



OLD BUCKENHAM HALL

Health & Safety Policy

OBHP13

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HEALTH AND SAFETY POLICY

INTRODUCTION

- 1.1 This Health and Safety Policy has been compiled with the aim of helping OBH employees to recognise, understand and accept their duties and responsibilities in Occupational Health and Safety matters.

Although the creation of the document is primarily a legal requirement, it is nevertheless, a practical working document, the purpose of which is to stimulate action.

Such actions should, by the setting of standards, ensure the Health and Safety of all staff and pupils, contractors and visitors to any school premises and land owned by the school.

The setting of such standards is achieved by identifying conditions, conduct, behavioural culture, systems of work and education and training activities that could be unsafe or present a health hazard and then specifying a safer risk-free approach.

The effectiveness of the standards will depend upon the degree of co-operation by all employees in implementing them, applying them and reviewing that they are achieving their objectives.

The following Health and Safety Policy Statement applies to all OBH premises and activities.

POLICY STATEMENT

1.2 We, the Headmaster and Governors of Old Buckenham Hall School under the Health and Safety at Work Act 1974, has a legal and moral responsibility to ensure that all reasonable precautions are taken to prevent any staff, pupils, contractors and visitors coming to any harm whilst working, residing or visiting its premises.

It is our school policy, through a risk management approach, to meet our responsibilities under the Act, Regulations and approved Codes of Practice. We will develop risk awareness amongst all employees and pupils so they are able to contribute to recognising and managing risks.

In particular, the School will ensure that all premises, plant, equipment, systems of work and educational facilities and procedures are safe and without risk as far as reasonably practicable.

They will also provide such information, instruction, training and supervision as necessary and establish consultative channels and procedures so that staff representation on health and safety matters can be made and discussed.

Whilst all employed persons on School premises have specific duties and responsibilities under the **Health and Safety at Work Act 1974**, the School expects that senior members of staff will set an example and standards for all other employees.

Equally, the Headmaster and the Governing body expect all employees to fulfil their legal responsibilities and act with reasonable care for the Health and Safety of themselves, to ensure their acts or omissions do not cause injury or harm to anyone else and to co-operate with the Headmaster in ensuring that all Health and Safety provisions are observed.

This Policy Statement will be regularly reviewed and amended in accordance with changes in legal, School or technical requirements and is accessible to all via the Old Buckenham Hall website.

In authorising and approving this Policy Statement I would remind everyone connected with the School that not only does it fulfil the legal duty placed upon us but, if diligently applied, will also help us to ensure that no-one suffers pain or discomfort from injury or ill health from School activities.

Headmaster, Mr D. Griffiths _____ **Sept 2020.**

Chair of Governors, Mr A McGregor _____ **Sept 2020.**

OBHP13

Author: Director of Finance and Operations
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Review Date: August 2020
Next Review Date: August 2021

1.3 Implementing
the top-level
and responses

IMPLEMENTING THE POLICY

behavioural safety culture from
school placing very clear duties

The Policy Statement is more concerned with the day-to-day realities of managing and running a business which, of course, is to do with people and their responsibilities and work activities, and this is why Parts 2 and 3 of the document are concerned with “Organisation” and “Arrangements”.

The “Organisation” is to do with people, their working relationships with each other and their duties and responsibilities in respect of health and safety matters. The duties and responsibilities obviously vary according to status and can become more onerous relative to seniority and/or job function.

Education staff and other School employees should carefully note the Health and Safety functions they are charged with carrying out and bear in mind that they owe a special DUTY OF CARE to pupils, with this applying especially to those teaching and caring for boarders of boarders

The “Arrangements” are the methods, techniques and systems of work, or play, aimed at preventing injuries or ill-health arising from accidents and thereby achieving compliance with legal requirements and the School Policy objective.

The methods, techniques and systems are based on either legal requirements, approved codes of practice, official guidance notes or developed good safety practices. Individually or in combination these aspects become the standards that have to be complied with.

The “Arrangements” set out in Part 3 of the Safety Policy Document are not, and should not be assumed to be, exhaustive relative to each subject.

1.4 Verification can best be carried out annually

MONITORING THE POLICY

Standards” are being carried out whereby staff are required to carry out assessments. The Estate Manager and DFO will maintain preventative maintenance and contractors’ schedules to ensure that the estate and equipment are maintained to the required standard therefore reducing risk of harm to any users of the site. In addition, an independent annual Fire Risk audit and a biennial H&S audit will be carried out for more in-depth checks to ensure the allocated functions and safety standards are not being forgotten or overlooked.

The Health & Safety Committee will review and monitor Health & Safety issues within the school, ensuring that standards are monitored and met, while also reviewing ongoing Health & Safety issues. The committee comprises of the Governor responsible for Health and Safety, Director of Finance and Operations (DFO), Headmaster, Estate Manager, Deputy Head, School Nurse/Head of Boarding, Domestic Manager, Director of Sport, Head of Art & Design Technology and Head of Science.

The Health and Safety Officer for the school is the DFO who will chair a meeting of the committee once a term.

The Headmaster, Governor for H&S and the DFO will also carry out random termly walk around checks, and in all cases the objective will be to ensure that the standards achieved in all the specified activities conform as closely as possible to the objectives and standards stated in the Safety Policy.

Such checks and action plans drawn from inspections or audits will be noted in a log, kept by the DFO and Estate Manager. It is important to note successes as well as failures, and follow-up actions if any.

THE ORGANISATION ALLOCATION OF FUNCTIONS

EMPLOYER – ROLE OF THE GOVERNORS

- 2.1 The Governors recognise and accept ultimate responsibility for all matters to do with the health and safety of those people who are employed by the School and those who are undertaking their education at the school, both when present on school premises and when engaged in authorised activities to do with their employment or education away from premises.

The Governors also recognise their responsibility to make all reasonable efforts to ensure the health and safety of contract workers and visitors to the School premises, so far as the premises and plant, equipment, and substances there for use by the School, are concerned.

Whilst every employee, and others involved in school activities, have personal responsibility to co-operate in safeguarding themselves whilst on school premises, some individuals and groups of people have additionally been given the authority to fulfil the Governors' responsibilities for health and safety, as specified in this Health and Safety Policy Document, with the Head / DFO being assigned the central role of overseeing the co-ordination and application of the school's Health and Safety Policy.

THE ROLE OF THE HEADMASTER

- 2.2 In representing the Governors, the Headmaster has been assigned the responsibility of overseeing the co-ordination and application of the Health and Safety Policy.

This role includes: -

Overall allocation of resources for the maintenance of school properties and plant equipment.

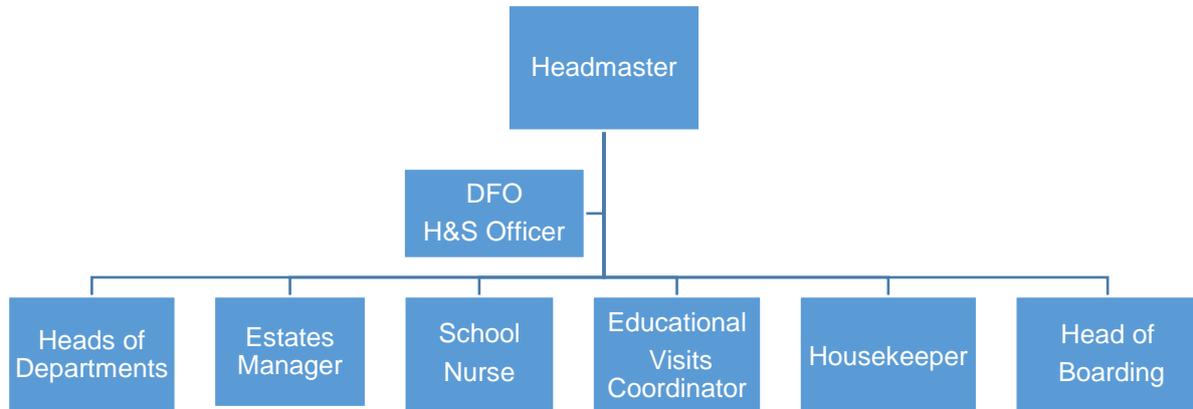
The dissemination of new or up-dated statutes, guidance and School requirements on health and safety matters to appropriate School employees or further dissemination.

The updating and correction of this Health and Safety Policy and Standards Guide.

The Headmaster will give particular attention to ensuring that the monitoring of the personal specified functions and safety standards are carried out by the respective bodies.

The ancillary staff responsible for catering, cleaning and some ancillary services are answerable to the Headmaster in respect of their work and, in particular, their compliance with the undertaking to fulfil all health, safety and hygiene responsibilities.

DELEGATED RESPONSIBILITIES



THE ROLE OF THE SAFETY OFFICER DIRECTOR OF FINANCE & OPERATIONS

2.4 The DFO undertakes the duties of the Safety Officer and is responsible for ensuring safe conditions of work for staff, pupils and authorised visitors to the school. This responsibility will be discharged by direct action or by delegation to Heads of Department.

This will involve:

- annually review all departments' health and safety SEFs and risk assessments
- a "School Risk Register" and H&S Action Plan presented to the Health & Safety Committee
- providing health & safety and Fire Risk Audits action updates

The DFO is directly responsible for ensuring that the following systems are maintained:

- a) Ensuring H&S inductions for all staff
- b) Monitoring staff H&S training and refresher courses
- c) The school fire alarm system.
- d) The school fire extinguishers.
- e) Fixed electrical installation.
- f) Portable electrical appliances.

- g) Equipment in the Sports Hall and Theatre - Britten Hall.
- h) Water storage and supply systems
- i) The school central heating boiler system.
- j) Annual review of the asbestos register

The DFO is responsible for the implementation of any physical works required as a result of such meetings with respect to Health & Safety concerns.

THE HEALTH & SAFETY COMMITTEE

- 2.5 The Health and Safety Committee is made up of the Governor responsible for Health and Safety, Director of Finance and Operations (DFO), Headmaster, Estates Manager, Deputy Head, School Nurse/Head of Boarding, Domestic Manager, Director of Sport, Head of Art & Design Technology and Head of Science.

The Health and Safety Committee meets once a term to discuss matters of health & safety within the school. They are responsible, along with all staff, for monitoring all health & safety procedures and measures throughout the school. Ensuring that the equipment necessary for the work of departments is maintained in compliance with current regulations and that appropriate notices are displayed adjacent to specific hazards.

Along with the DFO they should ensure that appropriate instructions and guide lines relating to any aspect of departmental activities have been issued to staff concerned and that the latter are aware of the contents thereof.

They should ensure reporting to the DFO in writing and investigating, any accidents that occur within departments.

They are responsible for reviewing safety procedures as a consequence of an accident and the resultant investigation with their significant findings and are to suggest recommendations to the safety officer for future enactment.

As a result of Health and Safety Committee meetings the Safety Officer then meets with the Headmaster with recommendations for future action. Any serious concerns would be then forwarded to the Chair of Governors and other Governors for discussion.

ALL EDUCATIONAL STAFF

- 2.5 Teachers are responsible during classroom extracurricular activities and any other duty detailed by the Headmaster for:
- a) Ensuring the safety and healthy environment of pupils in their care as far as is reasonably practicable and that pupils are not required to carry out any physical task which is likely to constitute an unreasonable hazard to their health and safety.
 - b) Ensuring all hazardous substances (particularly DT, Science and Art departments) are handled in accordance with CoSHH regulations and manufacturers recommendations and proper use by pupils of safety devices and / or equipment and protective clothing where required.
 - c) Ensuring that pupils are instructed in safety procedures for all operations and processes, and in particular, for those involving known hazards.
 - d) Ensuring that pupils are aware of the location of fire alarm points relevant to their class or activity.
 - e) Initiating first aid in the event of an accident and where necessary calling for the aid of the School Nurse/Senior Matron or her deputy.
 - f) Reporting to their Head of Department any known hazard, accident or an occurrence which has, or is likely to, adversely affect the pupils.

HEAD OF BOARDING, HOUSEPARENTS AND MATRONS

2.6 Head of Boarding and houseparents supported where appropriate by Matrons, have the duty to ensure that:

All their pupils fully understand what to do in the event of a fire alarm sounding.

Regular fire evacuation drills take place.

All fire doors are closed, especially at night in boarding houses.

Firefighting equipment is not misused or interfered with.

Pupils' own electrical equipment is correctly connected to power plugs and that there are no multi-sockets, poor quality extension leads or obstructed ventilation panels on any power equipment that could be the cause of a fire and that all electrical items are switched off when the room is vacated.

Written instructions on all the above and rules on safe conduct by pupils while on the premises are prominently displayed.

ALL OTHER EMPLOYEES
(Maintenance, Administrative, Catering, Domestic and Technical)

- 2.7 All employees are legally required to co-operate with the school in respect of health and safety requirements and in the application of health and safety standards.

All employees should wear the correct clothing and safety equipment required by their job, e.g. wearing eye protection when there is foreseeable risk of eye injury, wearing hearing protection in noisy situations, wearing head protection when engaged in building operations where there is a risk of objects falling from height and wearing stout work shoes, preferably safety footwear, when engaged in general maintenance activities.

Employees should always conduct themselves in a manner whereby they do not endanger themselves or others from their acts or emissions while on School premises.

If there is conflict between the requirements of their job and health and safety requirements, they must bring this to the attention of their superior.

All employees should assist in the investigation of accidents and dangerous occurrences.

SPECIAL RESPONSIBILITIES

1. **Fire Precautions.** The DFO is responsible for the provision and maintenance of first aid firefighting appliances and for general fire precautions. The Head of Boarding and Houseparent/Senior Matron are responsible for producing a 'fire evacuation plan' for day and night use. The Plans are to be approved by the Headmaster. They are responsible for ensuring that staff and pupils are familiar with the approved evacuation plans. They are also responsible for the carrying out of fire drills at regular intervals during the day and night. A record of these drills is to be maintained and their effectiveness is to be reported to the Headmaster.
2. **Emergency Lighting (Luminaires).** The DFO will employ a suitably qualified contractor who will be responsible for carrying out maintenance and inspection checks of all emergency lighting systems. The contractor must ensure all checks are carried out to ensure they comply with BS5266 standards.

3. **First Aid.** The School Nurse is responsible for implementing the schools' first aid policy and for the provision and maintenance of First Aid equipment for the use of all staff and pupils. First Aid boxes for school buses, the kitchen, ground and maintenance staff, cleaners and for general use are to be provided in the following locations:
- a) Kitchen
 - b) Maintenance Rest Room
 - c) Surgery
 - d) Reception
 - e) Each school bus
 - f) (Art/DT & Science)

Epipens are kept in the surgery and Pre Prep.

4. The first aid kits are to be checked by the School Nurse at the beginning of each term and replenished as necessary, with the exception of the kit used for school matches, which should be replenished after every home match as necessary. Generally, the Nurse is made aware of all incidents/accidents and is therefore able to replenish, as she is made aware that the contents have been used. The School Nurse is to maintain a record of all accidents requiring medical attention and of the treatment provided in each case. ***Follow up action in accordance with the HSE form 2508 procedure is to be taken where necessary.*** The records detailing when, how and where the accident occurred are to be presented to the Headmaster for his examination.

The DFO will maintain accident recording on the iSAMs system during school holiday periods or other times when no Nurse or Reception staff are present on site.

1. **Laundry Rooms.** The Domestic Manager is responsible for ensuring that personnel employed in the laundry rooms are fully conversant with the manufacturer's operating instructions for the washing machines and tumble dryers. The DFO is to ensure that persons employed in the laundry rooms are aware of, and understand, the manufacturer's recommended safety precautions for the installed washers and dryers. The staff are to ensure that the DFO is informed as soon as possible of any defects that might hazard the safe operation of the laundry room machinery. The laundry room equipment is only to be operated by those personnel specifically employed on and trained in laundry duties and the room is out of bounds to all other personnel.
6. **Swimming Pool.** The Director of Sport is responsible for all aspects of safety when the swimming pool is in use by staff or pupils in accordance with the policy laid down by the Headmaster for swimming pool use. The Estate Manager is responsible for carrying out daily water purity checks for acidity and chlorine levels when the pool is

in use and for recording the findings of these checks on the appropriate record sheet kept in the Swimming pool shed. The DFO is responsible for maintaining the swimming pool in a safe condition for use by staff and pupils.

7. **School Minibuses.** The DFO and Estate Manager are responsible for the roadworthiness of the minibus. The Estates Team will arrange for the buses ten weekly garage maintenance inspection and also carry out a visual check of each minibus prior to its use, certifying the roadworthiness of the vehicle in the log book. The Estates Team Manager will check the log book daily to ensure that any defects are noted and rectified.

All Drivers should be aware of the School Minibus Policy and risk controls in place. All drivers must complete an annual medical form and review/sign off annually updated policies and risk assessments. The DFO will check all drivers' licences every six months. All drivers should check the log book before use of the bus to independently satisfy themselves of the road worthiness of the vehicle and that the 'first aid kit 'and mobile phone are carried on all journeys. They should also use the mini bus check list enclosed in the log book before embarking on any journey. If any doubts exist, **THE VEHICLE IS NOT TO LEAVE THE SCHOOL.**

The driver of the bus is responsible for the safety and behaviour of their passengers, for ensuring that seat belts are worn by all passengers and for entering defects in the vehicle log book. Defects affecting roadworthiness are to be reported immediately to the Estate Manager and noted in the logbook.

8. **Maintenance and Grounds Staff.** The Estate Manager is responsible for ensuring:
- a) Proper use by himself and his staff of safety devices and / or equipment and protective clothing when required.
 - b) Utilising his professional knowledge to inform the DFO of the requirement for specialist safety equipment or clothing not currently provided to carry out his specialist duties.
 - c) Identifying and informing the DFO of any hazards which may endanger the health and safety of himself or his staff during the performance of their duties.
 - d) That all 'in use' hazardous substances are handled in accordance with the Control of Substances Hazardous to Health (CoSHH) regulations and manufacturers recommendations.
 - e) Maintaining a stock record of all hazardous substances stored within the chemical store and providing the DFO with a copy of this stock record.
 - f) Maintaining a record of manufacturers recommendations for 'in use' hazardous substances and for ensuring that members of his staff have read and fully understood these recommendations.
 - g) That appropriate notices are displayed adjacent to specific hazards.

- h) Informing the DFO of any accident occurring to any person during the performance of his duties that has not previously been reported to the School Nurse.
- i) Ensuring that this staff are fully conversant with the fire evacuation plan and assembly procedure.

10. **Domestic Staff.** The **Events and Domestic Manager is responsible** for:

- a) Ensuring the safety and healthy environment of her staff as far as is reasonably practicable.
- b) Ensuring all hazardous substances are handled in accordance with CoSHH regulations and manufacturers recommendations and that protective clothing where required is worn by all domestic staff.
- c) Maintaining a record of manufacturer's recommendations supplied with 'in use' hazardous substances and ensuring that members of her staff have read and fully understood these recommendations.
- d) Identifying and informing the DFO of, any hazards which may endanger the Health and Safety of herself or her staff during the performance of her duties.
- e) Informing the DFO of any accident occurring to any member of her staff that has not be previously reported to the School Nurse.
- f) Ensuring that her staff are fully conversant with the fire evacuation plan and assembly procedure.

11. **Catering Staff.** The **Catering Managers are responsible** for:

- g) Ensuring the safety and healthy environment of the catering staff as far as is reasonably practicable.
- h) Identifying and informing the DFO of, any hazards that may endanger the health and safety of the catering staff during the performance of their duties.
- i) Ensuring that the requirements of the Food Hygiene Act are fully complied with.
- j) Ensuring that the requirements of current food storage / handling and preparation legislation are fully complied with.
- k) Ensuring all hazardous substances are handled in accordance with CoSHH regulations and manufacturers recommendations and that protective clothing when required is worn by all members of the Catering staff during the performance of their duties.

- l) Maintaining a record of manufacturers recommendations supplied with 'in use' hazardous substances and ensuring that members of his / her staff have read and fully understood these recommendations.
- m) Informing the DFO of any accident occurring to any member of the catering staff during the performance of their duties that has not previously been reported to the School Nurse.
- n) Ensuring that his staff are fully conversant with the fire evacuation plan and assembly procedure.

13. **Britten Hall Equipment.** The Director of Sport is responsible for:

- a) Informing the DFO of any defect in the Sports Hall or its equipment, that constitutes a hazard to pupils or staff.
- b) Confirming to the DFO within two days of completion of a contractor's inspection of sports hall equipment, that the inspection has been carried out to his satisfaction.
- c) Confirming to the DFO within two days of completion, that any repairs carried out by the contractor have been carried out to his satisfaction.

14. **All Members of Staff, Academic and Non-Academic.** All members of staff, academic and non-academic, are required to assist the Heads of Department in the discharge of their duties relating to Health and safety.

15. It is the duty of all members of staff, pupils and visitors to take reasonable care for the health and safety of themselves and others. They must not take any action which is likely to create a hazard and are to report without delay any defect, or hazard to their teacher, Head of Department or the Safety Officer.

THE ARRANGEMENTS (The Safety Standards)

SAFE ACCESS AND EGRESS

- 3.1 Safe access and egress to and from anywhere frequented by employees or those for whom the employer has a duty of care, e.g. pupils and visitors, is a basic safety principle required in law.

It applies not only to the obvious, like entering or leaving rooms or buildings, but to a wide range of situations and activities, a cross-section of which are mentioned below.

Teaching staff must set a good example by not using impromptu means of gaining access to high shelves or cupboards etc. There should be the proprietary “Kikstep” or “Kikalong” units or short folding access steps available.

Safe egress should be regularly checked outside external doors, particularly those that are little used or are Fire Exits, where there could be obstructions, holes or other hazards.

The principle of safe access applies particularly in building, construction and maintenance work, and those engaged in such work must be constantly alert to the risks involved in taking short-cut actions, when proper step ladders, long reach ladders properly secured, tower or regular scaffolding are required.

ACCIDENT INVESTIGATION AND REPORTING

- 3.2 To report an accident accurately it is first necessary to carry out an investigation, no matter how simple, in order to determine the cause or causes and record the facts about what happened.

An investigation is needed so that actions can be taken to prevent a recurrence of the circumstances that led to the accident and, where necessary, to provide information for complying with the Report of Injuries, Diseases and Dangerous Occurrences Regulations.

Investigation of accidents, causing injury or damage to plant and/or equipment, is the responsibility of the appropriate member of staff working in conjunction with the Safety Officer who will carry out all necessary recording of the event and notifications required by the above-mentioned Regulations.

Full details of the reporting requirements follow.

ACCIDENT REPORTING

1. GENERAL

1.1 Internal Reporting

- 1.1.1 Any accident or injury is to be reported without delay in the first instance to line managers then the Health and Safety Officer/Receptionist or Nurse.
- 1.1.2 All accidents and injuries to staff or members of the public must be entered onto the School's accident software (iSAMs). This is done using the School's standard reporting form (a copy follows) stocks of which are also held at Reception.
- 1.1.3 Accidents and injuries to pupils are to be entered onto iSAMs. **NB: All major injuries (see list which follows) must also be reported to the DFO's Office on the standard report form.**

1.2 External Reporting

Additional procedures are laid down for the external reporting of:

Deaths, Major Injuries as defined in the following list, and other injuries entailing incapacity for more than three days.

Dangerous Occurrences

Industrial Diseases

1.2.2 The variables in these procedures are:

- The nature of the accident or incident
- Where it occurred
- Who it happened to
- Who is responsible for reporting it?
- The Enforcing Authority to whom it should be reported

The correct procedure for each permutation is set out in the detailed instructions which follow below.

1.3 Investigation

The member of staff, or Head, or the responsible person who is available, must gather factual information about the incident as soon as possible.

In the event of death, major injury, or a dangerous occurrence, the scene should be left undisturbed until the Enforcing Authority (see paras. 2 to 4 below) has been informed of the incident.

Clearance should be obtained from the Enforcing Authority before disturbing the scene, unless action has to be taken, for example, by the emergency services, to facilitate rescue or to prevent further danger.

2. DEATH OR MAJOR INJURY

2.1 In all cases of death or major injury the DFO will notify the Health and Safety Executive (the Enforcing Authority) immediately by telephone and keep a record of the conversation, with the name of the person spoken to.

2.2 The completed Statutory Reporting Form (F2508) must be sent to the Enforcing Authority within 7 days of the event.

3. DANGEROUS OCCURRENCES

3.1 If there is a victim of any dangerous occurrence - listed on final page - the procedure at 2 above is to be followed.

3.2 If there is no victim the occurrence is reported in its own right. The DFO (on the advice of the Head) is to notify the Enforcing Authority immediately by telephone and keep a record of the conversation, with the name of the person spoken to.

3.3 The completed F2508 must be sent to the Enforcing Authority within 7 days of the event.

4. OCCUPATIONAL DISEASES

If written notification is received from an employee's doctor that the employee suffers from, or has died of, an occupational disease as defined in Appendix 3, the DFO must send F2508A to the Local Authority's Environmental Health Department (the Enforcing Authority).

5. MINOR INJURIES

- 5.1 If someone sustains an injury, other than those listed in the Appendix, **which causes incapacity for work for more than 3 days**, one must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.
- 5.2 In reckoning the three days, exclude the day of the accident, but count all days of absence or days when the victim could not carry out normal duties, including holidays, weekends, and bank holidays.

ACCIDENT REPORT FORM

The following information is required in the event of an accident to a member of the public, and employee or pupil (major injuries as in the following list only).

Location

Time of Accident Day and Date

Full Name and Address of Injured Party

.....

Age (if known or state approximately)

Was the Person Concerned:

Unconscious? Yes/ No

Suffering from Shock? Very Much Yes / No
A Little Yes / No

Able to speak? Yes / No

Cut or Bruised? Yes / No

Suffering from suspected broken limbs Yes / No

If either of the last 2 questions are **YES** state exact location and extent of injury.

Type of footwear worn by injured person (if relevant to the accident). Tick:

Boots	Rubber	High heels
Shoes	Leather	Low heels
Sandals	Cork	Thick
	Plastic	Thin

Articles of clothing damaged (give approximate value)

Circumstances of the Accident:

TO BE COMPLETED BY THE INJURED PARTY

Do you agree with the details given above? YES / NO

Signature / Signature of parent or guardian

Date:

FOR REPORTING PERSON'S USE ONLY

Particulars of witnesses or other persons present at the time (attach additional sheets if necessary)

a) Present at the time (supply names and addresses)

b) Did any of them witness the incident? Yes / No
 If Yes, which of them?

c) Where were they at the time? (Please supply diagram on separate sheet if necessary).

d) What were they doing?

e) Have statements been obtained? (Even if they did not see the incident)
 YES / NO

Signature:

Date:

APPENDIX 1 - ACCIDENT REPORTING

Types of reportable injury: -

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - a) covers more than 10% of the body
 - b) causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - a) leads to hypothermia or heat-induced illness
 - b) requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a **worker being incapacitated for more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. **There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent**

APPENDIX 2 - DANGEROUS OCCURRENCES

The list of dangerous occurrences in Schedule 2 of RIDDOR is designed to obtain information primarily about incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. Collecting the information allows the enforcing authorities to learn about the circumstances and their causes. This provides valuable information which both regulators and business can use to help prevent accidents.

Several types of dangerous occurrence require reporting in circumstances where the incident has the potential to cause injury or death. This assessment does not require any complex analysis, measurement or tests, but rather for a reasonable judgement to be made as to whether the circumstances gave rise to a real, rather than notional, risk. Such judgement allows for prompt reporting and ensures that valuable information is not lost.

Incidents occurring at school

They include structural collapses, explosions or fires, releases of flammable liquids and gases and hazardous escapes of substances.

Structural collapse

The unintentional collapse or partial collapse of:

- a) **any structure, which involves a fall of more than 5 tonnes of material; or**
- b) **any floor or wall of any place of work arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground.**
- c) ***The unintentional collapse or partial collapse of any falsework.**

Only structural collapses associated with ongoing construction, maintenance and demolition work are required to be reported. However, * requirement to report unintentional collapses of falsework applies whether construction work is taking place or not.

'Falsework' means any temporary structure used to support a permanent structure during its erection and until that structure becomes self-supporting.

Explosion or fire

- **Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.**

This definition covers serious fires and explosions at work premises. Examples of the type of incident which would be reportable are:

- a) any fire at a building, causing the suspension of work activities for more than 24 hours or
- b) an explosion involving dust in a pneumatic conveying system, causing stoppage of the conveying plant for more than 24 hours

Release of flammable liquids and gases

- **The sudden, unintentional and uncontrolled release:**
 - a. **inside a building**
 - **of 100 kilograms or more of a flammable liquid;**
 - **of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point;**
 - **of 10 kilograms or more of a flammable gas; or**
 - b. **in the open air, of 500 kilograms or more of a flammable liquid or gas.**

This definition covers releases of flammable liquids or gases (e.g. due to the sudden failure of a storage vessel) where the release, if ignited, would cause a major explosion or fire. 'Flammable' includes those substances classified as highly flammable or extremely flammable.

Hazardous escapes of substances

- **The unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases.**

The substances covered by this definition may be in any form: liquid, solid (e.g. powder), gaseous or vapour and may include, e.g.:

- substances which may be hazardous to health (e.g. asbestos, phosgene)
- substances which may be either corrosive or potentially hazardous by virtue of their temperature or pressure (e.g. nitric acid, molten metal, liquid nitrogen)

This definition includes incidents which present a fire or explosion hazard (e.g. combustible powders), but not in relation to releases of flammable liquids or gases, where the relevant thresholds are not exceeded.

Examples of the kinds of incident covered by the definition are escapes arising from the failure or breakage of plant, pipes, equipment or apparatus; failures of process control; the operation of a relief valve or bursting disc where the escaping substance is not safely controlled or directed, and spillages from containers and equipment.

Releases from plant etc during the normal course of operation or maintenance (e.g. during sampling, packaging or draining of lines) that are sufficiently well controlled to ensure that no person is put at risk would not be reportable.

In some cases, the decision as to whether or not an incident is reportable will be straightforward, e.g. if a person is exposed to a hazardous substance at a level which exceeds established safe limits (e.g. a Workplace Exposure Limit).

However, most incidents require judgement. Various factors are relevant including: the nature of the substance and its chemical, physical and toxicological properties, the amount which escaped and its dispersal, and whether people were, or could foreseeably have been, exposed to a significant risk as a consequence of the escape.

APPENDIX 3 - OCCUPATIONAL DISEASES

Reportable diseases

Regulation 8 requires employers and self-employed people to report cases of certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The reportable diseases and associated hazards are set out below.

- **Carpal Tunnel Syndrome:** where the person's work involves regular use of percussive or vibrating tools
- **Cramp of the hand or forearm:** where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- **Occupational dermatitis:** where the person's work involves significant or regular exposure to a known skin sensitizer or irritant
- **Hand Arm Vibration Syndrome:** where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- **Occupational asthma:** where the person's work involves significant or regular exposure to a known respiratory sensitizer
- **Tendonitis or tenosynovitis:** in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements