

# Bloxham School



## 11 HEALTH & SAFETY POLICY

|                             |  |
|-----------------------------|--|
| ISI                         | Part 3. Welfare, Health and Safety of Pupils and Other Legislation |
| NMS (if applicable)         |  |
| Policy Owner (SLT)          | CEJL   |
| Governor Responsible        | Carol Shaw   |
| Gov Annual Review Date      | H & S Lent Term  |
| Next Gov Annual Review Date | H&S Lent 2021  |
| Policy Last Updated         | 29.01.2020   |
| On the Website              | Yes  |

Please read in conjunction with:

- A9 Risk Management Policy
- A10 Risk Assessment Policy
- A11 Fire Risk Prevention Policy

Review of Policy:

- 31.03.2016 – NU (incorporated within Risk Management Policy)
- 19.10.2016 – CEJL
- 10.10.2017 – CEJL
- 17.12.2019 – CEJL
- 20.01.2020 – CEJL
- 29.01.2020 - CEJL

## **Introduction**

Bloxham School attaches the utmost importance to the safety, health and welfare of its employees, pupils and visitors. The School will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EU Directives. Overall responsibility lies with the Bursar in his capacity as Chief Safety Officer. Day to day responsibility lies with the Health & Safety Manager.

The School Leadership Team will take steps, so far as are reasonably practicable, to ensure that risks are reduced in the workplace and a safe and healthy environment is provided for its employees, pupils, contractors and other persons affected by the school operations.

The Chief Safety Officer will direct the development of necessary assessments, identify safety training and provide information and supervision for employees at all levels. The CSO will consult on a regular basis with employees/staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, where it is not possible to eliminate or minimize the identified hazard.

## **Focus**

The School's work programmes will, so far as are reasonably practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances;
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors;
- the provision of safe, regularly maintained machinery and equipment, including the operation and maintenance of plant and systems of work;
- the provision of a safe and healthy place of work, including access and egress to and from the premises and adequate facilities and arrangements for the welfare of employees at work;
- consideration of the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities;
- management and practical measures to comply with specific legislation including that relating to fire, COSHH, legionella, asbestos, manual handling and working at height.

## **Co-operation**

All aspects of risk on site remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with their work including pupils, parents and visitors. To achieve this, employees must:

- abide by or comply with all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the School risk assessments or policies.
- exercise their awareness, alertness, self-control and common sense at work.

- report promptly to their department head, CSO or the Bursar all hazards, potential hazards, defects in equipment and any shortcomings in the School's safe systems of work or procedures.

Employees should not be in any doubt that the School will apply disciplinary procedures to any employee who is in breach of the School's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.

### **Policy Review**

This policy will be regularly reviewed by the Health & Safety Committee as necessary (but at a minimum of one-year intervals). The Committee will consider:

### ***Areas of activity***

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school buildings, water quality, and the use of radioactive material;
- contractors in schools;
- vehicle movements within the school grounds;
- workplace arrangements, including housekeeping;
- school trips;
- centres licensed by the Adventure Activity Licensing Authority;
- work experience arrangements;
- violence to staff;
- school security;
- stress management;
- letting of school premises to outside bodies;
- pupils with special needs;
- any other site specific issues, e.g. the swimming pool;
- all specific and general legislation relevant to identified activities;
- corporate manslaughter liability.

***Planning*** – the elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

***Organisation*** – a review of the School's organisation including changes to ensure that responsibilities for health & safety management are clearly defined at all times to all employees at every level.

***Control*** – ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

***Monitoring and Review*** – all job specifications will contain safety requirements and instructions highlighting risk management responsibilities. The Health & Safety Committee will meet termly and its minutes will be submitted termly to Governors. These documents will form the basis for monitoring and review, to ensure that a credible standard of risk management is achieved.

### **Management Responsibility**

The Health and Safety at Work Act 1974 and regulations made under the Act stipulate that the employer is responsible for health and safety, though tasks may be delegated.

Health and safety law requires the employer to assess the risks of health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. However, when a risk assessment is required, the School's standard template is available.

The School's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient financial provision is made available to support the policy.

In order to achieve the aims and objectives of the Health & Safety Policy these issues will be brought regularly to the attention of the School's management team during management and Governors' meetings.

### ***The Health & Safety Manager***

The ultimate responsibility for all school safety organisation and activity rests with the Head, however the day to day responsibility is delegated to the Health & Safety Manager who shall:

- (a) Be the focal point for day to day references on safety and give advice or indicate sources of advice.
- (b) Co-ordinate the implementation of the approved safety procedures in the school.
- (c) Maintain contact with outside agencies able to offer expert advice.
- (d) Report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery etc he considers to be unsafe until satisfied as to their safety.
- (e) Make recommendations to the Bursar for additions or improvement to plant, tools, equipment, machinery etc which are dangerous or potentially so.
- (f) Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations.
- (g) Maintain effective records of all Health & Safety procedures and actions taken
- (h) Ensure adequate provision of First Aid in the school. (as detailed in the separate First aid policy.) in partnership with the Palmer Health Centre
- (i) Review regularly the dissemination of safety information concerning the school.
- (j) Recommend necessary changes and improvements in welfare facilities.

### ***Obligation of all Employees***

The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee while at work:

- (a) To take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and

- (b) As regards any duty or requirement imposed on his employer or any other person or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out ALL employees are expected to

- (a) To know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied.
- (b) To observe standards of dress consistent with safety and/or hygiene.
- (c) To exercise good standards of housekeeping and cleanliness.
- (d) To know and apply the emergency procedures in respect of fire and first aid.
- (e) To use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others.
- (f) To co-operate with other employees in promoting improved safety measures in their school.
- (g) To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

### ***Staff Holding Post/Positions of Special Responsibility***

These staff:

- (a) Have a general responsibility for the application of this Health & Safety policy to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Board of Governors and the Head via the Bursar, H&S Manager or directly, including the relevant parts of this statement shall be observed.
- (b) Shall, where necessary, establish and maintain safe working procedures, including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (eg chemicals, boiling water, guillotines).
- (c) Shall resolve any health and safety problem any member of staff may refer to them and refer to the Health & Safety Manager any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- (d) Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, carry out a Risk Assessment. (see Risk Assessment Policy)
- (e) Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.

- (f) Shall, where appropriate, seek the advice and guidance of the Head, Bursar or Health & Safety Manager or appointed safety representative.
- (g) Shall propose to the Health & Safety Manager requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so? When changes have been made to the policy, copies will be placed on the School website and appropriate notice boards.

The staff holding positions of special responsibility with regards to Health & Safety are named in the following tables.

| <b><u>HEALTH AND SAFETY COMMITTEE</u></b>   |  |  |  |   |
|---|--|--|--|---|
| Governance  |  | Governor representative/Chair of Committee                       |  | Carol Shaw                                      |
| Governance  |  | SLT Representative (Bursar)                                      |  | Charlie Little                                  |
| CSO/Responsible Person  |  | Health & Safety Manager  |  | Phil Smithson                                   |
| External Professional Advisor   |  | Auditor  |  | Martyn Kelham                                   |
| Academic  |  | Classrooms & Trips   |  | Matt Buckland                                   |
| Pastoral  |  | Assistant Head, Boarding   |  | Matt Bull                                       |
| Commercial  |  | Commercial Development   |  | Viv Wilson                                      |
| Activities  |  | Assistant Head, Co-curriculum                                    |  | Matt Bull                                       |
| Boarding Houses   |  | Assistant Head, Boarding   |  | Matt Bull                                       |
| Estates   |  | Estates  |  | Tim Seton                                       |
| Operations  |  | Cleantec Contract Manager  |  | Michelle McCarthy                               |
| Medical   |  | School Nurse   |  | Cath young                                      |
| Transport   |  | Transport Manager  |  | Matt Tighe                                      |
| Sport   |  | Assistant Head, Co-curriculum                                    |  | Matt Bull                                       |
| Science   |  | Head of Science, one to attend from Chemistry, Physics & Biology |  | Simon Floate<br>Jim Richardson<br>Karla Perrera |
| CCF   |  | SSI Commander<br>Detachment Commander                            |  | Richard Breese<br>Linda Hunt                    |
| Design Technology   |  | DT Workshop Manager  |  | Helen Lauder                                    |
| The identified staff on this list are responsible for ensuring that suitable and sufficient risk assessments are in place for activities under their control. The RA Training Awareness programmes that have been run by Martyn Kelham for staff across all activities allows the attendees to be classed as 'competent persons' under the appertaining regulations. Any individual who feels that they have not had sufficient training for the role should contact Martyn on 01793 764812 / 07779084879 |  |  |  |   |

| <b>RISK ASSESSMENT OWNERSHIP</b> |      |                             |      |                   | V8   |
|----------------------------------|------|-----------------------------|------|-------------------|------|
| SUBJECT                          | CODE | FUNCTION OWNERSHIP          | FILE | OWNERSHIP         | DATE |
| Overall Responsibility (1)       | OR1  | Headmaster                  | 1    | Paul Sanderson    |      |
| Overall Responsibility (2)       | OR2  | Deputy Head                 | 1    | Matt Buckland     |      |
| Overall Responsibility (3)       | OR3  | Bursar                      | 1    | Charlie Little    |      |
| Overall Responsibility (4)       | OR4  | Health & Safety Manager     | 1    | Phil Smithson     |      |
| Exham House                      | OR5  | Head of Lower School        | 1    | Jane Cochran      |      |
| Residential (Boarding)           | RAB  | Housemaster - Crake         | 1    | Rob Hudson        |      |
|                                  |      | Housemistress - Wilberforce | 1    | Suzy Phelps       |      |
|                                  |      | Houseparent - Park Close    | 1    | Sophie Healthcote |      |
|                                  |      | Housemaster - Seymour       | 1    | Matt Bull         |      |
|                                  |      | Housemaster - Wilson        | 1    | Mark Skevington   |      |
|                                  |      | Housemaster - Egerton       | 1    | Simon Thompson    |      |
|                                  |      | Housemistress - Raymond     | 1    | Jude Single       |      |
|                                  |      | Housemistress Ass. - Wf     | 1    | Harriett Woodward |      |
|                                  |      | Housemistress Ass - Ry      | 1    | Linda Hunt        |      |
|                                  |      | Housemaster Ass - Wn        | 1    | James Ramm        |      |
|                                  |      | Housemaster Ass. - Eg       | 1    | David Best        |      |
|                                  |      | Housemaster Ass - Cr        | 1    | Saul Beavis       |      |
|                                  |      | Housemaster Ass - Sy        | 1    | Greg Webber       |      |
| Activity Risk - Physical         | RAP  | Sport Director              | 1    | Matt Bull         |      |
|                                  |      | PE                          | 1    | James Walker      |      |
|                                  |      | External Sports Lets        | 1    | Viv Wilson        |      |
| Activity Risk - Academic         | RAA  | Chemistry                   | 1    | Simon Floate      |      |
|                                  |      | Design Technology           | 1    | Mark Skevington   |      |
|                                  |      | Physics                     | 1    | Jim Richardson    |      |
|                                  |      | Biology                     | 1    | Karla Perrera     |      |
|                                  |      | Art                         | 1    | Bertie Matthew    |      |
|                                  |      | Food                        | 1    | Peter Harvey      |      |
| Services Risk                    | RAS  | Catering                    | 1    | Patricia Towers   |      |
|                                  |      | Estates                     | 1    | Tim Seton         |      |
|                                  |      | Grounds                     | 1    | Paul White        |      |
|                                  |      | Domestic Operations         | 1    | Cleantec          |      |
|                                  |      | Medical                     | 1    | Cath Young        |      |
|                                  |      | Transport                   | 1    | Matt Tighe        |      |

## Reporting injuries and accidents

All minor injuries should be recorded in the minor injury students record sheet or the staff accident book. Both of these are located on Firefly under the accident reporting icon.

 [Accident reporting](#)

### Minor Injury

Below is a simple guide to what constitutes a minor injury and what to be reported below

- Injury that does not require referral to GP/Minor Injuries Unit/ A&E.
- Injury that does not require on-going treatment after initial assessment in Palmer Health Centre.
- E.G. minor bruises and soft tissue injuries, minor sprains & strains that do not impede normal functioning, minor cuts and grazes, minor scalds, minor eye irritations/foreign bodies that are easily removed.

### Student Accident Reporting - Minor Injuries Register

If the minor injury is to a student it is recommended that the student visits Palmer Health Centre, if the injury was deemed to be a minor injury the nurse from Palmer would add the student to the minor injury register. If an injury occurred on a trip or activity or at a time when Palmer is not on duty, then the register can be accessed and filled in by a member of the Teaching or House staff.

### Major Injury

Below is a simple guide to what constitutes a minor injury and what to be reported below

- Injury requiring immediate medical attention or referral to GP/Minor Injuries/A&E.
- Injury requiring assessment and on-going treatment or review from Palmer Health Centre.
- E.G - Fractures & dislocations, head injury, burns, eye injuries, cuts/grazes that require treatment or on-going dressings, strains and sprains that impair weight-bearing/normal use of the limb.

### Student Accident Reporting - Accident Form

Major injuries will still require an accident report form (**see Appendix 1**) to be completed by a Palmer nurse, witness, person involved or member of staff assisting a student. The accident form should be immediately sent to Palmer so that they have an accurate record of what has happened. Palmer will subsequently forward it to the Bursar who will decide whether further investigation is required. This may involve the H&S Manager following up an accident.

With any major injury that requires further treatment at home or hospital, Palmer health Centre will inform the parents and housemasters of the injury and the action taken.

HSMS should be aware that if a student injures themselves out of school or school time and attends either A&E or their GP then Palmer should be kept informed. Any injury that may affect a pupils' ability to evacuate a building, for example, may require a Personal Emergency Egress Plan (PEEP) to be created.

## **Staff Accident Reporting**

### **Staff Minor Injuries**

In order to comply with legislation, any injury at work (including minor injuries) should be recorded in the staff accident book. An accident book is mainly for the benefit of employees, as it provides a useful record of what happened and recording accidents also helps your employer see what's going wrong and take action to stop similar accidents happening in the future. The staff accident book is located online in Firefly under the accident reporting icon. Staff can visit Palmer Health Centre if they need emergency help but for ongoing injuries or illnesses, they need to visit their GP.

Please be aware that there is no need for detailed medical information in the accident work book. Instead, only an outline of the injury and what happened is required. Any ongoing treatment or medical support information should be given through your line manager to HR.

### **Staff Major Injuries**

For major injuries at work, initial first aid can be given by Palmer or any first aiders on site (identified with a green lanyard). Any continuous treatment will need to be provided by the persons GP or hospital appointment but will still require an accident report form to be completed by the person involved, witness or line manager. The form will need to be sent to Bursar and an investigation may follow.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).**

Certain work-related injuries to a member of staff or a pupil must, by law, be recorded and reported.

Staff must report accidents which result in:

- deaths;
- specified injuries;
- over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances); and
- specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

The requirements are found in the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#).

All such injuries as mentioned above should be reported to the Palmer Health Centre and an accident report form subsequently completed (see **Appendix 1**)

There may be incidents on site that do not require the official reporting to the Health and Safety Executive, however should be recorded for internal purposes and managing risk.

**Appendix 2** contains the Incident/Near Miss report form and these can be obtained online from Firefly or from the Health & Safety Manager.

Having completed an Incident/Near miss report form, the Bursar will decide whether an Accident Investigation Form should be completed and ultimately what action needs to be taken to avoid a recurrence of the situation.

### **Trips abroad**

Staff need to also consider their duties under health and safety law when planning trips abroad.

Staff should be aware that any injury to or death of a member of staff or a child outside Great Britain may be subject to the law of the land in which the injury/death occurred.

Furthermore, the school could still be liable under civil law for injuries to children that happen abroad as a result of negligence on the part of the school or its staff.

For this reason, the school requires a full Risk Assessment to be made of all trips abroad and for this to be approved by the Head before departing.

### **Adventure activities using licensed providers**

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, Staff must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future

### **Parental consent to off-site activities**

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is only requested for activities that need a higher level of risk management or those that take place outside school hours. The School makes reference to this within the parent contract (section 8(d)) but any specific event deemed to have more risk attached to it will involve direct communication with parents seeking their full permission.

### **Medical Provision**

The school operates a separate First Aid Policy which ensures adequate and efficient first aid cover for all pupils and employees in the school at all times. The first aid policy lists in detail the following:

- The qualified first aiders at the school
- The parental responsibility
- The process following minor incidents or illness
- Medication procedures
- Major Incident protocols
- Hospitalisation procedures
- The process required for recording of incidents or illnesses
- Ensuring hygiene measures are in place
- How teachers and other staff are informed of medical information relating to all children at the school, including those that have nut and food allergies and asthma.
- First aid protocols

## **Visitors**

Regular visitors and other users of the premises should be required to observe the safety rules of the school. Visitors to the site are asked to report to the main reception, bursary reception or the Dewey (sports visitors) where they will be signed in and provided with the appropriate lanyard (see Visitors Policy).

All contractors will be briefed of both the Visitors Policy and the Health and Safety at Work Policy prior to beginning their work.

## **Regulatory Documentation**

The Health and Safety Committee will ensure that all regulatory documentation for the school is present and filed accordingly. The school has individual risk assessments, where and when required, for the following:

- Fire Risk
- Young workers employed by the School/work experience
- New and expectant mothers
- Control Of Substances Hazardous to Health
- Lone working
- Workplace equipment (including DSE)
- Confined space (works and access)
- Asbestos, Legionella, lead works

In addition to the above regulatory documentation, the Health and Safety Committee also ensure that all supporting logs and records of safety checks are readily available and maintained effectively in order to minimise risk and ensure the safety of the School's pupils and staff. This is delegated to the Health and Safety Manager who works closely with the School's Independent Risk Management Consultant, MKRM.

The school is working towards ISO45001 accreditation, a series of standards intended to enable an organisation to provide a safe and healthy workplace, prevent work-related injury and ill health and continually improve its Occupational Health and Safety Performance. The management system used is reported back to the Governors through the Health and Safety Committee on a termly basis.

The Health and Safety Committee are also responsible for ensuring that other regulatory checks are made to maintain the safety of the School's buildings and estate. Records of the checks and works completed are stored in the Health and Safety Office in the Bursary. They include:

- 5-year Fixed Wire Electrical Tests
- Annual Portable Appliance Tests

The School also has supporting policies that are regularly checked and managed by the Health and Safety Committee. These are stored in the Health and Safety Manager's office in the Bursary and also on the School's Sharepoint intranet site within the document library. Specific risk management procedures are also identified in the following policies:

- Radon Policy
- Legionella Policy
- PPE Policy
- Asbestos Management Policy
- Transport Policy – covering the use of minibuses
- Security Policy – including the identification of contractors on site
- Visitors Policy

## **Occupational Health**

It is the School's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the School's needs.
- Providing pre-employment screening and regular health supervision where and when required.
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.

Ensuring that occupational health provisions are within, and assist, school health and safety policies and that they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.

## **Smoking**

This is generally a non-smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. There is a designated smoking area in the Bursary Office car park for employees to smoke. Smoking on the premises is otherwise against the code of conduct and therefore an offender will be subject to the disciplinary procedures. Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

## **Conclusion**

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life is accident free.

If an improvement or prohibition notice is served by an enforcement officer, (eg Factories Inspector or Environmental Health Inspector), the Head should immediately advise the Board of Governors. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure with this statement of organisation and arrangements or other advice/guidance issued by the Board of Governors or Head in pursuance of the safety policy should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter, he should then report the matter to the Board of Governors. If no action is seen to be taken, the Head should be consulted again and, if still no action is taken, the member of staff should report the circumstances to the safety representative at the school, or one of the officers mentioned above.

Hazardous situation should also be reported immediately and the same procedure followed. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head.

**INCIDENT/NEAR MISS REPORT FORM**



Location of Incident: Base of stairs of the Art School entering the car park.

Date of Incident: Time: approx.

Type of Incident:

**Type of the Incident:** (Collapse of building, faulty equipment, RTA/vehicle incident personal assault – including verbal assault, act of violence without injury, etc):

**Was anyone injured?** No

(If yes then an Accident Report Form must also be filled out for the person)

**Were the emergency services involved?**

Police No  
Ambulance No  
Fire Brigade No

**If there were any witnesses to the actual incident list below the following:**

Witness(s) name(s): Tel No: N/A

Address: .....

Please give details of the incident (be as precise as possible, attach separate sheet or continue on page 2 where required):

Report completed by: .....

Signature.....

Position: .....

**Office Use only**

Incident Report

No.....

Accident Investigation required? Yes/No

Has a RIDDOR report form been completed? Yes/No

**Follow up:**

What steps have been taken to prevent recurrence?

.....

.....

**Line Managers Comments:**

.....

.....

Signature/Date:

**Bursar's Comments:**

**ABOUT THE PERSON WHO HAD THE ACCIDENT**

|                          |
|--------------------------|
| Name<br>Address<br>PUPIL |
|--------------------------|

**PERSON REPORTING INCIDENT**

|                            |                              |           |
|----------------------------|------------------------------|-----------|
| Name: <input type="text"/> | Signed: <input type="text"/> | Date: Nov |
|----------------------------|------------------------------|-----------|

**ABOUT THE ACCIDENT**

When did the accident happen?      Date:       Time:

Where did the accident happen? What happened and why?

|                      |
|----------------------|
| <br><br><br><br><br> |
|----------------------|

If the person who had the accident suffered an injury, describe the injury, action taken and treatment given.

|                  |
|------------------|
| <br><br><br><br> |
|------------------|

Pupil/Staff member/       Signed:       Date:   
Visitor treated by:

If Pupil, parents informed?    Yes     No

|   |
|---|
| <b>Office Use:</b> <i>Provide full recommendation/remedial action to avoid similar accidents occurring in the future.</i> |
|---|

|  |
|--|
| <b>Is the accident reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)?</b> |
| Yes                      No                      RIDDOR Reference No.  |