

Our Lady and St Joseph Primary School

Accidents and Emergencies

Date	Review Date	Coordinators	Nominated Governor
01/09/18	01/09/21	Medical Team	Chair

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Occupiers' Liability Act 1957
- Health and Safety at Work Act 1974
- Occupiers' Liability Act 1984
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following documentation is also related to this policy:

- Accident Book (HSE)
- Fire Safety Risk Assessment - Educational Premises (HSE)
- Guidance on First Aid for Schools (DCSF)
- Health and Safety Management in Schools (HSE)
- Risk Assessment: A Brief Guide to Controlling Risks in the Workplace (HSE)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We acknowledge that under the Health and Safety at Work Act 1974 we have overall responsibility for health and safety.

We have in place procedures, following guidance from the local authority and the Health and Safety Executive (HSE), to deal with any accident or emergency involving staff, pupils or school visitors either on school premises or on educational visits.

We believe it is essential to provide significant health and safety training for all school personnel in order to communicate the school's accident and emergency procedures and to have in place a system to report all accidents and emergencies. All accidents and dangerous occurrences that result in near misses, injury or death will be investigated and reported to the local authority and to the HSE.

We have a legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to report all accidents and ill health at work.

Under the regulations the following incidents must be reported immediately to the Health and Safety Executive either on-line or by telephone:

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- Death or major injury
- Over seven days lost to injury
- Certain diseases
- Dangerous occurrences (near misses)

We will inform the local authority immediately of any incident involving significant personal injury occurs on or off-site followed by an immediate investigation as to the cause of the incident.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To have in place accident and emergency procedures to deal with any accident or emergency that takes place at school or on an educational visit.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Procedure

Role of the Governing Body

The Governing Body has:

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- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide health and safety training for all school personnel;
- have in place a system to report all accidents and emergencies;
- keep records of all accidents and emergencies for a statutory time;
- provide an accident and emergency procedures document for all school personnel;
- ensure that all school personnel are aware of the above document;
- report the following work-related accidents and dangerous occurrences to the Health and Safety Executive:
 - accidents resulting in death or major injury

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- acts of violence to staff
 - diseases and medical conditions
 - accidents causing incapacity of more than three days
 - near misses
- report to the local authority immediately any incident involving significant personal injury that:
 - occurs at school
 - occurs off site
 - ensure confidentiality of the details of any incident in the event of any subsequent legal proceedings;
 - monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
 - annually report to the Governing Body on the success and development of this policy.

Role of the Health and Safety Representative

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel must:

- comply with this policy;
- attend health and safety training;
- know what to do in the event of an accident or emergency;
- must ensure the safety of all pupils and other members of staff.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;

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- report all accidents and emergencies to a member of the school personnel;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Accident and Emergencies Procedures Document

The accident and emergency procedures document will include:

- the names and responsibilities of staff;
- names of all first aiders;
- location of first aid equipment;
- location of medical room;
- accident procedures:
 - accidents dealt with by a member of staff
 - accidents dealt with by a qualified first aider
 - accidents that need the assistance of paramedics
- emergency procedures:
 - location of alarm systems
 - list of names of who to contact in an emergency
 - plan of assembly points
 - the names and responsibilities of staff
 - evacuation procedures
- records of accidents or dangerous occurrences:
 - date and time;
 - location;
 - name of injured person;
 - description of accident;
 - date when accident was reported to the:
 - Local Authority
 - HSE
 - Police
- Reporting

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;

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- report any accident or emergency that takes place on the school site to a member of the school personnel;
- be asked to take part periodic surveys conducted by the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus;
- the school website;
- the Staff Handbook;
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- school events;
- meetings with school personnel;
- communications with home such as weekly newsletters and of end of half term newsletters;
- reports such annual report to parents and Headteacher reports to the Governing Body;
- information displays in the main school entrance.

Training

All school personnel:

- have equal chances of training, career development and promotion;
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Health and Safety
 - Health and Safety - Responsibilities
 - Risk Assessment
 - Medical and First Aid
 - Dealing with Critical Incidents
 - Reporting of Injuries, Diseases and Dangerous Occurrences
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

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This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Dealing with Critical Incidents
- Health and Safety
- Health and Safety - Responsibilities
- Medical and First Aid
- Reporting of Injuries, Diseases and Dangerous Occurrences
- Risk Assessment

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

Headteacher:	Sean Flood	Date:	September 2018
Chair of Governing Body:	Derek Vitali	Date:	September 2018