior member of staff prior to work commencing with any potentially dangerous machinery, materials or substances to be used on the site. The use of radios is not permitted on the school site while children and staff are working. We expect that appropriate behaviour/language should be maintained at all times. You have a personal responsibility to comply with the Local Education Authority and school safety policies in order to ensure your personal safety and that of all the children and adults working in our school. These will be made available for your inspection on request.

Thank you for your kind co-operation – we hope you enjoy your visit to our School.

Signed ... ......................................................................

 Headteacher

A. J. Walker

**Appendix 3**

**Accident Reporting**

**Minor Injuries**

Minor injuries to pupils should be recorded in the Pupil Accident Note-book. Any major injury to a pupil or any injury to an adult which requires First Aid treatment, should be recorded in the Accident Book, an Accident / Dangerous Occurrence Form completed and the top copy forwarded to the Health and Safety Section as soon as possible. All such accidents should be investigated to try to prevent their re-occurrence.

**Reportable incidents**

Reportable injuries, dangerous occurrences and occupational diseases are major incidents as detailed below. These must be reported to the Health and Safety

Executive, by the Education Safety Officer, firstly by the quickest possible means and subsequently on the correct form. Schools must therefore telephone the Safety Section on 01225 395114, as soon as an incident occurs, then fax, if possible, the Accident / Dangerous Occurrence Form to the Section on

01225 395210 and follow this with the top copy of the form by first class post.

**Reportable Injuries**

* Death of any employee, pupil or visitor
* Major injury to an employee arising out of an accident at work
* Any fracture other than to fingers, thumbs or toes.
* Any amputation.
* Dislocation of the shoulder, hip, knee or spine.
* Loss of sight, whether temporary or permanent.
* A chemical or hot metal burn, or any penetrating injury to the eye.
* Any injury resulting from an electric shock or electric burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
* Any other injury
* Leading to hypothermia, heat-induced illness, or unconsciousness; requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
* Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
* Absorption of any substance by inhalation, ingestion, or through the skin -causing acute illness requiring medical treatment or loss of consciousness.
* Acute illness requiring medical treatment that is believed to have resulted from exposure to a biological agent or its toxins or infected material.

Injury that requires hospital treatment, to anyone who is not an employee, but who is affected by equipment, substances or activities in school or its facilities. This does not include break time, sports or off-site injuries to pupils.

The absence of an employee for 3 or more days, as the result of an accident at work,

but not reportable under "2" above. N.B. Injuries resulting from an "accident", include injuries resulting from an act of non-consensual physical violence, to employees at work or arising out of their work.

**Dangerous Occurrences**

* Lifting Machinery - the collapse, overturning or failure of any load bearing part.
* Pressure Systems - the explosion, collapse, or bursting of any closed vessel or associated pipe work which had the potential to cause a death.
* Overhead electrical lines - any unintentional incident in which plant or equipment either came into contact with an un-insulated overhead electric line or cause an electrical discharge from such a line by coming close to it.
* Electrical short circuit or overload causing fire or explosion and which stops use of the plant involved for more than 24 hours or which had the potential to cause a death.
* Biological Agents - any incident resulting in the release of an agent with the potential to cause severe human infection or illness
* Ionising Radiation - any potential exposure due to the breakdown of equipment or control systems.
* Collapse or partial collapse of scaffolding.
* Pipelines - any bursting, explosion, collapse or damage resulting in the close down of the pipeline for more than 24 hours or with potential to cause a death. Any unintentional ignition of anything in a pipeline.
* Collapse of building or structure - any unintended collapse or partial collapse during construction or alteration, or of any floor or wall of the workplace.
* Explosion or fire - any incident resulting in the suspension of work for more than 24 hours.
* Escape of flammable substances - any sudden or uncontrolled release
* Escape of substance - any accidental release or escape liable to cause death, major injury or other damage to health

**Occupational Diseases**

An occupational disease is reportable, when the employer receives a written statement from a registered medical practitioner that the employee is suffering from one of the occupational diseases specified in Schedule 3 of RIDDOR 1996 and their work involves one of the corresponding specified activities. They include:

* Malignant bone or skin disease, or skin inflammation or ulceration as a result of work with ionising radiation.
* Cataracts due to electromagnetic radiation including radiant heat.
* Work related upper limb disorders due to:

 - repetitive movements of the fingers, hand or arm

 - work involving prolonged pressure or friction on the hand or elbow;

 - physically demanding work requiring constrained posture;

* Hand-arm vibration syndrome
* Hepatitis
* Legionella
* Tetanus
* Tuberculosis
* Occupational dermatitis
* Occupational asthma

Reference: The Reporting of Injury, Disease and Dangerous Occurrence Regulations

1995.

**Appendix 4**

**FLOW CHART FOR ACCIDENT REPORTING**

**Accident**

**Staff: Major Injury**

**Pupil: Major Injury**

**Yes**

**No**

**No**

**Yes**

-First aider to see the child

- Complete minor accident / incident form

- Inform Parent if a head bump and send head bump letter.

- Dependent on the seriousness, we contact parent or letter shared

See Yes

- First Aider to see the member of staff.

- Report the incident on Prime.

- Investigate incident and review any risk to avoid any future reoccurrence.

- First Aider to see the child.

- If required, emergency services are contacted.

- Parent is contacted.

- A Prime form is contacted.

- Follow up with Parents with regular contact if the child is away from school.

- Review the accident and risk assess to reduce any risk.

**Appendix 5**

### drivers transporting young peOPLE

Farndon School greatly values your support in helping to transport young people to activities. However, it is a statistical fact that any activity on the highway is far more dangerous than the school or its environment. It is both our and ultimately the driver’s legal duty to ensure children are carried safely and do what we can to minimise the risks associated with road transport and we therefore ask all drivers to review the checklist below and declare agreement by signing it. As a safeguard for parents in general, we shall require drivers for all planned visits organised by the School to have lodged the completed declaration before they transport other people’s children to events.

**Name of driveR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I declare that:

* I have held a full driving license for a minimum of 4 years and this covers the class of vehicle which I will be driving.
* My driving license is not endorsed with any of the following motor offence conviction codes: AC 10 – 30 / BA 10 – 60 / CD 10 – 90 / DD 10 – 90 / DR 10 – 70 / IN 10 / LC 20 – 50 / MS 10 – 90 / TT 99 / UT 50 / MR 09 / MR 19 /MR 29 / MR 49 / MR 59
* I do not currently have more than 6 penalty points in total on my license. **(Where the points exceed 6 points we ask that other children are not transported in your car).**
* **I have not been disqualified from driving in the past five years**
* I have not suffered and am not suffering from any disease or physical infirmity which impaired or impairs my ability to drive.
* All children will use the appropriate car child restraints (these will not be supplied by the school). No child should sit in the front seat and I will use child seats as required.
* My vehicle carries insurance which has been confirmed by insurers that covers the transporting of children on a voluntary basis
* The vehicle has a current MOT certificate (if applicable), seat belts, current tax disc and is regularly serviced and kept in a safe running condition. I also have access to car seats and know when I am required to use them and how to fit them. Therefore, I agree that my vehicle is roadworthy in accordance with the Road Traffic Act 1998.
* **I will not use a mobile phone** (including any hands free capability) whilst driving.
* I have read, understand and will implement the advice given in the “Carrying other people’s children safely” brochure, published by ROSPA. A copy can be found at <http://www.rospa.com/roadsafety/info/carryingchildren.pdf>
* I understand that I am entirely responsible for the care, health, safety and well-being of the children which I am transporting from the moment they are handed over to me by a member of School staff to the time I formally hand them back to the care of a member of staff. For example, children must be escorted by you, to and from your car.
* I will inform the school if any circumstances arise which would make the declarations in this document untrue or will be affected in anyway.
* I confirm that I will not transport any children whilst under the influence of alcohol or drugs (including potential impairment from prescription drugs).
* I confirm that if requested by the school I will provide prior to transporting children documentary evidence to support the above, where appropriate.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**