



# GREAT TEW PRIMARY SCHOOL

## Health and Safety Policy (including First Aid)

To be Approved by: Resources Committee

Date: 17<sup>th</sup> May 2022

Next review due by: Sep 2024

### CONTENTS

**A** COUNTY COUNCIL'S HEALTH AND SAFETY POLICY PART IV

**B** HEALTH & SAFETY PROCEDURES

**C** FIRST-AID POLICY

**D** INVESTIGATION OF ACCIDENTS PROCEDURE

**E** APPENDIX

*A copy of OCC guidance on Accident Reporting should be stored with this policy.*

**NOTE:** *This policy should be read in conjunction with other school policies especially:*

- *Drug Education*
- *Educational Visits*
- *Emergency Policy & Pack*
- *Hiring Policy*
- *Lunch Hour Policy*
- *Pupil Behaviour Policy*
- *Safeguarding Policy and Procedures*
- *Sex Education*
- *Supporting Pupils with Medical Needs*
- *Non Smoking*

**Policy approved: By the Resources Committee 17th May 2022**

*Lucy Miles*

*Headteacher*

*Jane Zibarras*

*Chair of Governors*

# HEALTH AND SAFETY POLICY

## Model Part 4

(Great Tew School)

### **INTRODUCTION**

The health and safety of all people who visit, work or learn at Great Tew are of fundamental importance. The Governors work within the framework prescribed by 'A Guide the Law for School Governors' and have adopted the County Council Health & Safety Policies and Procedures including their Model Part IV Policy.

### **AIM**

To establish and maintain a safe and healthy working environment to comply with the Health and Safety at Work etc. Act 1974 and subsequent regulations under the Management of Health and Safety 1999.

### **OBJECTIVES**

- All employees and contractors have a legal obligation to work and act with due regard to the Health and Safety of themselves and others, to cooperate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

### **RESPONSIBILITIES**

#### **GOVERNORS**

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Purchase and maintain equipment to British and European Standards.
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety and ALL related H&S Policy documentation.
- Nominate a Governor with responsibility for health and safety.

#### **HEADTEACHER**

- As the '**responsible person**', the Headteacher is responsible for ensuring the health, safety and welfare of all the employees, pupils, visitors and contractors in their school. The responsible person may delegate such responsibility to nominated and **competent** person(s), but in delegating such responsibility and duty, the responsible person maintains overall leadership and management responsibility for ensuring, maintaining and evidencing compliance with the requirements of the Health and Safety policy.

- Line managing the Leadership Team.
- Allocating sufficient resources to meet health and safety priorities.
- Ensuring attendance on appropriate health and safety training courses (See the Learning Zone on Schools' Insite and/or contact the Health and Safety team for information on the training available).
- Liaising with the employer (OCC) over health and safety issues
- Regularly checking the Health and Safety toolkit/A-Z:
- Ensuring good communications by including health and safety issues in staff briefings, bulletins, and meetings (recorded agenda/minutes).
- Organising and implementing termly inspections in consultation with Governors
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities.
- Ensuring that health & safety is a criteria for performance management/ appraisal scheme
- Formulate and implement a policy for the management of critical incidents (Please visit the Health and Safety A-Z for Emergency Plans - CIEMP)
- Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained in accordance with OCC guidance
- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employees (visit the Learning Zone and/or contact the schools H&S team). Training matrix document available on the H&S A-Z.
- Monitor departmental documentation, risk assessments, practices, and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern  
(Model risk assessment can be found on the A-Z, Risk Assessment).
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons
- Support employees with personal safety issues including stress  
(Please visit A-Z for Stress at Work Policy)
- Ensure off site visits are approved and appropriately staffed  
(procedures – EVC, guidance on A-Z)
- Review departmental coordinators risk assessments annually

## **SCHOOL BUSINESS MANAGER**

- Is required to ensure that:
  - All office risk assessments are completed and reviewed  
(Model risk assessment can be found on the A-Z, Risk Assessment).
  - Visitors are registered wear a badge and are briefed on the emergency procedures.
  - Hazard reporting and maintenance documentation is actioned
  - Timely Accident and Physical and Verbal Abuse report is completed on the online reporting system.  
(Links to the Accident Reporting System are on the Health and Safety Pages on the Schools Insite)
  - All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
  - All community users are registered and made aware of emergency procedures.
  - All staff receive statutory fire awareness training annually and all other H&S training is regularly reviewed/refreshed as required.
  - Adequately trained first aid cover is available for on /off site activities and
  - Periodic checks are made of the first aid arrangements and containers  
(Please visit the A-Z for the First Aid at Work Policy)
  - Organise the planned programmed maintenance of plant and equipment.

- Arrange for the annual electrical testing programme  
(Please visit A-Z for policy on Portable Appliance Testing)
- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards

### **SUBJECT LEADERS (and Headteacher)**

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE, and off-site activities (please visit A-Z for Risk Assessment guidance in different classroom settings).
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained, stored, and used by a competent person.
- Advise colleagues on the completion of risk assessments and ensure they are carried out, reviewed periodically and recorded.
- Annually undertake training needs analysis for their teams.
- Ensure health and safety is a standing item on all agendas.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.
- 

### **SBM (and Headteacher)**

- Ensure that the school follows the County Council procedures:
  - When selecting a contractor (if applicable to job role)  
(Please visit A-Z for Contractor Management guidance)
  - when completing a Self-Financed Improvement Project (SFN Form)  
(See guidance under 'S' on the schools Insite page)
  - when liaising with contractors over health and safety
  - when monitoring health and safety issues on-site regarding either County or school appointed contactors.
  - Carry out daily checks of the site and take appropriate remedial action.
  - Prioritise and process maintenance repairs
  - Review progress with the Headteacher on a regular basis (frequency to be determined locally).
  - Ensure all employees and contractors are fully briefed on health and safety site issues.
  - Complete all relevant risk assessments.
  - Staff within their control are adequately trained and/or instructed to perform their duties safely.
  - Carry out recorded termly fire drills, recorded weekly fire alarm tests, monthly checks of fire extinguishers/emergency lighting and maintain the Fire Safety Folder  
(Please visit A-Z for Fire Safety Folder).
  - Carry out monthly water temperature and maintain the water hygiene documentation. Ensure the WHRA is current and identified actions are addressed to comply with L8 regulations.
  - Alert the Headteacher immediately of any issues relating to any identified hazards on site; site security, lone working, manual handling, working at height, slips, trips and falls etc., and anything related to COSHH management, Asbestos, Fire Safety, electrical issues.

## **TEACHERS**

- Teachers are responsible for the creation and completion of risk assessments for class based high risk activities and for educational visits (unless there is a trained/appointed EVC).

## **ALL EMPLOYEES**

**All** employees to be familiar with the schools Health & Safety policy and other associated policies relative to the site:

- ensure that they work in a safe manner and without risking injury to themselves, pupils, other staff, or visitors
- co-operate with their employer by adhering to the Health & Safety policy and related policies, advice, instructions, protocols, and procedures
- reporting any unsafe practices including defects, accidents, near misses and hazardous situations
- contributing to achievement, adherence to and improvement of Health & Safety standards
- complete and refresh as necessary (and applicable to job role) all elements of H&S training; manual handling, working at height, slips, trips and falls, lone working, DSE, COSHH etc., as determined by the Headteacher
- adhere to ALL the schools associated Health & Safety policies
- use, but not misuse, items provided for your health, safety, and welfare do not undertake unsafe acts
- be familiar with the emergency action plans for fire, first aid, CIEMP and off-site issues
- raise, without delay, health, safety, and environmental issues with pupils.

## **VISITORS, CONTRACTORS and PARENTS**

- All visitors to the school will sign in at Reception/school office and will be provided by a visitor badge to be worn for the duration of the visit and handed back to reception/school office on departure (badges colour coded Blue for visitor with DBS clearance, but otherwise Red).
- Visitors will be collected from reception/school office by the member of staff concerned or escorted to the appropriate area of the school
- All visitors to be made aware of site-specific health and safety/emergency procedures on arrival at the school.
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos, and any associated forms must be signed by them
- Follow evacuation procedures in the event of an emergency.

## **PUPILS**

- Behave in a way that does not put their health and safety at risk or that of others.
- Observe standards of dress consistent with good health, safety and hygiene practices as set out in the schools' uniform policy/school specific H&S Policy
- Follow ALL safety rules including the instructions from staff given in an emergency situation
- Use, but not misuse, things provided for health, safety and welfare.

Date adopted by the Governors \_\_\_\_\_17<sup>th</sup> May 2022\_\_\_\_\_

Date of next review \_\_\_\_\_September 2024\_\_\_\_\_

Signed: Headteacher \_\_\_\_\_

Signed: Chair of Governors \_\_\_\_\_

## B. GREAT TEW SCHOOL'S HEALTH AND SAFETY PROCEDURES

### ***B1. PERSONNEL***

#### ***B1.1 PUPILS***

- Pupils are taught about H&S in lessons, assemblies and in informal opportunities throughout the school year.
- The pupil and parent surveys conducted in the Spring each year aim to identify whether the children understand safety issues and feel safe in school.
- The results of the survey are fed into the school's self evaluation and action points drawn up as a result.

#### ***B1.2 VISITORS***

- Procedures in the school's Safeguarding Policy outline our arrangements for visitors. All are asked to sign in and to read our 'Safeguarding & Emergency Procedures' leaflet. Visitors should tell the secretary if they have particular needs that we should be aware of in an emergency.

#### ***B1.3 STAFF INDUCTION***

- All new staff have an introductory H&S briefing with the headteacher. A H&S induction checklist is used as an aide memoire and record of this meeting. The record is stored in Smartlog. A copy of the checklist is stored on Smartlog.
- The headteacher tailors the induction briefing for volunteers as appropriate.

#### ***B1.4 STAFF TRAINING***

- *Recording*

Staff H&S training is recorded on Smartlog.

- *Strategic analysis*

The H&S training record on Smartlog is reviewed by the headteacher and SBM annually in an analysis of the school's overall training needs. The headteacher reports to the FGB annually, with any cost implications.

- *Individual's training*

The H&S training needs of individual members of staff (including the need for basic training in Risk Assessment) are identified during the performance management or appraisal process and form part of CPD.

- *In house training*

It will often be possible to provide in-house training to staff members through cascading skills and alerting staff to information available, for example on-line or within Smartlog. Smartlog should be updated to reflect this training as well as attendance on more formal

courses.

### ***B1.5 ON-GOING STAFF HEALTH & SAFETY BRIEFING***

- The school secretary checks the H&S pages on the intranet regularly for updates and informs the headteacher and other staff as necessary.
- All staff gather for the Wednesday lunchtime staff meeting where H&S reminders and updates are given.

### ***B1.6 STAFF WELL-BEING***

- Staff workload is monitored by the headteacher by means of observation, working hours monitoring and an annual questionnaire and, in the case of teachers, through careful management of directed hours.
- Headteacher workload is monitored by the Chair of Governors.
- The Summer term Finance, Personnel, Buildings, Health and Safety (FPBHS) committee should receive a report from the headteacher on the pattern of staff health absence, physical and verbal abuse and accidents and issues stress, working time and work- life balance.
- The FPBHS committee should consider annually whether to subscribe to the LA Staff Well-Being scheme.
- Individual members of staff who are suffering from stress will be supported by the Headteacher using LA advice and support mechanisms.

## **B2. PREMISES & EQUIPMENT**

### ***B2.1 SITE CHECKS***

- Regular checks of the site and equipment are made in accordance with a timetable drawn up in response to legislation, LA recommendations and our own risk assessments.

SBM is reminded of all required checks by Smartlog, performs the checks and records results. Any issues are logged as a fail and dealt with by the SBM or contractors are contacted to resolve.

- Smartlog is used to ensure that the timetabled checks are carried out. Template copies of these checklists are attached in the appendix.

The H&S log contains the checklists that are in use.

### ***B2.2 RISK ASSESSMENT (RA)***

- All significant risks in the school's work are identified and formally risk assessed.
- The person conducting the risk assessment must have had suitable training in basic RA techniques and a thorough knowledge of the activity being assessed.
- The appendix to the policy contains a RA Schedule which details the risks that need assessing, the personnel responsible for conducting the assessment and how often it



must be reviewed.

- Risk assessments are conducted according to the schedule and stored in the H&S log.

### **B3. OUT OF SCHOOL ACTIVITIES**

#### ***B3.1 EXTENDED SCHOOLS***

- Where the school runs extended services, all school H&S procedures continue to operate.
- Where an external provider wishes to hire the school, we follow the procedures outlined in the school's Hiring Policy to ensure that both the school and any external provider have regard to H&S issues.

#### ***B3.2 OFF-SITE VISITS***

- The school follows the procedures outlined in the Outdoor Education Adviser Panel (OEAP) National Guidance, as adopted by the Oxfordshire County Council. This is available on the intranet.

### **B4. RECORDS, REPORTING, MONITORING & TAKING ACTION**

#### ***B4.1 REPORTING HEALTH & SAFETY ISSUES***

- Hazardous defects should be recorded in the yellow hazards book and the school secretary informed.
- The headteacher should be informed and ameliorative action planned as appropriate.
- Non hazardous defects are reported in the blue repairs and maintenance book.
- Accidents and incidents of physical and verbal abuse are reported in the incident book

#### ***B4.2 MONITORING OF H&S***

- Smartlog provides evidence of regular H&S monitoring and these are completed as stated in point B2.1
- The headteacher is responsible for completing the H&S report once per term. (This is largely a tick list showing compliance with policy and a template copy is attached to the policy in the appendix.)
- Where possible this report should be compiled alongside the H&S Governor who should monitor the H&S log.
- The Head's H&S report should be filed in the H&S log and with the minutes for the relevant FGB meeting.
- The LA inspects the school's Health & safety arrangements annually. The LA report is circulated to all governors and the Chair of Governors. The SBM and HT review the report, action any shortcomings and set a time frame to address and resolve any issues raised.

- The annual LA H&S report is an agenda item for the next meeting of the FGB and is filed with the minutes of that meeting and in the H&S log.

#### ***B4.3 RECORD KEEPING***

- A new H&S log on Smartlog should be created each academic year and the old ones filed (alongside any accident, incident and H&S reporting books for that year.)
- All H&S records should be kept for at least 5 years and destroyed only after LA H&S advisor has confirmed it is wise to do so.

#### ***B4.4 H&S ACTION***

- Where H&S deficiencies are discovered they should either be corrected immediately by the Headteacher (who will consult governors as appropriate) or added as action points to the H&S section of the school's SDP.
- All action points stemming from the LA annual H&S report should be implemented immediately or added to the SDP

## **C. FIRST AID POLICY**

### **C1. THE PURPOSE OF FIRST AID**

- The prevention of deterioration in an individual's well being until expert professional help is available. The first-aider's skills will be used whilst the help of nursing or medical personnel or the ambulance service is obtained.
- First aid also includes the treatment of minor injuries, which do not require a medical practitioner.

### **C2 ADMINISTRATION OF FIRST AID**

- Teachers' conditions of employment do not include giving first-aid, although any member of staff may volunteer to undertake these tasks.
- Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.
- If a child needs to attend hospital an ambulance should be called and parents informed immediately.

*Note, : The governing body consider that in all normal circumstances an ambulance should be called rather than staff to take the injured person to hospital themselves - even if this delays the time it takes to get to hospital. This decision is based on the fact that specialist medical attention, including trained personnel and life-saving equipment are provided by ambulance staff on arrival, well before the injured party reaches hospital. Parents, however, may arrive promptly and make the decision to take their child to hospital.*

- Unless the child's parents have arrived in time to accompany the child, a familiar member of staff should travel in the ambulance (and take a taxi to return to school later once the parent has arrived).
- Parents should be informed immediately of any significant injuries using the contact details available in the emergency pack.
- For minor matters where first-aid was administered, parents should normally be informed at the end of the school day. In the case of a minor bump to the head, a letter will be sent home with the child at the end of the day.

### **C3 FIRST-AID PERSONEL**

#### **3.1 *First Aid personnel in the Early Years Foundation Stage (EYFS)***

- Statutory requirements for First-Aid in the EYFS differ to those for the rest of the school. (See 'Statutory Framework for EYFS')

- At least one person who has a current LA approved paediatric first aid certificate must be on the premises at all times when EYFS children are present.
- There must be at least one person who has a current LA approved paediatric first aid certificate on outings with EYFS children.

### **3.2 The Appointed Person**

- Schools are required to have at least one appointed person who will:
  - Take charge when someone is injured or becomes ill;
  - Look after the first-aid equipment e.g. restocking the first-aid container;
  - Ensure that an ambulance or other professional medical help is summoned when appropriate.
- A risk assessment should be undertaken to determine how many appointed persons are needed. Adequate cover must be maintained at all times.
- Strictly, the role of appointed person is not that of a first aider and they do not have to be trained to provide first-aid. It is good practice, however, to ensure that the appointed person is also a trained first-aider who has had emergency first aid training/ refresher training as appropriate.
- The name(s) of our appointed person(s) is/are recorded in the H&S Training Spreadsheet.

### **C3.3 The number of first-aiders required**

- The headteacher should regularly review (at least annually) the number of first-aiders at the school taking into account the needs of pupils, staff and visitors. Particular points to consider are:
  - EYFS provision
  - Provision in all buildings including temporary classrooms.
  - The remoteness of the school from the local emergency services
  - Any identified risks including temporary hazards such as building works.
  - The specific needs of some pupils or staff with health needs or disabilities.
  - Accident statistics indicating risks.
  - Advice from the LA
  - DfE 'Guidance on First Aid For schools' indicates that schools generally fall into a lower risk category where it is recommended that there is one first aider for an establishment with 50-100 personnel. (At Great Tew we do have in excess of 100 people on site)
- Attention should also be given to:
  - Adequate provision at lunchtime and breaks. We expect staff supervising at lunchtime to have first aid training.
  - Adequate provision in case of absences
  - Adequate provision for off-site activities

- Adequate provision for school-run after school activities
- Ability of the first-aider to leave task to go to an emergency
- At Great Tew it has been agreed that no staff will have the full first-aider training but all, as far as possible, should have undertaken the 'Emergency 1st Aid in Schools' training or '1st-Aid Paediatric' training.

The names of our those who are currently qualified are recorded in the H&S training spreadsheet.

#### ***C3.4 Contacting First-Aid Personnel***

- The procedure for contacting a first-aider is to call the nearest trained member of staff (nearly all staff will be trained to 'Emergency First Aid in School' standard.)

#### ***C3.5 Training for First-Aiders***

- Each person trained in first-aid must have undertaken an appropriate first-aid course and hold a valid certificate of competence.
- If the certificate expires, the individual will have to undertake another full course of training.
- A record of staff's certification dates can be found in the H&S Training spreadsheet.
- This record is checked every (old style) term.

### **C4 EQUIPMENT & FACILITIES**

#### ***C4.1 FIRST-AID CONTAINERS***

##### *C4.12 Number and siting of containers*

- A first-aid container should be kept in each building (including any temporary classroom)
- A first-aid container should be available for all trips including to the Tew Centre.

##### *C4.13 Contents of a first-aid container on site*

- There is no mandatory list of contents but where there is no special risk identified, the Health & Safety Executive recommends the following minimum provision. (Equivalent or additional items are acceptable)
  - A leaflet giving general first-aid advice
  - 20 individually wrapped sterile adhesive dressing (assorted sizes)
  - 2 sterile eye pads
  - 4 individually wrapped triangular bandages (preferably sterile)
  - 6 safety pins
  - 6 medium sized (approximately 12cmx12cm) individually wrapped sterile

unmedicated wound dressings

- 2 large (approximately 18cmx18cm) individually wrapped sterile unmedicated wound dressings
- One pair of disposable gloves

#### *C4.14 Checking the contents of first-aid containers*

- The person responsible is the Appointed Person
- Containers are checked regularly.
- Containers are restocked after use. Extra stock should be stored in the school. Items should be discarded safely after the expiry date has passed.

#### *C4.15 Travelling first-aid containers*

- Before undertaking any off-site activities, the headteacher should assess what level of first-aid provision is needed.
- Where no special risk is identified, a minimum stock of first-aid items for travelling first-aid containers is as follows: (Equivalent or additional items are acceptable)
  - A leaflet giving general first-aid advice
  - 6 individually wrapped sterile adhesive dressing (assorted sizes)
  - 2 triangular bandages
  - 2 safety pins
  - 6 individually wrapped moist cleansing wipes
  - One pair of disposable gloves

#### **C4.2 FIRST-AID ACCOMMODATION**

- The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. In Great Tew the area is the Art Room (old building)

#### **C4.3 HYGIENE/INFECTION CONTROL**

- All staff should take precautions to avoid infection and must follow basic hygiene procedures.
- Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or

equipment.

- Further advice is provided by the LA and available on the H&S pages of the intranet.

#### **C4.4 NOTICES**

- First-aid notices should be displayed in order to fulfil our legal duty to inform all staff of the first aid arrangements.
- A list of required notices forms a checklist stored in the H&S log. These notices should be checked annually by the headteacher or H&S governor

### **C5 REPORTING ACCIDENTS, RECORD KEEPING & MONITORING**

#### **C5.1 RECORD KEEPING**

- All accidents must be recorded in the accident book
- Accident books must be kept for a minimum of five years
- A record should be kept of any first-aid treatment given by first aiders. A template form is provided in the appendix. There is no requirement to use this form but it is necessary to record the information stipulated. Records of first-aid treatment given should be stored in the H&S log.
- Accidents should be investigated in line with the procedure listed in part D of this policy.
- Accident records should be analysed by the Headteacher and H&S governor and to see if lessons can be learnt.

#### **C5.2 REPORTING ACCIDENTS**

- The County Council provide guidance on accident reporting. This is available on the intranet and a copy should be stored alongside this policy.
- It is the responsibility of the person reviewing this policy annually to ensure that copy attached to the policy is the latest version.
- Accidents and incidents must be reported in accordance with OCC guidance

#### **C5.3 POLICY MONITORING**

- This First –Aid policy is monitored along with other H&S policies and procedures – see B4.2 above

## **D. INVESTIGATION OF ACCIDENTS & INCIDENTS PROCEDURE**

### **Purpose**

The purpose of accident investigations is to improve health and safety performance by identifying causes and remedies.

### **When**

Start the investigation as soon as practical after the situation has been made safe and all the injured have been treated and helped.

### **Notification**

Notify the HSE and or the LA if necessary (in accordance with the attached County notification procedures). Be guided in any investigation by these bodies.

### **What level of investigation is required ?**

In the absence of specific guidance from the HSE or LA, the head teacher should decide the appropriate level of investigation. This should be based on the potential severity of the accident rather than just its immediate effect. Accidents that are potentially more serious should be investigated in greater depth and by personnel with more seniority than is necessary for less serious accidents.

### **Investigative Procedure**

1. The headteacher determines who conducts the investigation.
2. Observe the location of the accident as soon as possible after the incident has occurred.
3. Interview those involved and any witnesses. The emphasis should be on prevention, not blame. Separate interviews should be conducted to stop people influencing each other.
4. Review any documentation (e.g. checklists, risk assessments, policies etc.) Determine whether the written procedure was satisfactory. Was it followed? Were people trained/competent to follow it?
5. Assess the causes using the above information having considered:
  - reliability and accuracy
  - identifying conflicting information and resolving differences
  - Identifying gaps in the evidence
6. Determine what remedial action is necessary
7. Make a record of causes and necessary preventative measures. Ensure this record is passed to those who need to know.
8. From time to time review all investigations to check if patterns emerge from multiple incidents.



## ***E. Appendix***

### **Appendix Contents**

Item no.		Policy ref.
D1	Template copy of Head's H&S staff induction checklist	B1.3
D2	Staff H&S training records (including in-house training) <i>See H&amp;S training spreadsheet</i>	B1.4,C3.4
D3	Template of Record of Administration of First-Aid	C5.1
D4	Template checklists for each check	B2.1
D5	Risk Assessment schedule- including who (role) is responsible and frequency	B2.2
D6	Template Head's H&S Report	B4.2
D7	County Council Guidance on accident reporting	C5.2
D8	Stress at Work Policy - OCC	

**Health & Safety Policy Appendix D1**

Template Copy of Staff Health & Safety Induction Checklist

This is available on sheet 7 of the Training Spreadsheet

## STAFF HEALTH & SAFETY TRAINING RECORDS

These are stored on the Health & Safety training spreadsheet. For security a copy of this should be held offsite.

**Health & Safety Policy Appendix D3:** This information should be recorded and filed in the H&S log whenever first aid is administered.

**RECORD OF ADMINISTRATION OF FIRST-AID**

---

**Date of incident**

---

**Time of incident**

---

**Place of incident**

---

**Name of injured or ill person**

**Details of injury/illness**

**Details of what first-aid was given**

**What happened to the person immediately afterwards** (for example, went home, resumed normal duties, went back to class, went to hospital)

---

**Name of person dealing with the incident**

---

**Signature of person dealing with the incident**

---

#### APPENDIX D4

Template checklists for each check

#### Daily

- Fire doors unlocked
- All access routes & signs clear of obstruction
- Visual check that fire extinguishers are in place
- Visual check of fire alarm panel to see all indicators are 'normal'
- CCTV switched on
- Check supply staff all wearing badges
- Check the following and take any necessary action
  - Accident book
  - Incident book
  - Repairs book
- Check staff absences not compromising safety - including emergency & first aid needs
- Complete any outstanding urgent H&S work - e.g. chasing contractors
- Check grounds for dog fouling & dangerous items

#### Weekly

- Staff meeting with H&S on agenda - all matters including premises
- Check there are no new staff in need of H&S induction
- Check any new staff have photo displayed
- Check signing in procedure is being followed- review sheets for gaps
- Test fire alarm from different call point on rotational basis. Record in Fire Folder F22
- Visually check smoke & heat detectors for fault or damage
- Check of torches - in position & working. Record in Fire Folder F21
- Perimeter check including gate opening.

#### APPENDIX D5

Risk Assessment schedule- including who (role ) is responsible and frequency

Health & Safety Policy Appendix D6 – see separate file

**Health & Safety Policy Appendix D6 – The Head’s H&S report to governors – see separate Word document**

**Health & Safety Policy Appendix D7**

See Health& Safety Reporting (separate pdf)