



SOUTH CAMBERLEY PRIMARY AND NURSERY SCHOOL

Frimley Road, Camberley, Surrey, GU15 2QB
t: 01276 63870 e: schooloffice@southcamberley.surrey.sch.uk
www.southcamberley.surrey.sch.uk

Executive Headteacher: Mrs Nicky Wright



Health & Safety Policy

March 2023

Date of Approval	June 2023	Date of Review:	June 2024
Status and Review Cycle:	Statutory Annual		



Health and Safety Policy

The following document is written in compliance with Section 3 of the Health and Safety at Work Act 1974:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

Statement of General Policy on Health, Safety and Welfare

Organisation and Responsibilities for Health, Safety and Welfare

Arrangements and Procedures for Health, Safety and Welfare

Part 1: Statement of General Policy on Health, Safety and Welfare

1. The Local Advisory Committee & Executive Headteacher of South Camberley Primary and Nursery School
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
 - Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.
2. The Local Advisory Committee & Executive Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
 - A school/workplace in a safe condition.
 - A safe working environment.
 - Safe systems of work.
 - Safe plant and equipment.
 - Safe access and egress to all areas of the school.
 - The safety of articles and substances for use at work and in school.
 - Sufficient Instruction and Training Supervision
3. In support of the above, the Local Advisory Committee & Executive Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, roles and responsibilities are approved by the Local Advisory Committee & Executive Headteacher of South Camberley Primary and Nursery School

1. The Local Advisory Committee

The Local Advisory Committee approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. Specifically the Local Advisory Committee will:

- 1.1 Include H&S targets in the School Development Plan. Targets may include,
 - Provision of facilities for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training of Governors/staff, and
 - Review of policies and procedures.
- 1.2 Nominate a Governor (H&S) as an H&S link between the Local Advisory Committee and the wider school community, who will stay up to date with school H&S initiatives and inform the Local Advisory Committee
- 1.3 Ensure that H&S is an agenda item on Committee termly meetings, and receive a termly H&S reports form the school Business Manager. This report should include information on,
 - Progress of the H&S targets in the SDP.
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives.

- 1.4 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Executive Headteacher

As Senior Manager for the premises, and of all on & off site school related activities, the Executive Headteacher is responsible for the day to day management of H&S and will advise Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Executive Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
- All appropriate areas / activities are covered and updated as necessary / annually
 - Appropriate control measures are implemented, and that assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a safe working environment and that any place of work is in a safe condition. Inspection and maintenance will include:
- The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific equipment e.g. gym
- 2.6 An adequate needs analysis of H&S training is undertaken for school staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Executive Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - H&S Coordinator for Facilities Staff
 - Lifting and Handling
 - Working at heights,

Any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to the Local Advisory Committee

- 2.10 A senior Teacher is the School's Educational Visits Co-ordinator and is trained accordingly.
- 2.11 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.12 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.13 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.14 The Fire Risk Assessment is updated annually (visits only required every 2 years) and/or whenever significant changes or building works might affect the means of escape.

3. Heads of site

The Heads of Site will take on the above responsibilities in the absence of the Executive Headteacher.

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Executive Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment, monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Executive Headteacher, and a report provided to the Executive Headteacher where necessary.
- 4.6 The H&S training needs of staff are identified and the Executive Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New, transferred and temporary staff receives appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
 - 5.7 That they report any defective equipment to the relevant person.
 - 5.8 All accidents and incidents are reported and reviewed or investigated.
- 6. Facilities Staff**
Facilities Manager is responsible to the Executive Headteacher/School Business Manager, and in particular will ensure:
- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
 - 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
 - 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Executive Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as members from the Local Advisory Committee, H&S co-ordinator etc.)
 - 6.4 That persons they supervise only undertake work for which they are competent.
 - 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
 - 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.
- 7. Health and Safety Co-ordinator - Facilities Manager**
The Health and Safety Coordinator to carry out H&S functions, maintain an overview of the H&S organisation & management of the school, and report to the School Business manager / Executive Headteacher accordingly. Specific functions of the H&S Coordinator may include:
- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Executive Headteacher where necessary.
 - 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Executive Headteacher of any deficiencies.
 - 7.3 Carrying out, with the Executive Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
 - 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
 - 7.5 Advising the Executive Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
 - 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
 - 7.7 Co-ordinating termly health and safety inspections, ensuring all areas of the establishment and all activities are covered.
 - 7.8 Reporting to the School Business Manager/ Executive Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all SLT members are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions. Employees must also co-operate with the school management to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

Part 3: Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

1. Accident Reporting, Recording & Investigation

An electronic reporting system (Medical Tracker) is used to daily to log minor injuries and incidents. Any injury or accident which results in the injured person being taken to a medical facility for treatment must be reported to the Executive Headteacher / Head of Site. A Serious Injury form must be completed (see Appendix 1). The office staff at the relevant site are responsible for submitting these reports. These are then reviewed by the School Business Manager, who will investigate the accident and report to the Headteacher where necessary.

2. Contractors

Works are carried out by Local Advisory Committee approved Contractors. If the work is commissioned directly by the Academy, contractors will be selected and screened on the basis of Value for Money, FMGS experience and H&S awareness. There will be a named supervisory contact from the contractors (working on site), who can facilitate daily liaison with the school representative, and also be contactable and accountable should ad hoc incidents or emergencies arise. Contractors are segregated from the main school areas which are being utilised by staff and pupils (according to the degree of risk) by the hierarchy of controls measures such as barriers, warning signs or by working outside of normal school hours. Contractors should be wearing ID and any relevant risk assessments carried out prior to the commencement of any work. Mains Isolation arrangements must be clearly identified (water, gas, electricity) and are readily accessible in an emergency. "Hot works" (heating or burning activities that might cause a fire to spread within the building) is to be carried out via a "Work Permit" arrangement.

3. Curriculum Safety [including out of school learning activity/study support]

Prior to commencing hazardous activities, teaching staff are required to undertake suitable (written) risk assessments. The teaching staff/coaches/volunteers etc. must be suitably qualified to teach the activities. A risk assessment examines the hazards and control measures in each operation. The teaching staff must refer to any health and safety publications or curriculum policies adopted by the school which staff must be

familiar with. This activity is to be completed together with the schools Outside Visits Co-ordinator where relevant.

4. Drugs & Medications

All administration of prescribed medicine must be handed in to the school office. Information on the administration is contained in the staff handbook. Teachers have been instructed not to make arrangements with parents/carers directly. If it is absolutely necessary to administer medicine during the day then the school requires parents to complete a consent form, which must then be handed to a member of the office staff, along with the medication. The medication will be stored away in the main office or if necessary refrigerated. In the case of a requirement to administer controlled drugs, such as Ritalin, these will be kept in a locked cupboard / drawer in the office. A record of any medication administered is kept in a daily record and against the child's individual record. For further details refer to the school's Policy for the Administration of Medicine.

5. Electrical Equipment [fixed & portable]

Portable electrical equipment is defined as equipment that has a lead and plug and which is normally moved around or can easily move from place to place. Damage, poor maintenance or incorrect use of equipment can result in fire, electrical shock &/or burns to the users and in extreme cases death. Staff are instructed to make visual inspections of electrical equipment prior to use. If they find something wrong, they should report the matter to the Facilities Team and the equipment should be labelled as faulty and taken out of use to be repaired. Staff are not permitted to bring personal electrical equipment on to the premises for use at work.

Fixed testing is carried out every 5 years. Modifications or repairs to the fixed electrical system are only undertaken by a qualified electrician. Portable Appliances are tested on an annual basis. Records of fixed and portable testing are retained by the school.

6. Fire Precautions & Procedures (and other emergencies)

A fire risk assessment, and an annual inspection and maintenance of the fire safety related equipment by an outside contractor is undertaken on a yearly basis. The fire risk assessment report is brought to the attention of the Executive Headteacher, the person responsible for fire safety. The testing of the school fire alarm system is done on a weekly basis. Termly fire drills are arranged by the School; Facilities Manager/ Executive Headteacher. Fire procedures posters, fire exits and escape routes signs are located around the school and staff are aware of the assembly point. A fire log book details records of staff training, testing of break glass points, testing of emergency lighting. All staff complete annual fire safety training.

7. First Aid

All staff are trained in basic first aid skills and their training is updated every 3 years. The main first aid kits are kept in offices on each site but every classroom is equipped with a basic kit. Medical boxes containing the pupils' inhalers etc. are kept in the offices, except for Nursery children. An HLTA on each site is responsible for maintaining first aid supplies and monitoring first aid boxes. There are containers and hazard bags for disposal of contaminated waste and sharp equipment. All First Aid treatment is recorded.

8. Glass & Glazing

All glass in doors, door and all replacement glass on the school premises meet the safety standards under regulation 14 of the Workplace regulations 1992. (Health, safety and welfare).

9. Hazardous Substances

Risk assessments will be carried out in all areas of the curriculum where hazards might prevail. Other areas in the school where hazardous substances may feature are cleaning and maintenance. Cleaning staff are made aware of information/regulations regarding COSHH (Control of Substances Hazardous to Health) through a COSHH register kept in the cleaners' room.

10. Housekeeping, cleaning & waste disposal

The premises are cleaned daily by cleaning contractors or in-house staff. Litter bins are distributed around the grounds of the school. Waste bins are emptied on a daily basis and litter bins are emptied on a daily basis. Where cleaning (wet floor) takes place, hazards cones or lightweight floor signs are used. Glass and other sharp objects are disposed of.

Fallen leaves will be cleared weekly by the Facilities Team as necessary so as to reduce the risk of slips. During the winter season, the risk of slips and trips on external walkways increases. e.g. ice or snow. Depending on the volume of snow, a risk assessment will be carried out by the *Facilities Manager*. A path for walking will be cleared (through salting) by the Facilities Team and hazard signs will be displayed in the vicinity if necessary. *Where there is heavy snow, a snow plough or digger, if possible will be hired to shift the snow and the walkways will be salted.*

11. Handling & Lifting

Manual handling activities are carried out by all staff. On inductions staff will be required to complete an online training session.

12. Jewellery

Pupils are only allowed to wear plain stud's earrings. Other jewellery should be removed on the day of P.E. lessons in line with the schools guidelines.

13. Lettings/shared use of premises

Hirers using any equipment or facility provided by the school must be familiar with its safe use and, if necessary, briefed accordingly. Fire escape routes and exits are clearly marked for the benefit of users of the school building, particularly during the hours of darkness. Hirers are restricted only to the hired areas of the building. Access to other areas of the building are closed by doors. At school fetes and other fund raising events, where entertainment is provided to the public, the Executive Headteacher / FOSC must ensure that a Public Entertainment Licence is issued. The main purpose of licensing entertainments is to enable the local authority to ensure the health, safety and welfare of members of the public. Licences are, therefore, only granted when the premises (or site), and ancillary arrangements, meet the standards required by the Police, the Fire service, and the relevant Council Service.

14. Lone Working

The Health and Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision'. Staff are instructed to sign in and out when on site. All staff must read and sign the Lone Worker Risk Assessment. Staff must not work alone if they have any medical conditions which make them unsuitable for working alone.

15. Long Term Evacuation Plan

The school has drawn up a Business Continuity plan which is circulated to all staff. The plan lays out the contacts, appropriate procedures and measures to be taken in the event of an emergency. The plan is updated in response to change and reviewed annually.

16. Maintenance / Inspection of Equipment

The Facilities Manager will arrange for an annually check of all PE apparatus. Before any PE lesson a member of PE staff will visually check all equipment is safe to use.

17. Monitoring the Policy

The Local Advisory Committee of the school monitors the implementation of the H&S policy. See Part 2 of Health & Safety Policy for organisation and responsibilities. Termly inspections are carried out by the Executive Headteacher, School Business Manager and Facilities Team on the workplace. A termly report is given to the Local Advisory Committee

18. Personal Protective Equipment (PPE)

PPE is defined as 'all equipment which is intended to be worn or held by a person at work and which protects him or her against one or more risks to his or her health or safety'. PPE is only used as a last resort when exposure to a risk cannot be minimised in another way, or in conjunction with other control measures as a final barrier between the worker and the hazard. The Regulations also require that PPE:

- is properly assessed before use to ensure it is suitable
- is maintained and stored properly
- is provided with instructions on how to use it safely
- is used correctly by employees.

19. Playground Safety

There are necessary and appropriate levels of supervision for lunch and playtime sessions. Pupil/staff ratios are agreed and endorsed by the Local Advisory Committee the supervising adult must be able to witness and respond to pupils leaving the designated play space without permission. Furthermore the supervising adult must be able to respond to foreseeable incident, at the same time as ensuring that the aspects are reasonably maintained. The school's minimum ratio is met. These staff received formal, recorded and adequate training regarding their role, including the action to take in an emergency. Regular inspections of the playground and any other areas that may be accessed by pupils are carried out and appropriate action taken to repair any damaged (unsafe or child negotiable) sections. In circumstances where risks remain, supervisors must be advised accordingly, and alternate strategies put in place as necessary to ensure pupil safety.

20. Reporting Defects

Hazards should be reported as soon as possible to one of the following: the Executive Headteacher, the members of the Senior Management team or the Facilities Team. Interim measures will be taken pending rectification. The School Business Manager and the Facilities Manager will *act* on the instructions authorised by the Executive Headteacher and arrange the appropriate remedial works

21. Risk Assessments

The Executive Headteacher / Head of Site is responsible for ensuring RA's are undertaken. The School Business Manager will undertake RA's for any pregnant staff and also for staff who have underlying health conditions (with guidance from Occupational Health and the schools HR Advisor). There are arrangements in place for periodic review of RA's.

22. School Trips / Off-Site Activities

When planning a school trip, the date, venue, composition of the group, parental authorisation, supervisory requirements, costs and payees have to be identified. All Off-Site activities should have the approval of the Executive Headteacher. Off-site activities that take place in a high risk area, or involve a hazardous pursuit, or involve an overnight stay, or involve a journey by sea or air should have the prior approval of the Local Advisory Committee. Approval must be obtained from the Local Advisory Committee for off-site activities involving hazardous pursuits or in areas of high risk, all residential journeys and all journeys abroad. Risk assessments have to be compiled for each visit. It is one of the functions of the Educational Visits co-ordinator (EVC) to ensure the risk assessment, are carried out appropriately. The EVC further organises emergency arrangements and ensures that there is a duty officer for each visit. The EVC also ensures that the party staff understands how to contact the duty officer and other emergency contacts and that portable first aid kits are available to party groups taking part in off-site activities. These kits are checked regularly by a designated member of staff. Don't we use 'Evolve?'

23. School Transport

Hired coaches are used to transport pupils on school trips during the day. A parental consent form must be obtained. On other trips where pupils are transported by car, the driver is instructed to fill in a form on transport prior to the trip. A parental consent form must also be obtained. Both forms need to be checked by the Head of Site

24. Smoking

The school operates a strict no smoking policy. *This includes Vaping.*

25. Staff Consultation

See part 2, organisation and responsibilities for health, safety and welfare of the Health & Safety Policy. Line Managers/Executive Headteacher/Senior Staff ensure that the staff is properly consulted on any matters that may affect their health, safety or welfare whilst at work.

26. Staff Health & Safety Training and Development

A copy of the School's Health and Safety Policy is available online via the school system. Line managers ensure that all new, transferred and temporary staff receive appropriate H&S induction training. They also identify the H&S training needs of current staff and inform the Executive Headteacher accordingly.

27. Staff Well-being / Stress

Through the Personnel Service Level agreement bought annually by the EEEA Trust, a range of advice and support services are available to staff. This includes support from Team Prevent (SCC), our occupational health provider, who will be referred to for prognosis and support with cases of regular short term absence, long term absence, potential absenteeism or other health issues. The Staff Cover Insurance Policy, purchased by the EEEA trust, provides Teachers with a confidential Freephone helpline for expert advice, support and information on personal, family and financial and legal problems.

28. Supervision [including out of school learning activity/study support]

Pupils must be supervised at all times by at least one member of the authorised teaching personnel during curriculum time unless issued with a toilet pass. Pupils are not allowed into the classroom at lunch breaks and break times in the absence of a member of school staff. All staff are required to undergo an Enhanced Disclosure Barring Service (DBS) check prior to the start of their employment.

29. Use of VDU's / Display Screens

The Health and Safety (Display Screen Equipment Regulations) 1992 require employers to assess computer workstations in order to reduce health & safety risks associated with the use of display screen equipment. The school looks at the whole workstation including equipment, furniture and the work environment. Where risks are identified, the school takes steps to reduce them so far as is reasonably practicable.

30. Vehicles on Site

Access by vehicles are controlled by the staff in the main office through the intercom system. The pupils are kept off the roads in the school grounds by supervising adults.

31. Violence to Staff / School Security

All external doors in the school building have automatic closures. All staff members wear "South Camberley Staff ID lanyards". All visitors have to sign in & out at the Main Reception Desk. Verbal or physical violence are reported to the line managers or members of the Senior Management team for further action. This reduces the possibility of violence.

32. Working at Height

What is 'work at height'? A place is at height if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work but not travel to or from a place of work. Staff may be working at height in school in the following circumstances. Teachers/Teaching Assistants using step ladders or other access equipment to put up displays or retrieve resources from a higher level and Facilities Team accessing the school roof to retrieve items or clear blockages in guttering. All staff have been instructed not to carry out work (at Height) unless using approved equipment. Suitable access equipment is provided for all affected staff. Such equipment are checked and inspected at all times. The Health and Safety Executive (HSE) Working at Height Guidance publication, detailing the extent of the regulations and the legal expectations is available to staff for information and guidance. Two further HSE documents explaining how and when to use ladders and steps safely are also available. *All staff must have read and signed the "Working from Height" Risk assessment before attempting to work from height*



Type of event being reported	Injury <input type="checkbox"/> Dangerous Occurrence (non-injury) <input type="checkbox"/> Abuse/Threat/Violence <input type="checkbox"/>
Person involved	Name Position/Class
Personal details	Pupil <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/>
Person recording the event	
Date & Time of event	
What happened (Please describe as fully as possible)	
Where did it happen (Please give exact details of the location at which the event took place)	
Please give details of people involved	Injured person First aider Witness Any other persons
Was the person sent home or to hospital?	Time out:
Injuries	Fracture/Break <input type="checkbox"/> Sprain/Strain <input type="checkbox"/> Acute illness <input type="checkbox"/> Any other injury <input type="checkbox"/> Burn/Scald <input type="checkbox"/> (description) Cut/Laceration <input type="checkbox"/> Dislocation <input type="checkbox"/> Heat induced illness <input type="checkbox"/>
Was any treatment given	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of treatment	
Did this person lose consciousness	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did this person require resuscitation	Yes <input type="checkbox"/> No <input type="checkbox"/>

Did this person remain in hospital for more than 24hrs	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Damage to	Property	<input type="checkbox"/>
	Vehicles	<input type="checkbox"/>
	Environment	<input type="checkbox"/>
Nature of damage		
Other information (Please describe)	<u>Tools, machinery & equipment</u>	
	<u>Hazardous substances & materials</u>	
Follow up details – e.g any subsequent details of injury/professional diagnosis/absence from school, etc.		
Signed by Head of Site		
Date		
Signed by Executive Head		