

Accidents & Emergencies

Date:	October 2016	Review Date:	October 2017
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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 LA, to deal with an 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.

Aims

- To have in place procedures in the event of an accident and emergency involving anyone at school or on an educational visit.

Procedure

Role of the Governing Body	<ul style="list-style-type: none">• The GB will:<ul style="list-style-type: none">▪ nominate a governor for responsibility for Health and Safety who will liaise with the Principal and report back to the GB.
Role of the Principal	<ul style="list-style-type: none">• The Principal will:<ul style="list-style-type: none">▪ make all school personnel aware of the school's accident and emergency procedures;▪ provide health and safety training for all school personnel;▪ report certain work-related accidents and dangerous occurrences to the Health and Safety Executive:<ul style="list-style-type: none">- accidents resulting in death or major injury- acts of violence to staff- diseases and medical conditions- accidents causing incapacity of more than three days▪ report to the LA immediately of any incident involving significant personal injury that:<ul style="list-style-type: none">- occurs at school- occurs off site-

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	<ul style="list-style-type: none"> ▪ ensure confidentiality of the details of any incident in the event of any subsequent legal proceedings.
Role of School Personnel	<ul style="list-style-type: none"> • School personnel must: <ul style="list-style-type: none"> ▪ comply with this policy; ▪ attend health and safety training; ▪ know what to do in the event of an emergency; ▪ must ensure the safety of all pupils and other members of staff.
Accident and Emergencies Procedures Document	<ul style="list-style-type: none"> • The accident and emergency procedures document will include: <ul style="list-style-type: none"> ▪ the names and responsibilities of staff; ▪ names of all first aiders; ▪ location of first aid equipment; ▪ location of medical room; ▪ accident procedures: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - date and time; - location; - name of injured person; - description of accident; - date when accident was reported to the LA. ▪ Reporting
Effectiveness	<ul style="list-style-type: none"> • We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.

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