



BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Serving the communities of Brinkworth and Dautsey

VISION

Believe to Achieve!

To provide a secure, happy and stimulating learning environment in which EVERYONE is valued, spiritual growth is nurtured and potential maximised.

ACCIDENT POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding first aid and the investigation of accidents and the arrangements by which this is brought about.

RESPONSIBLE PERSON(S)

Mrs L Hilliard

The primary function of the above named person is to organise any incident or accident investigations required as a result of an incident or accident that has taken place within the grounds and premises of the school and in any external location that involves a member of the school's employees or students.

In addition, the above named person has a responsibility to ensure that all first aid arrangements, equipment and facilities are maintained and in good working order. They will also ensure that adequate first aid cover is available at all times and is applicable and relevant to the conditions at the time and the numbers of persons to be covered. They will also ensure that first aid personnel are trained by a competent organisation and that such training is carried out and certificated in a timely manner as required by the current regulations.

Finally, they will be required to ensure that any incident or accident that is reportable under the current set of regulations ('RIDDOR') is done so in a timely manner as required by those regulations.

The above person can delegate specific tasks to other staff members, where agreed and accepted, and is responsible for ensuring that such delegation is appropriate and clearly indicated on the Health and Safety Organisational Chart.

The Policy:

- To provide adequate numbers of appropriately trained first aid personnel to deal with incidents or accidents
- To provide all first aid personnel with an effective means of communication that will enable anyone requiring the assistance of first aid personnel to contact them in a timely manner
- To ensure that, where applicable, first aid personnel are trained to deal with additional, specifically identified hazards that are not included in the standard training course
- To provide and maintain in good condition adequate stocks of first aid provisions in clearly labelled and readily accessible areas as deemed necessary
- To be in a position to deal with or assist in dealing with any members of the public who may suffer or be suffering from recognisable symptoms whilst on our premises

- To ensure that adequate provisions and personnel are provided and available during any external activities or journeys to external locations.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A team of appropriately trained first aid personnel
- A principal member of the first aid team responsible for the upkeep and maintenance arrangements of all first aid provisions and equipment
- A suitable area where any matters of first aid can be dealt with in privacy and security and where anyone can be allowed to rest in relative peace and quiet in the event of recovery or feeling unwell
- A specific cleaning and maintenance schedule for the above area that ensures its condition is appropriate to its needs
- An accident book at each first aid station and in the above first aid room to enter appropriate details of any accident or incident that has been brought to the attention of a first aid person
- A copy of RIDDOR at each of the accident book locations to enable first aid personnel to determine whether an incident or accident is reportable as required by the current regulations
- A risk assessment system that takes into account any accident book entries in order to determine whether current controls and precautions are adequate and appropriate
- Training programmes for various personnel that will enable them to deal with emergency situations.

The Responsibilities:

All staff have the following responsibilities:

- To report any accident, irrespective of how minor, or any incident that might have resulted in an accident, even if this wasn't the case
- To co-operate with any member of the first aid team in fulfilling their duties when entering details in the accident book
- To consider strongly following any advice given to them by a member of the first aid team, such as visiting a hospital, checking with a doctor or resting in the first aid room for a period of time.

Training:

The following training will be undertaken by the organisation:

- All staff will be trained in the basics of accident and incident reporting and prevention either through the organisation's own internal training system or by arrangement through a competent external organisation
- Selected, voluntary staff will be fully trained in first aid skills by a competent organisation that will enable them to carry out their duties effectively and with confidence
- Some selected first aid personnel may be further trained in areas where more specific or specialised knowledge is required in order to deal with the relevant issue as and when it may arise
- Some selected, voluntary staff will be trained in emergency first aid skills that will enable them to deal competently with emergency situations. Note that this will be compulsory for certain senior staff members.

References:

The following internal documents and official publications should be referenced in conjunction with this policy:

- Cleaning and maintenance schedule
- Accident books and RIDDOR guidance booklet
- Accident investigation report form

- Safety Summary Sheet: Staff Awareness Training Series, Accident and Incident Reporting
- Current sets of regulations for:
 - First Aid
 - Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)