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## **Finton House School** **Health and Safety Policy**

*This policy is made available via the school website, is provided to all parents (current and prospective) in the parents' handbook, is provided to all Governors in the Governors' handbook, is provided to all staff in the Staff Handbook, is available from the school office and is kept in the Library.*

### **Overall statement of safety policy**

(As required under Section 2 (3) of the Health and Safety at Work Act 1974)

1. The Governors of Finton House School recognise and accept their responsibility as an employer for providing, so far as is reasonably possible, safe and healthy work places and working environment for all their staff.
2. The Governors will take all steps within their power to meet their responsibility, paying particular attention to the provision and maintenance of:
  - a) Plant (machinery), equipment and systems of work that are safe;
  - b) Safe arrangements for the use, handling, storage and transport of articles and substances;
  - c) Sufficient information, instruction training and supervision to enable all staff to recognise hazards and contribute positively to their own safety and health at work and to the health and safety of others;
  - d) A safe place of work and safe access to it;
  - e) A healthy environment and adequate welfare facilities.
3. The Governors will continue to keep under review arrangements for providing competent technical advice on safety and health to assist both teachers and non-teaching staff.
4. The Governors, recognising the need for involvement of both teaching and non-teaching staff in achieving a successful safety policy, will co-operate with safety representatives and will provide them with such facilities and training as may be necessary for them to carry out their task. The Governors will also co-operate in the development of appropriate committee arrangements for the consideration of safety matters.
5. There is a Governor with specific responsibility for Health and Safety, Michael Russell.

6. The Governors remind all staff of their own duties under Section 7 of the Health and Safety at Work Act 1974 to take care of their own safety and that of other staff and to co-operate with the Governors so as to enable them to carry out their own responsibilities successfully.

7. Section 7 - Health & Safety at Work Act 1974

IT SHALL BE the duty of every employee while at work:

- a) To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work.
  - b) As regards to any duty or requirement imposed by his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.
8. A copy of this statement is issued to all staff. It will be reviewed, added to or modified from time to time. Amendments to this policy will be briefed to staff and a new copy of the policy issued to all staff to be placed in their copy of the Staff Handbook.

**1. Access**

- a) Children are told not to run inside the buildings.
- b) All children and staff keep to the right on the main staircase.
- c) Children are not allowed in the classroom unattended except during 'wet play' when staff float around classrooms.
- d) All corridors/stairs/exits must be kept clear at all times.

**2. Accidents Procedure (See First Aid and Medication Policy)**

- a) Definition of an Accident:  
The definition of an accident is divided into two areas: Minor Accident and Serious Accident.

**Minor Accident**

An accident is defined as 'minor' when the child is able to be treated by a member of staff. Listed below are accidents which could be termed as 'minor'.

- Small cut or abrasions
- Nosebleeds (if stops within 30 minutes)
- Being sick
- Bump or bruise in conjunction with a fall, running into someone or something
- A knock or bang on the head ( a bump your head sticker is placed on the child)

Minor accidents of pupils and staff are recorded in the Accident Book, on the shelf below the First Aid Cupboard outside the Deputy Head's office. Pencils must not be used to fill in this book.

### **Serious Accident**

An accident is defined as serious when it is seen as sufficiently serious for the parents of the child to be immediately notified or if the child has been taken into hospital. Listed below are accidents which could be termed as serious.

- Broken, fractured or chipped bone
- Severe bleeding
- Fainting or falling unconscious
- Deep cut or wound that needs stitches
- Severe asthma attack
- Allergic reaction – Anaphylactic shock
- Dislocated joint
- A serious knock or bang on the head
- A tooth being knocked out or chipped

b) Who is informed?

- Deputy Head (or another fully qualified first aider) immediately in the case of a serious accident together with the office, Class Teacher and Head (or in their absence another member of the Senior Management Team). That person will then follow through accident procedure.

c) Who is responsible for statutory notification?

- In the Appendix there is an Accident Sheet which must be filled out in the event of a 'serious' accident. It must be filled in by the person who saw the accident or was first on the scene and then given to the Head or Deputy Head on the same day.

d) Who carries out any investigation?

- Head and/or Deputy Head or School Bursar.

e) Who summons an ambulance?

- Head or Deputy Head (or another qualified first aider) gives authorisation for the office to call for an ambulance.

e) Who accompanies pupil to hospital?

- We try to ensure that a parent comes with the child in the ambulance, takes the child to hospital or meets the child at the hospital.
- If that is not possible a first aider or member of staff, who can stay with the child throughout, goes with the child. If an ambulance is not needed e.g. stitches maybe required or possible fractured arm a member of staff takes the child with another adult. A member of staff never takes a child in their car on their own, although if a minicab has been ordered, the driver counts as the extra adult.

g) Who informs parents?

- Deputy Head or Head

h) Who informs Governors?

- Head

i) When necessary the School Bursar (or in their absence the Head/Deputy) will complete the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) form for the HSE (Health & Safety Executive)

*NB. Similar procedures are followed for staff.*

### **3. Action Plan for Unauthorised Entry (in and out of normal school day)**

- a) Unauthorised visitors are those who do not report to the school office to sign in. A visitor is only considered authorised when they have signed in with the office and are wearing a visitor's badge.
- b) Any strangers on the premises and not wearing a visitor's badge should be questioned by a member of staff. "Can I help you?" is the question that normally establishes whether somebody has a right to be in the building. Any visitor should be taken to the school office and required to sign in and are given a badge. They should sign out when they leave the premises and return the badge.
- c) If the answer arouses suspicion, please escort them politely out of the building. However, if you feel there is any element of danger or any confrontation please alert the Head, Bursar, Facilities Manager or Caretaker. They will then challenge the person and lead them off the premises. If the unwelcome visitor proves confrontational the police will be called by the school office. If necessary, procedures should be put in place to clear the immediate vicinity of staff and pupils. At no time should a member of staff put their personal safety at risk unless protecting the children.
- d) Make sure that the Head or Bursar are made aware of any incident which has aroused your concern (or in their absence any member of the Senior Management Team).

### **4. Arrival and Departure**

- a) All the children must be accompanied into the building in the morning and collected from the playground at 'going home time'.
- b) Children arriving early can be delivered to the Small Hall from 8.20am and a register is kept of the children.
- c) Children and parents are allowed into school at 8.40am or earlier if there is a club or therapy session. If it is raining or very cold, children (accompanied by an adult) can wait in the Small Hall until 8.40am.
- d) No child is dismissed at the end of the day until the relevant adult has come to collect them and has been seen by the teacher.

- e) There is a late room for Lower School children who are not picked up by 3.40 pm and for US children not picked up by 4.10 pm. The Late Room runs in the Reception Block until 4.30 pm ( until 4 pm on a Friday) and after that time any child who has not been collected is brought to the School Office and their parents are contacted. There is a book which records children that attend the Late Room each day.
- f) Any child going home with a different adult from the normal routine must have a note in his or her home book explaining arrangements.
- g) Any Year 6, parent wishing their child to go home unescorted has to inform the school in writing. The child signs in and out in the School Office each day and time of arrival and departure is recorded. If they bring in a mobile telephone it is kept in the School Office during the day. The child still has to say goodbye to a member of staff at the end of the day.
- h) 'Going-home' time is staggered Mon- Thurs in order to avoid congestion in the cloakrooms and on the stairs.
- i) The arrangements for children going home after clubs is identical to normal 'going-home' time, except if arrangements have been made specifically to collect the children from another venue, e.g. Battersea Ironside.
- j) There is always a member of staff on the school gate at the beginning and end of the day.

## **5. Audio Visual Aids**

- a) When televisions, videos etc. are in use, cables must not present a hazard. Teachers carry out full risk assessments and brief the school Bursar or Facilities Manager if trunking is not fitted to the wall correctly.
- b) When televisions, videos, projectors etc., are not in use, they must be turned off.

There is a set of safety guidelines regarding use of interactive whiteboards in each classroom.

## **6. Body fluids disposal**

All clinical waste is subject to strict controls by the HSE e.g. waste consisting wholly or partly of blood or other body fluids (vomit, urine and excreta), swabs or dressings, syringes and needles.

EpiPens always go back into the child's plastic containers and they then go with the child to hospital but all other such waste is placed in bio hazard bags.

Waste can be placed in the special bin in the medical room off the School Office and in the bin by 171 Playground First Aid Cupboard. Additional bags can be obtained from the School Office. These bags are collected by the school's sanitary disposal services, who visit the school regularly.

All members of staff wear gloves when dealing with any body fluids. Paper towels are used to both soak up and clean the area. Disinfectant spray is applied to the area after cleaning. Where possible the area is also wiped with a bleach solution (bleach is kept locked in the cleaners cupboard in the basement) e.g. playground/plastic flooring and tables. Absorbent granules are available together with a designated dustpan and brush from the School Office or the downstairs Reception toilet. Spillage kits can also be found in the minibuses and the School Office. For school trips there is a small spillage kit in each First Aid kit. There are also vomit bucket available from the School Office.

## **7. Break Times**

- a) Three members of staff are always outside on duty in the playground and when the front of the building is being used at lunch time, one or two members of staff are on duty. If only one member of staff a walkie talkie is used.
- b) The boundary is well-maintained with a continuous fence around the play area.
- c) The children know that if they kick a ball over the fence they must tell a member of staff on duty.
- d) Children must ask a member of staff on duty if they wish to go inside for any reason except to go to the toilet.
- e) Children line up at the end of Break Time in the playground and are collected by a member of staff before they enter the building, one class at a time.

## **9. Broken Glass**

- a) Any windows, light fittings or any similar rubbish with which children can damage themselves, must be either cleared up or reported to the Head and/or Facilities Manager.

## **9. Classrooms**

- a) All electric sockets are covered with a 'plug cover' when not in use.
- b) Children should not run in the classroom.
- c) Children are told to keep the classroom tidy, e.g. no bags are left on the floor, chairs are kept under tables when not in use.
- d) Children are instructed to use equipment safely - e.g. scissors and computers
- e) Risk assessments are completed annually each September by class teachers, subject specialist teachers, therapists and admin staff etc. for their rooms and offices and revised when necessary throughout the year.

- f) Classrooms must be kept tidy, both during and after lessons. In particular, bags should not obstruct the areas between desks or exits. Coats and bags must be kept on the pegs allocated for them in the cloakrooms or at the back of the Reception classrooms, when they are not in use.

#### **10. Clubs** (See Clubs policies for staff and peripatetic teachers)

- a) Before offering a club, a member of staff or peripatetic teacher must complete a risk assessment procedure. Forms are available from the Clubs Coordinator, Nicholas Lane.
- b) The member of staff or peripatetic teacher who is taking the club must take a register at the beginning of the club to make sure that everyone is there. If any child is absent without a note or any explanation, this must be checked up on.
- c) During the times that the club runs, the member of staff or peripatetic teacher in charge must be with the children at all times.
- d) Once the club has finished, the member of staff member or peripatetic teacher in charge must make sure that all the children within the club have been picked up from the school or from another site (eg. Battersea Ironside) by a parent guardian, nanny or aunt etc. If they are not collected after 15 minutes of the club finishing the children must be brought to the school office and parents telephone. Children not picked up after those clubs finishing at 5.30 pm must be taken to the Deputy Head or the Head and parents telephoned.

#### **11. Contractors**

- a) Control of contractors on premises:  
None during term time (except in an emergency) If they are working in areas where children are present the area must be cornered off and a contractor(s) must never be left alone with children.
- b) Identification:  
Report to School Office and identification is checked. They sign in and are given a badge, like any visitor and sign out on leaving the building.
- c) Advice to staff about workmen:  
If workmen are in the building, staff will be informed by the Facilities Manager or Bursar. They will always be wearing a visitor's badge.

#### **12. Criminal Record Bureau** (See Recruitment & Selection Policy)

- a) All members of staff, governors, peripatetic teachers and parent readers working in the school or taking clubs are CRB checked.

### **13. Electrical Safety**

- a) Who controls inspection of equipment?  
Bursar
- b) Arrangements for regular inspections/testing:  
Bursar
- c) How Often?  
Fixed wiring every 5 years and small appliances every year. A sticker is placed on tested appliances showing date of last test.
- d) Instructions to users:  
Bursar
- e) Policy on limitations of personal equipment being brought to school.  
No personal equipment allowed in school at any time.

### **14. Environmental Matters**

- a) Who reports defects in heating, ventilation etc?  
Whoever is aware of defect, to the Bursar
- b) Who is responsible for progressing repairs?  
The Bursar
- c) Who is responsible for organizing a 6 month Legionnaire's Disease inspection?  
The Bursar

### **15. Fire Precautions (See fire drill and evacuation procedures)**

- a) Arrangements for evacuation:  
The fire escape routes follow the recommendations of the Fire Officer. They have been checked by the Head (*See Appendix L*). In every room fire routes are displayed on the wall. These escape routes are also used in the event of an emergency evacuation, e.g. bomb alert and suspicious package. However, in the event that a suspicious package is blocking a fire escape route, this will be closed off and alternative escape routes used. If it is not possible to assemble in the playground, all children will be escorted to Trinity Playing Fields. All the Senior Management Team are Fire Marshals, except the Deputy Head who is the First Aider or Barbara Frank in her absence. No other members of staff are allowed to enter the buildings once they have left.
- b) Who calls the Fire Brigade?  
The school office calls the fire brigade on the instructions of the Head (or, in their absence, a member of the Senior Management Team).
- c) What is the method of advising staff/pupils of arrangements?  
Staff meetings - then all staff explain to children their escape routes and have a 'run

through' before a fire drill.

- d) What is the frequency of the fire drill?  
Twice in Autumn and Summer Terms; once in Spring Term. During practice sessions the Bursar records the time taken to evacuate the building. The time, together with comments, are recorded in the school office.
- e) What are the procedures to be followed?  
*Please see Appendix L.*
- f) Who maintains exits and escape routes?  
Facilities Manager.
- g) Who is responsible for fire extinguishers, doors and alarms?  
Bursar. The extinguishers are checked annually and some staff have completed training in their use. The alarms, flashing lights (for SEN hearing impaired children) and fire doors are checked quarterly. As we are currently low risk, a Fire Officer visits the premises about every 5 years.
- h) Who summons emergency services?  
Head, Deputy Head or School Secretary.
- i) How do we know who is in the building?
- Staff and visitors sign the in and out book.
  - Staff Appointments book.
  - Late and Early Room books
  - Registers
  - Swimming and sport lists held in the office.
  - Weekly Diary
  - Clipboard showing list of children and staff in and out each day.
  - Sheet held in office listing all staff with their part-time days, marked if absent.

## **16. Individual Children** (See First Aid and Medication Policy)

- a) Staff are made aware of any allergies or medical needs etc. that the children may have by a medical register together with pictorial sheets showing children with life threatening conditions, special diets and nut allergies in the Staff Room and at staff meetings. Class teachers are provided with the relevant information for their class each September and a copy is also stuck inside the white cupboard behind the secretaries in the school's office. Finton House is a nut free school.

## **17. First Aid Responsibility** (See First Aid and Medication Policy)

- a) Who is responsible for giving First Aid?  
For minor accidents, e.g. bumps, scratches, the member of staff who is in charge of the child at the time of accident. For larger accidents, e.g. severe cuts or knocks, the Deputy Head, or another qualified First Aider, should treat the child.
- b) Policy and arrangements in respect of pupils' medication:

Parents are requested to inform the school office of any medication that the children require and to complete the school administering medicine form.

c) Where First Aid boxes are located?

In the Deputy Head's office, in the minibuses, at the Games Field, in the DT Room, the Art Room, the Science Room, the Top Floor of 171 and in the downstairs staff toilet in the Sally Walker Reception block. We also have 'trip' First Aid kits in the school office and traveling first aid kits for the P.E. department in their office.

d) Who is responsible for maintaining them?

Fleur Smithwick (School Secretary)

e) Details of the A & E Unit:

Minor Injuries Unit @ Queen Mary's, Roehampton – 020 8487 6499/6999.

Children's Casualty @ St George's, Tooting - 020 8725 3518 & Minor Injuries – 020 8700 0505.

## **18. Food Hygiene** (For details on Healthy Eating/Nutrition please see separate policy)

The school undertakes its own catering arrangements and the activities in the Kitchen are under the control of the Catering Supervisor.

The Catering Supervisor ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.

- a) Cleaning schedules are established and details recorded.
- b) Equipment temperature checks are carried out daily and the results recorded.
- c) Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- d) Equipment is maintained in accordance with a schedule and the details recorded.
- e) Health of the personnel in the kitchen is constantly monitored and wearing of jewellery on hands etc. is not permitted.
- f) Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- g) General hygiene inspections are carried out on a regular basis.
- h) Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

## **19. Furniture and Fittings**

- a) Any broken or damaged furniture or fittings must be reported to the Bursar.

## **20. General Hazards**

- a) To whom hazards should be reported?  
Head, Deputy Head or the Bursar.
- b) Who takes interim measures?  
Head, Deputy Head or Bursar with assistance from the Facilities Manager
- c) Who is responsible for taking remedial action?  
Head.

## **21. Good Housekeeping**

- a) Tissues are kept in each classroom.
- b) Hand dryers and lavatory paper are daily re-stocked daily by the Contract Cleaners.
- c) The Staffroom Committee is in charge of ensuring that tea and coffee making facilities, together with the staffroom, are kept clean and tidy.

## **22. Handling & Lifting**

The school is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused, the following action will be taken in line with the regulations.

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanized process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible by:
  - Seeking assistance from other personnel
  - Using barrows or other similar equipment etc.
  - Staff remembering to bend their knees when lifting
- d) All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

**23. Infectious Diseases** (See First Aid and Medication Policy and Flu Pandemic policies)

- a) How staff will be informed of any cases, and by whom:  
We expect parents to tell the school if they are aware of infectious diseases.  
A note is put in the Staffroom and on external doors of the building stating, e.g. 'There is a case of Chicken Pox in Reception L'.
- b) Policy on necessary precautions:  
We insist the child is not in school if he/she is known to be infectious. If in doubt we seek advice from a medical advisor. In the case of head lice, the entire class concerned is informed by a letter and within the week a specific member of staff checks every child's head for lice or eggs. If they are found an individual letter is then sent to the parent informing them.
- The Health Protection Agency states that it is not advisable to exclude children from schools if they have infective conjunctivitis but if the child has ring worm they are sent home until they have treatment. Children are also sent home if they have Erythema Infectiosum (Slap Cheek), especially as this is of special risk to pregnant women.
- c) In the event of a national pandemic such as flu, a crisis Management Meeting will be held to review procedures short-term and long-term. See Critical Incident Policy.

**24. Inspection for potential Health & Safety Risks**

- a) Who carries them out?  
Bursar with assistance from Facilities Manager

**25. Lunch**

- a) Children have staggered lunch times in order to avoid congestion.
- b) 2 dinner ladies and 2 members of staff are in the Lunch Hall at all times.

**26. Monitoring**

- a) Who, when and how:  
During each term the Head, Bursar and Facilities Manager tour the building and grounds for any defects that need repair or alterations that need to be made.

**27. New Staff**

- a) Who instructs new staff on Health and Safety issues, and when?  
A copy of the Health and Safety Policy will be given at the beginning of their first term. The Deputy Head instructs them with regard to health and safety aspects of school life.

## **28. Road Crossing**

- a) All children are silent when they cross the road.
- b) Finton House staff stand in the road to assist children crossing.
- c) Children are not allowed to run along the pavement.
- d) The staff standing in the road always stand between on-coming traffic and the children crossing the road.
- e) Children are always instructed to walk away from the verge when they are on the pavement.
- f) Staff talk to the children about safety and the Green Cross Code. PSHCE lessons and assemblies also focus on this.
- g) Staff wear yellow reflective jackets.
- h) Parents and visitors are forbidden to park obstructing the school gates.

## **29. School Office**

- a) Secretarial Staff give due care and attention to the equipment used and their surroundings.
- b) Do not use a VDU constantly for more than 45 minutes without a 5 minute break.
- c) Act sensibly.
  - Keep drawers closed when not in use.
  - Switch off electrical equipment when not in regular use.
  - Ensure that no wires are left stretched across open areas.
  - Lift only those weights within capacity to lift.
- d) If anything in the School Office is defective in any way, it is reported to Bursar or Facilities Manager immediately.

## **30. School Trips (see Trips and Educational Visits Policy)**

- a) Approval procedure:  
Educational Visits Coordinator.
- b) Staff/Pupil ratio:
  - 1 to 6 for Reception to Year 3. 1 to 10 for Years 4 – 6. The ratio varies at times due to the SEN or medical needs of the children.
  - Minibus – Driver and at least 1 adult.
  - 1 child per seat in all coaches. Seat belts must be worn.

- c) Arrangements for obtaining transport:  
When booking a coach, seat belts must be specified. Westway Coaches provides our coaches. There are also 3 minibuses that can be used for school outings and Wandsworth Community minibuses can be booked.
- d) First Aid kits to be taken on every trip leaving school grounds.  
First Aid on trips - Asthma 'puffers, EpiPens and any other specific medicine for individual children is carried.

**31. Substances** (See First Aid Treatment for potential poisons at Finton House School)

- a) The Bursar and Facilities Manager ensure that all harmful cleaning materials are locked away from the children in a cupboard in the Basement of 169.

**32. Supply Teaching or PGCE Student**

Any new supply teacher or PGCE student coming in to the school spends some time with the Deputy Head going through the Health & Safety aspects of the school. They are supplied with a copy of the Staff Handbook and are assigned a buddy/mentor. They, or their agency/university, would provide proof with regard to their CRB check.

**33. Swimming**

- a) A member of staff teaching swimming in the small pool has a life saver qualification and Tooting Leisure Centre provide a life saver for the big pool.
- b) A register is taken on each minibus on leaving school and children return to the same minibus to be checked in.
- c) Swimming teachers have a swimming register.

**34. Use of School Transport**

Who may drive?

- a) All staff, who have joined the school since September 2003 and are over twenty-five years old have completed a ROSPA training day. There are staff, who were employed at the school before this date that drive the minibuses, but they have had considerable experience of driving the school minibus. All staff must have category D on their licence.

**35. Waste**

- a) Collection and disposal contracts:  
AHA Environmental Services Ltd.

*Updated Summer 1990  
Updated Spring 1994  
Updated Autumn 1996  
Updated Spring 1999  
Updated September 2001  
Amended June 2003  
Updated July 2005  
Revised November 2005  
Revised January 2006  
Updated May 2007/2008  
Revised May 2009  
Updated June 2010,2011*

**FINTON HOUSE SCHOOL**

**SERIOUS ACCIDENT SHEET - ADULT**

This is filled in by the member of staff who saw the accident, or was first on the scene. This is then given to the Head or Deputy Head (if Head is absent from school) on the same day.

1. Name of Adult.....
  
2. Date of Accident.....
  
3. Time of Accident.....
  
4. Details of Accident.....  
.....  
.....  
.....
  
5. Details of observations immediately following accident.....  
.....  
.....  
.....
  
6. Details of immediate action taken.....  
.....

.....  
.....

7. Reported to Head or Deputy Head

Time.....

8. Emergency services called by .....

Time.....

9. Next of Kin contacted by.....

Time.....

10. Any further action taken.....

.....  
.....

Signature (Teacher present).....

Signature (Headteacher).....



**FINTON HOUSE SCHOOL**

**SERIOUS ACCIDENT SHEET - CHILD**

This is filled in by the member of staff who saw the accident, or was first on the scene. This is then given to the Head or Deputy Head (if Head is absent from school) on the same day.

1. Name of Adult.....

2. Date of Accident.....

3. Time of Accident.....

4. Details of Accident.....

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5. Details of observations immediately following accident.....

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6. Details of immediate action taken.....

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7. Reported to Head or Deputy Head

Time.....

8. Emergency services called by .....

Time.....

9. Next of Kin contacted by.....

Time.....

10. Any further action taken.....

.....

.....

Signature (Teacher present).....

Signature (Headteacher).....