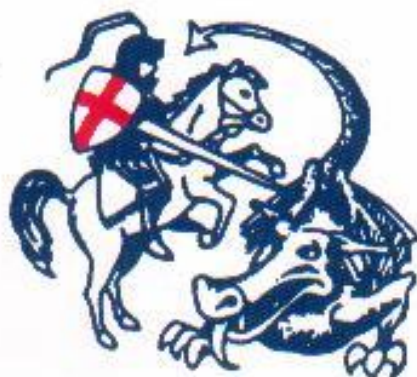


# **Accident Reporting and Recording Policy**

**Reviewed on: February 2019  
Next review: February 2022**

**St George's CEP School  
Wrotham  
Kent**



Signed by: \_\_\_\_\_ Position held: Chair Worship & Safeguarding

Date:

Signed by: \_\_\_\_\_ Position held: Headteacher

Date:

## **ACCIDENT REPORTING AND RECORDING**

Accidents or violence will be reported to the Headteacher and the procedures set down in the Kent County Council accident Book and Section 7 of the Kent County Council Framework for Health & Safety will be followed. The KCC accident book will be located in the school office.

This book will be checked by the Headteacher every month and a report made to the governors if necessary.

Reports will be made direct to the Health and Safety Executive when required.

### **Accident reporting & recording**

The KCC Framework for Health & Safety – Section 7 will be followed – in particular the reporting of serious incidents to the Health & Safety Executive. All accidents must be reported immediately and entered into the KCC accident book which is located in the school office. This book will be checked by the head-teacher every month and a report made to the governors, if appropriate. He/she will investigate accidents as necessary and, where the County procedure requires, will submit an accident report form to the area office.

### **Blood Spillage:**

The KCC Framework for Health & Safety - Section 10, Appendix 3B, gives advice to avoid the possibility of staff contracting AIDS, Hepatitis B and gastro-enteric diseases, and these will be followed.

### **Electrical Safety:**

All staff are required to report to the school office any damaged electrical equipment or wiring – including portable equipment and permanent wiring. Special consideration shall be given for school plays, etc.

They must not attempt any repairs unless the head teacher is satisfied that they are competent to do so.

Personal mains-powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment.

### **Housekeeping**

#### **Cleanliness:**

The school buildings will be cleaned by the caretaker/cleaner-in-charge/contractor, supplemented as necessary by pupils/staff as part of practical lessons (for example, after craft work and cookery). Cleaning associated with the provision of school meals will be undertaken by the catering contractor as specified in the appropriate contract.

### **Waste disposal**

The surrounds to the buildings will be kept clean by the caretaking staff. Hazardous waste such as sanitary towels, disposable nappies, incontinence pads, and chemicals used in laboratories, swimming pools or for cleaning, etc, will be removed by a specialist contractor.

Other waste will be placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a contractor.

### **Stacking and storage**

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

Stairs, corridors, cloakrooms and exits, etc will be kept clear of obstructions (including electrical cables).

### **Classrooms:**

Teachers will be alert on a daily basis to the following and will report any hazards to the Headteacher.

They will make a more thorough check each half-term:

- Equipment should not have any signs of obvious damage, strained flexes, dangerous use of extension cables or over-loading of power sockets
- The lay-out of furniture and equipment - secure if necessary (e.g.: tall shelves to wall, television to trolley)
- Whether materials and equipment stored properly
- Safe methods of dealing with harmful materials
- Any obvious malfunctioning of heaters or lights.

Staff will follow the guidance given in "Guidelines for Manual Handling (1994)" unless superseded by specific method.

The following arrangements are more focused and will normally only apply to staff named in Section B, (any staff, pupils or visitors directly supervised by them or in their care).

### **Premises and equipment**

The Headteacher will arrange for a visual inspection of the premises and equipment every half-term in line with "Visual Inspection of Premises and

Equipment - A Guide for Local Managers and Officers in Charge of Premises" issued by the then Land & Property and Building Design Departments in November 1990.

(These routine checks may be undertaken by a combination of class teachers, caretaking staff and the head teacher/deputy head using brief check-lists. If the professional associations have appointed health & safety representatives, they may be involved.)

Access to store-rooms, boiler-rooms, tank and plant rooms will be checked, including ladders or other equipment.

The LEA have responsibilities as 'landlord' for structures and heavy plant.(See current LM Scheme.)

### **Electrical plant and equipment**

The Headteacher will arrange for all portable electrical equipment to be checked annually and a record kept in the school office.

The area property resources manager will arrange, through the property department, for the major wiring circuits and fixed plant (lifts, heaters) to be checked periodically.

### **Activities outside the school site**

These will be conducted within the procedures and advice in "Management and Leadership of Offsite Work" (1994) being revised 1999.

### **Bank runs**

Arrangements will be reviewed with the Headteacher from time to time so that the day, time, route, etc are varied as much as possible and money banked frequently. The member of staff involved will report to the Headteacher when she or he has returned from the bank.

### **Physical Activities and games:**

These activities will be conducted within the recommendations of "Safe Practice in Physical Education" (Revised 1996).

### **School Swimming Pools:**

The Headteacher is responsible for ensuring that the plant and equipment is properly maintained and that the caretaker undertakes the correct application of chemicals. The use of the pool will be in-line with the recommendations of the British Association of Advisers and Lecturers in Physical Education. "Safe Practice in Physical Education" (Revised 1996),and maintained in line with KCC Service Document "The Provision, Maintenance and Safety of Swimming Pools in Educational establishments" (1994).

**Control of dust and flumes:**

All practical equipment will be installed and used as recommended in "Safety - School Technology Rooms and Practical Areas" (December 1996).

**Science:**

The procedure recommended in the "CLEAPPS Laboratory Handbook" and "Guidance" (for Primary Schools) will be followed – as supplemented by later newsletters. Also KAS – telephone: **01622 203800**.

**Technology:**

The recommendations in "Safety - School Technology Rooms and Practical Areas" (December 1996) will be followed. Also KAS - telephone **01622 203800**.

**Medical:**

The school's policy for medical care will be followed. (The policy should be in line with the DfEE Circular 14/96, DfEE Good Practice Guide 'Supporting Pupils with Medical Needs' (1996) and Kent County Council Education Department: Supporting Pupils with Medicine Needs: Supplementary Guidance.)

**The following miscellaneous procedures will be followed as and when appropriate****Crisis counseling and emergency support**

In the event of bereavement or any other traumatic situation affecting pupils and/or staff, the Educational Psychology Service will be consulted.

**Stress:**

Counseling arrangements can be made via the Headteacher. She will contact the area personnel manager (in the case of staff) or the educational psychologist (for pupils). Support line 01622 670531.

**Alcohol and drugs**

The abuse of alcohol or drugs is a hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Headteacher. Some advice is contained in Annex 10, Appendix 1, of the KCC Framework for Health & Safety. Further advice can be obtained from the area personnel manager (regarding staff) or the district schools officer (regarding pupils).

**Dealing with violence or aggression**

(Consider whether specific procedures are needed.)

**Working alone (including home-visits):**

(The school should develop its own policy based on the advice given in "Guidance for the Health, Safety and Welfare of Staff Working Alone (1994)".)

### **Display screen equipment**

The requirements of the KCC Framework for Health & Safety Section 4 will apply, under the direction of the Headteacher.

### **COSHH**

Every attempt will be made to avoid the use of substances which come within the Control of Substances Hazardous to Health (COSHH 1994) regulations and KCC Framework for the Health and Safety Section 11.

Care will be taken in ordering supplies and contractors will be asked to refrain from their use. Where such materials must be used, only the smallest practicable quantities will be brought on to the site, where they will be stored securely under the personal responsibility of a member of staff or contract. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

Termly checks will be made by the Headteacher to ensure that no substances have been brought on to the site without her prior knowledge. Particular attention will be paid to cleaners' stores, technology areas, groundsmen's stores and kitchens.

The Headteacher will keep a ring-binder folder with a list of all COSHH materials in the school, their location, the member of staff responsible for their safe-keeping and a data sheet indicating the action to be taken in the event of a spillage. The location of this record book will be made widely known to staff.

### **Machinery and equipment**

The Headteacher or other line manager or caretaking or grounds staff using machinery must ensure that staff are adequately trained, are competent and use any machinery for the purpose for which it was designed. They must also ensure that it is regularly maintained and that appropriate personal protective equipment is supplied.

### **Contractors:**

All contractors are required to comply with all relevant health and safety legislation. In addition, they must report to the school office as soon as they arrive on site and carry appropriate identification.

The head teacher will agree arrangements for liaison and for the contractors' operations (taking advice from the Kent property services as necessary). He will pay particular regard to the safety of pupils if contractors will be working during the school time. It may be necessary to exclude pupils from certain parts of the building, to require the contractor to erect barriers and to prohibit the movement of contractors' vehicles during breaks, etc.

**Occupiers of premises outside school time**

Advice is available from the Kent Property Services regarding building work and ground maintenance and from the area education office regarding catering and cleaning. (It is not normally acceptable to allow windows above the first floor height to be cleaned without special arrangements and it is suggested the LSCP Manager should be contacted before agreeing to any such work).

(State special arrangements if premises are let, used for school events, occupied by cleaners or pupil clubs, etc.)