

# **Skelton Primary School Policy for Health and Safety**

## **POLICY FOR HEALTH AND SAFETY**

### **Aim**

The aim of our school is to create a safe and secure environment in which all members of the school community are aware of their responsibilities for safety.

This includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc.

It might also be through a health-related topic such as smoking.

At Skelton Primary School children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school, with an extended healthy option menu at lunchtime, and no break-time snacks (with the exception of fruit). The school has obtained Healthy School status.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment eg scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits

For any physical activity, children change into shorts and T shirts. They are expected to be bare footed for indoor activities as bare feet grip better, and to wear pumps or trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery, for safety reasons.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc. The carrying of hot liquids around the school in open containers is not permitted. Staff have been supplied with thermos lidded beakers, so that they are able to take hot drinks with them if, for example they are on PPA time. If hot drinks are required for meetings etc. (when children would not be in attendance), thermos flasks are available for tea and coffee. These are stored in the staffroom, or Headteacher's office.

In accordance with LA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible prior to the visit. Details are sent to parents and children are asked to wear appropriate clothing for the activity planned. Care is always taken to ensure an appropriate adult child ratio. Risk assessments for the visit (including associated activities) are completed. Copies of these are left in school and other copies are taken by the party leader. First aid kits and medication needed by individual children e.g. inhalers, are also taken, as is a list of emergency contact phone numbers.

Skelton Primary school has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the main office, as is the school's accident register, accident forms and a list of any children who have allergies, or other medical conditions. Information about how to respond to these individual children's needs is kept in the office and staffroom. First aid boxes are also kept outside the staffroom and in other strategic place around school. First Aid stations are marked with a First Aid symbol. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The Business manager and site supervisor, under the direction of the Headteacher, are responsible for ensuring that the building provides a safe and healthy environment for the children. The site supervisor and council employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the site supervisor and his assistant, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

## **Evacuation Procedures (including Fire)**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest safe exit. Any disabled pupils will be supported by a nominated TA.

Admin. staff are responsible for taking class registers to the relevant assembly points. Walkie talkies are used so that key staff can communicate between the three assembly points. The school's Visitors Book should be taken to the KS2 playground.

Exit routes for each classroom or activity area are displayed clearly.

Children should line up in registration groups in register order.

Y5 and Y6 children should line up in their designated places on the lower KS2 playground.

Y3 and Y4 children and any class working in the KS2 ICT suite, should line up on the Ks1 playground.

Lower School children should line up in their designated places on the KS1 playground.

Children in the Support Base should line up on the KS1 playground.

Any adults attending courses in the ICT suite should follow procedures and assemble on the KS1 playground.

Any staff and children visiting the library van should line up on the footpath leading back into the school.

Nursery children should line up on their own hard standing playground and nursery staff should take registers with them. Any nursery children in the Sure Start building should be taken through the Sure Start main entrance to join the other nursery children.

Anyone not in a teaching area, should leave exit the building by the nearest fire exit.

### **If your normal exit is blocked for any reason then use the nearest available exit**

Registers will be brought to each class.

The register should then be taken, checking that all the children are present. **Children should put up their hands in response to their names rather than calling out.** The register should then be sent back to Head Teacher / admin staff with an adult if appropriate. Any child not accounted for should be reported immediately to a senior member of staff.

Nobody is to go back into the building until they are told that this is safe.

When all the registers have been received and everyone is accounted for, staff will be informed when it is safe to re-enter the premises.

Please make sure that the children are accompanied and that they re-enter the school premises quietly and sensibly.

**Lunchtime Evacuation Procedure (including fire)**

- All staff members on duty in the playground should on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building
- Staff members on duty in the dining area should evacuate all children from the building and ensure on the way out that any toilets are vacated
- Other staff members evacuate all children from the building by the nearest safe exit and ensure on the way out that any toilets are vacated
- The Headteacher, Business Manager, Deputy Head Teacher and Assistant Head Teachers will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.
- Registers and the Visitors Book will be taken to the appropriate assembly points so that children and visitors can be accounted for as quickly as possible.
- No-one should re-enter the premises until it is deemed safe to do so.

**NB Registers should not be taken to classrooms during the lunch break.**

**Following any evacuation of the premises, it is the responsibility of the Headteacher, Business Manager, Site Manager or other available senior members of staff to ensure, as far as it is reasonably practicable, that the building has been completely vacated, that all adults and children are accounted for and to determine if and when, it is safe to re-enter the building.**

**Please refer to separate 'Fire Emergency' plan for further details.**

### **Fire and Bomb Alerts**

In the event of a fire or bomb alert the Headteacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see evacuation procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises

### **Smoking Policy**

- In compliance with national policy, it is the policy of the Governing Body that Skelton Primary School is a no-smoking school. Governors have adopted Redcar and Cleveland's No Smoking Policy.
- Smoking is not permitted in any area of the school premises or grounds, by staff, parents or visitors to the school
- No-smoking signs are clearly displayed around the building

## **Car Parking**

Car parking is a concern at Skelton Primary School as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

Visitors parking at the school should leave a note of their car registration number with the school office.

Where there is provision for disabled parking, only disabled badge holders should use these spaces. At no time should the space reserved for buses be obstructed.

There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

- Care of our neighbours
- Use of the crossing patrol instead of driving right up to school
- Not parking on yellow lines or in the bus lane
- Encouraging parents to park in the Hollybush car Park
- Discouraging parents from dropping children off at the gates
- Any sporting events – children and staff to leave by designated time

### **Education al Visits**

Staff are asked to try to arrange coach times before or after 8.45am

The school will liaise closely with the police and parking wardens to discourage parents from parking illegally.

## **Policy on Children Moving Equipment**

In the normal day to day running of the school, there are certain situations where children will need to assist staff in moving equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be awkward to handle. Children should not be asked to carry heavy items. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

## **PE and Sports Equipment**

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts – one child at each end.

## **Furniture**

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. Children should never be asked to move a stack of chairs. If an adult is moving chair stacks, a chair stacker must be used.

Tables need one child at each end. A child must not attempt to lift a table on his or her own.

Staging units are awkward to handle and should be assembled by adults.

The PA system must only be moved and set up under adult supervision.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children. Care should be taken to avoid trailing leads when carrying small electrical appliances

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

### **Items Children Should Not Move**

- Computers – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – too heavy and awkward
- Paper cutters – sharp blade although on wheels, can tip

### **Security of the Premises**

The Headteacher, Deputy Headteacher, Business Manager and Site Supervisor are the designated key holders and are responsible for the security of the building.

#### **Class teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

#### **Site Supervisor**

It is the responsibility of the site supervisor to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

### **Headteacher/Deputy Headteacher**

It is the responsibility of the Headteacher or Deputy Headteacher to perform the above functions in the absence of the Site Supervisor.

In addition, the Headteacher is responsible for the security of the premises during the school day.

All visitors are required to sign in at the main Reception.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the Main Reception and to follow signing in procedures.

These points must be adhered to, but in no way detract from the open door policy of the school.

### **Contractors on Site**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher, Business Manager or Site Supervisor
- All contractors on the site within the school day should hold CRB clearance.
- All contractors must report to the Main Reception and follow the school's signing in procedures. They must then display the school's contractor's badge whilst on the site. The Site Supervisor or Business Manager will then be informed of their arrival.
- Contractors must complete Authorisation to Work forms after studying the asbestos register.
- Contractors will work under close supervision of the Site Supervisor so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during lunch and play breaks time, and the contractors must leave the area.

All work will be monitored by the Site Supervisor and/or Business Manager and any concerns reported to the Headteacher, the contractor concerned and the appropriate department at the LA if applicable.

NB See sheet below to be given to contractors.

### **Guidance for Contractors on Site**

We have been recommended by the Health and Safety Inspector (Redcar & Cleveland Borough Council) to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment unattended

- Playing music during school hours

If you have any problems, please see the Headteacher, Business Manager or Site Supervisor.

### **Policy on the Use of Hazardous Substances in School**

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Headteacher or Deputy Headteacher of any difficulties

### **Policy on the Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should if possible, return home for this or the parent should come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration
- The medicines must be brought into school in a properly labelled container which states:  
(a) The name of the medicine, (b) The dosage and (c) The time of administration
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

### **Policy on First Aid in school**

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the class teacher, teaching assistant or other members of support staff. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of the child's class teacher or teaching assistant as appropriate. At lunchtimes first aid is administered by a midday supervisor or any other available member of staff.

If there is any concern about administering first aid, a qualified first aider should be consulted.

A list of qualified first aiders is kept in the administration office and the staffroom.

A list of qualified first aiders is in the Main Reception area and the staffroom.

### **Safety/HIV Protection**

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

## **Recording Accidents**

All accidents must be recorded in a Record of First Aid Treatment book. A copy of this is kept in the office. All details need to be filled in, including any treatment given. Accidents requiring medical treatment must be recorded in the official Accident Book, kept in the general office.

## **First Aid Boxes**

Location

The location is marked by a green cross.

Locations: Office

Y4 Open Plan

Outside staffroom

Y2 (Mrs Porter's room)

FS (Mrs Hegarty's room)

Contents

- Scissors
- Bandages
- Plasters, single and strip
- Sterile gauze
- Disposable gloves

## **Person Responsible for Supplies**

Mrs Hilary Porter and Miss R Catchpole are responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying one of these staff if the supplies in any of the first aid boxes are running low.

## **Allergies/Long Term Illness**

A record is kept in the Main Reception area of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern.

## **Courses**

First aid courses are advertised on the course board, and all staff are encouraged to attend.

## **Accidents**

Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence
- Other accidents

Accidents in the first two categories should be reported immediately to:

The Health and Safety Executive  
Redcar & Cleveland Borough Council

The accident should be reported by telephone immediately, and then confirmed in writing on the appropriate form kept in the office, or available on the R&C website in the Health and Safety Accidents Procedures file. A list of what constitutes a major injury is attached. Category 3 accidents are reported to the Health and Safety Executive within 7 days.

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher or Deputy Headteacher who will send for an ambulance if needed and contact parents.

**When in doubt, contact parents/guardians.**

## **Other accidents**

These are the accidents which more commonly occur in school.

Procedure to follow:

- Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes). There are 2 of these books in school, one in the main office and one outside the staffroom.
- If a child has a bump on the head you *must* send a letter home and/or contact the parent/guardian. The letters are kept with the accident books. Please notify a member of the admin team if these need replenishing.

Please consult the **Corporate Accident Reporting Procedures at the back of this policy for detailed guidelines on accident reporting.**

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

See *Accident Procedures File* for further details.

## **Accident Documentation**

The following documentation is attached:

- Corporate Reporting Procedure February 2005

## **Pupil Accidents**

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or

holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

Health and Safety Executive

*Health & Safety at Work Act 1974*

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985*

**REPORT OF AN INJURY OR DANGEROUS OCCURRENCE -  
GUIDANCE NOTES ON COMPLETING FORM F2508 (rev 1/86)**

# Skelton Primary School Policies

## 1. GENERAL

Please use this form for making reports to the enforcing authority about events covered by Regulation 3 or 6 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

If you do not know who the appropriate enforcing authority is, then send the form to the nearest office of the Health and Safety Executive (HSE). They will pass it on if necessary.

If you are unsure of the address of the nearest HSE office and it is not listed in the local telephone directory, you may find out by telephoning the HSE enquiry point on 0151 951 4381.

## 2. SUBJECT OF REPORT

The tick boxes in Section A cover the different kinds of event which must be reported under Regulations 3 and 6.

### **BOX 1**

Tick this box if someone has died as a result of an accident arising out of or in connection with work.

### **BOX 2**

Tick this box if someone has suffered one of the following major injuries or conditions as a result of an accident arising out of or in connection with work:

- fracture of the skull, spine or pelvis;
- fracture of any bone:  
in the arm or wrist, but not a bone in the hand; or in the leg or ankle, but not a bone in the foot;
- amputation of:  
a hand or foot; or  
a finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
- the loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye;
- either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact;
- loss of consciousness resulting from lack of oxygen;
- decompression sickness (unless suffered during an operation to which the Diving Operations at Work Regulations 1981 apply) requiring immediate medical treatment;
- either acute illness requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin;

- acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material;
- any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

### **BOX 3**

Tick this box if an employee of yours, a person to whom you are providing training for employment, or a self-employed person working in premises under your control (or you, if you are a self-employed person in your own premises) received an ‘over-3-day’ injury at work, ie an injury which was not one of those listed above, but resulted in incapacity for work for more than 3 days.

### **BOX 4**

Tick this box if there has been one of the dangerous occurrences listed overleaf. If a reportable injury was caused you should also tick box 1, 2 or 3, whichever is appropriate

### **BOX 5**

Tick this box if you are a supplier of flammable gas through a fixed pipe system or a filler, importer or supplier of LPG in a refillable container and you are reporting a fatal injury or one of those listed above, which arose from an incident involving that gas (but not if the incident was connected with a work activity).

### **BOX 6**

Tick this box if you are a supplier of flammable gas through a fixed pipe system and you have found out that a connected gas fitting in a user’s premises is or has been faulty and dangerous in one of the ways specified by the Regulations.

## 3. PERSON OR ORGANISATION MAKING THE REPORT

Just who must report the events covered by boxes 1–4 in Section A depends upon the circumstances and upon who, if anyone, is killed or injured. The onus to report might be placed on, for example: the employer of an injured person; a self-employed person; someone in control of premises where work is carried on; or someone who provides training for employment. Detailed guidance on this can be found in HSE booklet HS(R)23.

#### 4. DATE, TIME AND PLACE

In addition to entering the date, time and address where the reportable event happened (if different from that of the person making the report), you are asked to state:

- precisely where on the premises or site the event happened, for example foundry, storeroom, canteen, hospital laundry, grain store, etc and
- what type of work activity is normally carried out there (or was being carried out at the time) as part of your business or undertaking, if not already clear from your description of the place.

#### 5. THE INJURED PERSON

A few examples may help to show what is needed in the 'employment status' and 'trade, occupation or job title' parts of this section, if the injured person was:

- a plumber employed by you: then you would tick box 10 and write 'plumber' in the space provided for trade, occupation etc;
- a self-employed plumber: then you would tick box 11 and write 'plumber';
- an employee of yours receiving formal training in plumbing either as a YTS trainee or as an apprentice: then you would tick box 10 and either box 12 or 13 as appropriate and write 'plumber';
- a YTS trainee in joinery: then you would tick box 13 and write 'joinery'
- a school pupil, college student, patient in hospital or customer in a shop: then you would tick box 14 and write 'pupil', 'student', 'patient' or 'customer' in the space provided for trade, occupation etc.

#### 6. KIND OF ACCIDENT

If the accident involved a sequence of two or more of the events listed here, then tick the box for the one which happened first (only one box should be ticked in this action).

If the accident did not involve any of these as the primary event, then tick box 15 and give as much detail about the accident as you can in section H of the form, after you have completed Section F.

#### 7. AGENT(S) INVOLVED

Having classified the kind of accident in Section E of the form, you are asked here to describe just what thing or hazard was actually involved – the principal agent or factor.

You should do this firstly by indicating which of the listed broad categories the agent fits into and secondly, by describing it more precisely in writing – giving its name, type and/or purpose.

You can tick more than one box if more than one of the listed agents was involved – a written description of each should be given. Tick box 17 if none of the other boxes cover the accident which you are reporting.

*Example:* If the reported injury is a burn arising from an accident involving the ignition of a flammable liquid escaping from a fractured pipe in a chemical plant, then you should tick box 11 in Section E and boxes 5 and 6 in Section F and your written description in Section F should refer to the pipe and its use and to the flammable substance involved.

**Health and Safety Executive**

*Health and Safety at Work etc Act 1974*

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985*

**Report of an injury or dangerous occurrence**

- Full notes to help you complete this form are attached.
  - This form is to be used to make a report to the enforcing authority under the requirements of Regulations 3 or 6.
  - Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.
  - If more than one person was injured as a result of an accident, please complete a separate form for each person.
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**A Subject of report (tick appropriate box or boxes) – see note 2**

Fatality  1      Specified major injury or condition  2      ‘Over three day’ injury  3      Dangerous occurrence  4

Flammable gas incident (fatality or major injury or condition)  5      Dangerous gas fitting  6

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**B Person or organisation making report (ie person obliged to report under the Regulations) – see note 3**

Name and address

Post code

Nature of trade, business or undertaking

If in construction industry, state the total number of your employees

and indicate the role of your company on site (tick box)

Name and telephone no. of person to contact

Main site contractor

7

Sub contractor

8

Other

9

If in farming, are you reporting an injury to a member of your family? (tick box)      Yes       No

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**C Date, time and place of accident, dangerous occurrence or flammable gas incident – see note 4**

Date

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Time

Give the name and address if different from above

where on the premises or site

and normal activity carried on there

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Complete the following sections D, E, F, & H if you have ticked boxes 1, 2, 3 or 5 in Section A. Otherwise go straight to Sections G and H.

**D** The injured person – *see note 5*

Full name and address

Age

Sex

Status (*tick box*)

Employee  10

Self employed  11

Trainee (YTS)  12

Trainee(other)  13

Any other person  14

Trade, occupation or job title

Nature of injury or condition and the part of the body affected

To be forwarded to the HEALTH AND SAFETY GROUP, County Hall

via the Area Education Office

Redcar & Cleveland Borough Council

### ACCIDENTS TO SCHOOL CHILDREN

Redcar & Cleveland Borough Council..... School No 807 3388

Name of School.....Skelton Primary School

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1. Name of pupil	
2. Age (Yrs, Mths) and Date of Birth	Yrs      Mths      Date of Birth
3. Date of accident	
4. Did the accident occur during school hours? (lunch hour included)	
5. State how the accident occurred; what was its cause; what was the nature of injuries.	
6. Give the name(s) of any person(s) including children who saw, or were present at the time of the accident.	
7. Was the pupil under the supervision of a teacher? If so, state the nature and extent of the supervision	
8. Was the pupil acting under the instructions of a teacher at the time of the accident?	
9. Was the pupil acting against express orders of rules at the time of the accident?	
10. Have there been any previous accidents at the school which might have been due to the same cause?	
11. Was the accident caused or contributed to by any defect in the playground or premises or the condition of the school furniture?	

Redcar & Cleveland Borough Council **ACCIDENT REPORT FORM** (To be completed in the case of all accidents to employees)

Department Skelton Primary School Section Education

Note: This form should be forwarded through the Area Education Office to the Health and Safety Group, County Hall

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Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Sex M  F   
Occupation \_\_\_\_\_ CURRENT GRADE/SCALE \_\_\_\_\_  
Place of Work \_\_\_\_\_  
How long with the Authority? \_\_\_\_\_

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Date and time of accident  State nature and extent of injuries sustained	Where did the accident occur?  State how accident occurred and what equipment was being used
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Was the employee carrying out his/her duties as authorised? Yes  No

If 'No' give details

Names and addresses of witnesses  (if more than two attach details separately)	
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Name and address of employee's general practitioner \_\_\_\_\_

If absent from work state a) Date and time ceased work

b) Date returned

Signature and designation of Reporting Officer \_\_\_\_\_ Date \_\_\_\_\_

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Name \_\_\_\_\_ Date ceased work \_\_\_\_\_

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