



## Health and Safety Policy

### **Aim**

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

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

Sensible safety habits are taught within the whole curriculum. Outside agencies are invited to address the children in Assembly.

At Elliott Park School, children are encouraged to develop beneficial habits through good health and hygiene routines. At break-times children are encouraged to bring fresh fruit snacks.

Elliott Park School believes that children learn best through practical experience and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:

- in the classroom
- when using equipment, e.g. scissors
- when moving around school
- when carrying out investigations
- when on out educational visits.

For any physical activity, children change into PE kit. Children are not permitted to wear any form of jewellery for safety reasons.

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

In accordance with our policy educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Details of the visit are sent to parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the teacher in charge always takes a first-aid kit and list of emergency telephone numbers.

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

## Health and Safety Policy

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff. Fully equipped first-aid boxes are kept in the Sunbeams block and the main office as is the school's accident register, accident forms and a list of allergies any child has. If the accident is more serious, the school ensures the child receives medical attention as quickly as possible, an ambulance being called if necessary. Parents are informed straightaway. In the event of a head injury parents are called to take the child home.

Accident forms are filled in for those accidents that require attention, or that are caused by any defect in the school or its equipment (a copy is sent home).

The head teacher is responsible for ensuring that the building provides safe and healthy surroundings for the children and he undertakes basic repairs and maintenance. Classrooms are cleaned daily and gardening is done weekly in the 'growing' season. All equipment is to British Standards and is maintained regularly.

### **Fire Drill**

As soon as the fire alarm sounds, all children and adults should stop what they are doing and walk out of the building through the nearest exit. Fire doors and emergency exits should never be blocked nor locked during school hours but, should a normal exit be blocked for any reason, then the nearest exit should be used. Escape routes rehearsed and known to children and staff.

The children should walk out of the building(s) calmly and line up quietly. Adults should prevent panic. The head teacher or deputy head teacher will give the class registers to the class teachers, who should take the roll-call and check that all the children are present. The register should be returned to the head teacher or deputy head teacher.

Nobody should go back into the building(s). If a child is missing this should be reported to the head teacher.

When all the registers have been checked, the head teacher or deputy head teacher will signal it is safe to re-enter the school.

### **Lunchtime Fire Procedure**

If the fire alarm is sounded, adults on duty in classrooms and playground should gather all the children well away from the building and ensure no child re-enters the building. The head teacher or deputy head teacher will ensure, as far as it is reasonably practicable, that everyone is out of the building(s).

### **Fire and Bomb Alerts**

In the event of a fire or bomb alert the head teacher should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed. If the alert is a practice, then the Fire Brigade should be informed before the evacuation of the premises takes place.

## Health and Safety Policy

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

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

### **Smoking Policy**

It is the policy of the Managing Director and head teacher and staff that Elliott Park School is a no-smoking school. Smoking is not permitted in any area of the school.

### **Car Parking**

Car parking is a concern at Elliott Park School as it can be a hazard for those who use the school and for those who live or work within the vicinity of the school. Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

Regular letters to parents emphasise:

- our neighbours: consideration for those who live and work in the vicinity of the school

Elliott Park School approaches and seeks the co-operation of any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

### **Dogs**

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons.

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

### **Policy on Children Moving Equipment**

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture.

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

### **Furniture**

Chairs should be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own. Tables need one child at each end. No child should attempt to lift a table single-handed.

## Health and Safety Policy

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

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

### **Items Children Should Not Move**

- Computers – wires can get caught and monitors can easily fall off trolleys.
- Televisions and overhead projectors.
- Piano – although on castors, it can tip and trap feet or fingers.
- Paper cutters – dangerously sharp blade.
- Children should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc., from display/notice boards.

### **Security of the Premises**

The head teacher and the cleaner are the designated key holders and are responsible for the security of the building.

#### **Class Teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed, and equipment switched off before they leave the premises.

The head teacher is responsible for the security of the premises during the day. The main entrance door must be closed at all times. The side gate is locked from 9.00 am till 3.00 pm.

Any parent or visitor is welcome in school, but their entry is controlled by a member of staff opening the front door after arrival of a visitor has been signalled. Children enter and leave the school buildings by different doors, according to their year group. Accompanying adults should walk round the outside of the building(s) at the beginning and end of the school day.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

#### **Contractors on Site**

- Contractors should telephone the school and make appropriate arrangements before commencing work.
- When they arrive, all contractors should report to the office so that there is no danger to the health and safety of children or adults in school.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playground during break times and lunchtime.

NB: The guidance below should be given to contractors.

## Guidance for Contractors on Site

Elliott Park School complies with the recommendations of the Health and Safety Inspector Swale Borough Council and requests you to refrain from the following practices.

- Smoking in the building or in the grounds, as Elliott Park School is a no-smoking school.
- Working on or near the playgrounds while the children are at play.
- Leaving equipment lying around or unattended.

## Science

All equipment is kept in the cupboards between lessons.

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

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

Care should be taken when holding objects close to the eye.

Hands should be washed before touching anything to be put into the mouth. Tasting should not be allowed except under strict supervision. Children should not use liquids that give off vapours.

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

Use of cutting devices – knives, scissors – can be dangerous. Children should be shown the correct techniques for their use before handling them.

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

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

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

## Health and Safety Policy

Lenses (e.g. magnifying glasses) can focus light and heat; therefore, special care should be taken that children do not look at intense sources of light through these lenses.

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

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

Care should be taken when carrying out electrical work. Mains electricity should not be used – only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables.

### **Technology**

All adults should always supervise children who are using tools. The correct procedures and techniques need to be shown to the children beforehand.

### **Food Technology**

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

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

### **Musical Equipment**

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance.

### **Protective Clothing**

- Aprons or painting shirts should be worn for all painting activities and any potentially messy craft activities.
- Teachers should have goggles to hand, in readiness for science activities requiring their use.

### **Physical Education**

Elliott Park School always has the safety of the children in mind. There is a risk element to Physical Education of which we are aware.

## Health and Safety Policy

General points to be considered when teaching PE:

- The teacher should be dressed appropriately. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into T-shirt, shorts/skirt. Reception children will need properly fitting plimsolls or trainers and all other year groups will need trainers for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- Children who have forgotten their PE kit should sit and watch the rest of the class or be supervised by another adult.
- If a child constantly forgets their PE kit, a letter will be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for the lesson.

### **Games Safety**

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

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

At the match, teachers should ensure that all the children can be seen. They should make sure that all the children have transport home and that their parents have been notified who is bringing them

### **Parental Support**

Teachers should ensure that they have copies of all the relevant documentation before asking parents for their assistance. Before leaving school, the teacher should complete the appropriate form – giving timetable of after-school activity. Ensure that a copy of the information giving all details of the activity is left in school.

### **Swimming Rules**

A member of staff should accompany the children when travelling to and from the baths, the swimming teacher having a list of all the children in her care and the numbers involved. The children should be counted on leaving school, on entering and leaving the pool and when leaving the swimming baths.

The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are. The teacher(s) accompanying the group at the baths should make sure they know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency.

## Health and Safety Policy

Staff to pupil ratio must be at least 1:15 on the poolside. Staff must be in/around the changing rooms when the children are changing. Children with long hair should wear swimming caps.

### **Risk Assessment Policy**

Risk assessments are carried out for every off-site activity prior to the activity date. A whole school and nursery risk assessment are updated annually or when new equipment is obtained or changes made to the school site. Risk assessments for swimming and sports are carried out in conjunction with the venue and their particular assessment.

### **Policy on the Administration of Medicines during School Hours**

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

EPS have a policy on administering medicines at school. It includes relevant forms for authorising teachers to give medicine and records for medicine administered. If a child has to take medicine in school for treatment of a long-term illness to be effective, then cases will be considered individually. For Elliott Park School to agree to assist with long-term medication, parents should write to the school authorising medicines to be administered to their child. This should include precise instructions regarding the dosage and frequency. The medication should be brought into school in its original, labelled container that states the child's name, the name of the medicine, the dosage and the time of administration. Whenever possible, the medicine should be self-administered under the supervision of an adult. Medicines are kept in a secure place by staff, in accordance with safety practices.

Emergency day-time contact numbers should be provided where the parent/guardian can be reached.

### **Policy on First Aid in school**

All staff in the school attend to minor incidents requiring first aid. During lessons, first aid is administered by the class teacher, or qualified First Aider as necessary. If an accident occurs in the playground and first aid is required, one of the staff on duty in the playground should request the assistance as appropriate. At lunchtimes the Midday Supervisors administer first aid.

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

### **Treatments**

When dealing with blood, disposable, protective, first aid gloves should be worn.

## Health and Safety Policy

**Cuts/scratches** – Use only clean water and lint free swabs. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

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

**Vomit** – Children should be sent home following unexplained vomiting (choking or coughing, causing a child to vomit, should not mean the child is automatically sent home; the child should be observed and monitored by the teacher before a decision is made on sending the child home as a result of vomiting). Where a child is vomiting due to an unexplained cause, the child should be sent home and not return for 48 hours from the time of the last bout of vomiting.

**Diarrhoea** – Children should be sent home as soon as possible and remain off school for 48 hours after the last bout of diarrhoea. The infected area should be cordoned off and thoroughly disinfected. Staff administering first aid to pupils suffering from vomiting or/and diarrhoea and when cleaning soiled areas, should wear disposable protective gloves.

**Head Bumps** – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are called to take the child home and a copy of the Accident Form is sent home.

**Falling** – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is in obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause further injury.

**Unconsciousness** – Call a First Aider immediately. Place child in the recovery position, do not leave an unconscious person alone at any time.

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

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

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

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

**Anaphylaxis** – The result of a severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the First

## Health and Safety Policy

Aider should administer the child's adrenaline and call for an ambulance. Common allergies are:

- food, e.g. eggs, fish, nuts, especially peanuts
- insect stings
- immunisations or antibiotics.

### **Safety/HIV Protection**

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

### **Recording Accidents**

All accidents must be recorded in a Record of First Aid Treatment book. This is kept in the main office and Sunbeams block. All details need to be filled in, including treatment. A copy is sent home with the child. The original should be kept in the First-Aid file which is kept in the head teacher's office. When a serious accident occurs, and the pupil requires treatment, the details are recorded on the Accident/Incident Record form.

### **First-Aid Boxes**

The locations are marked by a green cross.

- School office
- Sunbeams block
- Nursery

Contents: scissors, bandages, plasters (single and strip), sterile wipes, gauze, disposable gloves, and aprons. Supplies are also kept of eye baths and slings.

### **First-Aid Supplies**

Mrs Hiller keeps additional, more specialised, equipment for first-aid boxes in the school office.

### **Person Responsible for Supplies**

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

### **Allergies/Long-term Illness**

## Health and Safety Policy

A medical register is kept in the school office. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-term illness, for example asthma; and details on any child whose health might give cause for concern. Teaching staff are given a copy of the register.

### **Courses**

Staff are encouraged to attend First-aid courses.

### **Accidents**

Accidents fall into four categories:

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

### **Reporting School Accidents**

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

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

See: Further Information – Useful Documents and Resources

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

If the accident is more than a minor one for a child or adult, the head teacher or deputy head teacher should be informed immediately. He or she sends for an ambulance, if needed, and contacts parents, if considered advisable.

### **Other Accidents**

These are the more common accidents that occur in school. Procedures to follow:

- Minor injuries (including all bumps on the head, but not minor cuts and grazes) should always be noted in the Accident Book. This can be found at the school office.
- If a child has a bump on the head, a parent/guardian should be contacted and asked to collect the child and a letter sent home. The letters can be obtained from the school office (see appendix four.)

### Health and Safety Policy

- If the parent/guardian has to take the child to the family doctor or to hospital for further treatment, fill in the Accident Form, copies of which are kept in the school office. The head teacher or the deputy head teacher should sign the form first, (see appendices two and three).
- Copies of the form are taken for the school file, for the Health and Safety Executive and sent to the ICC and Area Education Office.

#### **Major Injuries**

- Fracture of the skull, spine or pelvis.
- Fracture of any bone in the arm, other than a bone in the wrist or hand.
- Fracture of any bone in the leg, other than a bone in the ankle or foot.
- The loss of sight in an eye.
- Any other injury that results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained for observation only.

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

#### **Employee Accidents**

This applies to all education employees and self-employed persons on school premises, see appendix three.

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

#### **Pupil Accidents**

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

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

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

#### **Further Information**

## Useful Documents and Resources

### **RIDDOR: Reporting Accidents, Injuries, Work-related Diseases and Dangerous Occurrences**

Post reports to:  
Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

Internet reports to: [www.riddor.gov.uk](http://www.riddor.gov.uk) or [www.hse.gov.uk](http://www.hse.gov.uk)  
Telephone (local rate) 0845 300 9923; Fax (local rate) 0845 300 9924  
email: [riddor@natbrit.com](mailto:riddor@natbrit.com)

### **HSE Publications**

RIDDOR reporting: Information about the New Information Centre 2001  
Guide to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995  
(ISBN 0 7176 24315)  
RIDDOR Explained. The reporting of Injuries, Diseases and Dangerous Occurrences  
Regulations 1995  
Health & Safety Management in Schools  
Safety Policies in Schools (various)  
Safety Policies in the Education Sector  
Five steps to risk assessment: Managing Health and Safety  
Contractors in Schools

ASE	Be Safe – Safety Policy and Risk Assessment
Folens Publishers	Primary Professional Development: Managing Medicines in School (FA5428)
NAS/UWT	Health and Safety Representatives Handbook (annual)
The Stationery Office	Health and Safety Law – What You Should Know October 99 Pack of 25 leaflets

*Appendix One*



Health and Safety at Work etc Act 1974  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

# Report of an injury or dangerous occurrence

**Filling in this form**

This form must be filled in by an employer or other responsible person.

## Part A

### About you

- 1 What is your full name?
- 2 What is your job title?
- 3 What is your telephone number?

### About your organisation

- 4 What is the name of your organisation?
- 5 What is its address and postcode?
- 6 What type of work does the organisation do?

## Part B

### About the incident

- 1 On what date did the incident happen?  
 /  /
- 2 At what time did the incident happen?  
(Please use the 24-hour clock eg 0600)
- 3 Did the incident happen at the above address?  
Yes  Go to question 4  
No  Where did the incident happen?  
 elsewhere in your organisation – give the name, address and postcode  
 at someone else's premises – give the name, address and postcode  
 in a public place – give details of where it happened

If you do not know the postcode, what is the name of the local authority?

- 
- 4 In which department, or where on the premises, did the incident happen?

## Part C

### About the injured person

If you are reporting a dangerous occurrence, go to Part F.  
If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

- 1 What is their full name?
- 2 What is their home address and postcode?
- 3 What is their home phone number?
- 4 How old are they?
- 5 Are they  
 male?  
 female?
- 6 What is their job title?
- 7 Was the injured person (tick only one box)  
 one of your employees?  
 on a training scheme? Give details:  
  
 on work experience?  
 employed by someone else? Give details of the employer:  
  
 self-employed and at work?  
 a member of the public?

## Part D

### About the injury

- 1 What was the injury? (eg fracture, laceration)
- 2 What part of the body was injured?

**Health and Safety Policy**

3 Was the injury (tick the one box that applies)

- a fatality?
- a major injury or condition? (see accompanying notes)
- an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
- an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

4 Did the injured person (tick all the boxes that apply)

- become unconscious?
- need resuscitation?
- remain in hospital for more than 24 hours?
- none of the above.

**Part E**

**About the kind of accident**

Please tick the one box that best describes what happened, then go to Part G.

- Contact with moving machinery or material being machined
- Hit by a moving, flying or falling object
- Hit by a moving vehicle
- Hit something fixed or stationary
- Injured while handling, lifting or carrying
- Slipped, tripped or fell on the same level
- Fell from a height  
How high was the fall?  
 metres
- Trapped by something collapsing
- Drowned or asphyxiated
- Exposed to, or in contact with, a harmful substance
- Exposed to fire
- Exposed to an explosion
- Contact with electricity or an electrical discharge
- Injured by an animal
- Physically assaulted by a person
- Another kind of accident (describe it in Part G)

**Part F**

**Dangerous occurrences**

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form)

**For official use**

Client number

Location number

Event number

INV  REP  Y  N

**Part G**

**Describing what happened**

Give as much detail as you can. For instance

- the name of any substance involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people.

If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident. Use a separate piece of paper if you need to.

**Part H**

**Your signature**

Signature

Date

**Where to send the form**

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the nearest HSE office.

Health and Safety Policy

Appendix Two

To be forwarded to the HEALTH AND SAFETY GROUP  
**ACCIDENTS TO SCHOOL CHILDREN**

District No: ..... School No: .....

Name of School: .....

1. Name of pupil:	
2. Age (Yrs, Mths) and date of birth:	Yrs      Mths Date of birth:.....
3. Date of accident:	
4. Did the accident occur during school hours (lunch hour included)?	
5. State how the accident occurred; what was its cause; what was the nature of the injuries?	
6. Give the name(s) of any person(s), including children, who saw or were present at the time of the accident.	
7. Was the pupil under the supervision of a teacher? If so, state the nature and extent of the supervision.	
8. Was the pupil acting under the instructions of a teacher at the time of the accident?	
9. Was the pupil disobeying school rules, or acting against the express instructions of an adult, at the time of the accident?	
10. Have there been any previous accidents at the school that might have been due to the same cause?	
11. Was the accident caused, or contributed to, by any defect in the playground, premises or the condition of the school furniture?	

Health and Safety Policy

Appendix Three

**ACCIDENT REPORT FORM**

To be completed in the case of all accidents to employees.

Department: ..... Section: .....

Note: This form should be forwarded to the Health and Safety Group

Full name: ..... Date of birth: .....  
Address: ..... Gender: M  F

Occupation: ..... Current grade/scale: .....  
Place of work: ..... How long with the Authority? .....

Date and time of accident:	Where did the accident occur?
State nature and extent of injuries sustained:	State how accident occurred and what equipment was being used.

Was the employee carrying out his/her duties as authorised? Yes  No

If 'No' give details:

Names and addresses of witnesses: (if more than two attach details separately)
---

Name and address of employee's general practitioner:  
.....  
.....

If absent from work state a. Date and time ceased work  
b. Date returned:

Signature and designation of Reporting Officer: ..... Date: .....  
.....

Health and Safety Policy

*Appendix Four*

Head Teacher

Elliott Park School  
18-20 Marina Drive  
MINSTER  
Kent  
ME12 2DP

Tel:

Fax:

Date:

Dear

**Re: accident in school**

Your child \_\_\_\_\_ has had an accident today in school.

The chart overleaf indicates the position of any injury sustained.

If the injury is to the head, please look for signs of:

- dizziness or nausea
- loss of memory of events at the time of the accident
- a mild, generalised headache

If any of the above symptoms are detected seek medical advice.

Yours sincerely

Head teacher

# Skin Map

