

Health and Safety Policy

This is the statement of general Health and Safety Policy and arrangements for
Cross Ash Primary School

Organisational Structure

Overall and final responsibility for health and safety:

Monmouthshire County Council

Responsibility for providing a policy covering Health and Safety matters:

The Schools Governing Body

Day-to-day responsibility for ensuring this policy is put into practice:

The schools Head teacher

Statement of general policy for Health and Safety

For the Health and safety of employees (staff) and visitors (including pupils, carers, volunteers and sub-contractors) and in accordance with:

1. Health and Safety at Work Act 1974
2. The Education (School Premises) Regulations 1999

The school will:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Engage and consult with employees on day-to-day health and safety conditions
- Implement emergency procedures – evacuation in case of fire or other significant incident.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- Monitor and record accidents and near misses.

Staff and Visitors must:

- Follow the training/induction received when using any items on school premises or school activities.
- Take reasonable care of your own and other people's health and safety.
- Co-operate with the school on health and safety.
- Report any matter if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

Responsibilities for Health and Safety

Overall Responsibility for the schools Health and Safety	Mrs Laura Perrett
Governors Responsible for the schools Health and Safety	Dr Sarah Neville & Mr Ian Forbes
Teaching Areas	All Class Teachers
School site and security	Mr Alastair Roberts-Jones (Caretakers)
Office and clerical equipment	Mrs Sheryl Westoby (Senior School Administrators)
P.E. and Games equipment	Mrs Laura Perrett
Science equipment	Mrs Laura Perrett (STEMs team lead)Miss Amy Phillips – science lead
IT/ AV equipment	Mrs Laura Perrett / Mr Alistair Williamson
Maths equipment	Miss Abigail Morris and Miss Amy Phillips – Maths lead
Design Technology	Mrs Laura Perrett & STEMs team
Music equipment	Mrs Julia Willis (CLAP's lead) Miss Ceri John – Music lead
Art & Craft	Mrs Julia Willis and CLAPs team
Library equipment	Mrs Julia Willis (CLAP's lead)
School visits	Mrs Julia Willis Deputy head

It is the responsibility of all staff or visitors to verbally notify the named persons above of any H&S issues within their designated areas.

Arrangements for Health and Safety

General Conduct

There are a number of school rules, which are applied for safety reasons, e.g. walking at all times inside the school building, no high climbing on adventure trail equipment, care of property, etc.

Health and Safety Reporting

We all have a legal responsibility for the safety of our colleagues (see Risk Assessment Policy). If staff see a hazard that concerns them they can report it to a line manager and/or record it in the Health and Safety Log Book which is situated in the staff rooms.

Risk Assessment

Risk Assessment applies to everyone and is the key factor in relation to Health and Safety. Risk Assessment is something we all do every day and most activities have some form of risk attached to them. The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:

- Preparing and implementing safe working practices;
- Monitoring, inspecting and reporting regularly;
- Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.

We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence. We are of the opinion that if something is not acceptable at home, then it should not be acceptable in school.

Appendix 2 – risk assessment format

Health and safety information

A guide to the Health and Safety Law is displayed in the staff-room for the attention of all employees. This does not describe the law in detail, but it does list the key points.

Additional information about health and safety is placed on the safeguarding board on in the staffroom.

Housekeeping

The Head teacher and caretaker are responsible for ensuring that the building provides a safe and healthy environment for the children. The caretaker and cleaning staff are to maintain a clean tidy building and grounds. Any minor repairs or maintenance are completed by “caretaking” or through the use of LA authorised contractors. Self help authorisation is acquired when using external agencies which are overseen by the LA.

All equipment complies with British Standards Regulations and is maintained and checked regularly.

The school maintains a Evidence of Safety file – with detailed polices produced by the LA and or school relating to all of the below

	Area	School Policy	Training
1	Trips and Visits	<p>The school has been issued with a copy of the ‘Revised Guidelines and Procedures Governing Trips and Visits’ from Monmouthshire County Council. This documentation has been a valuable aid to our planning. In accordance with LA safety regulations, educational visits are carefully planned in advance, with if possible staff inspection/planning visits made before. Details are sent to parents and the LA School Trips and Visits Officer. Authorisation for school trips and visits must be sought from this officer. The LA is informed of all School visits and documentation and risk assessments provided to seek LA approval for any visit considered hazardous or involving an overnight stay. The Head teacher is the School Trips and Visits Coordinator.</p> <p>Children are asked to wear appropriate clothing for the planned activities. The correct adult: child ratio is used as a minimum for determining staffing levels and a First Aid Kit and list of emergency phone numbers taken (see Educational Visits Policy).</p> <p>See appendix 1</p>	<p>The deputy head teacher undertakes training for carrying out and completing risk assessments.</p> <p>The new deputy head teacher will receive EVOLVE training Autumn 2016 when this new on line system for risk assessing trips and visits rolls out through the LA.</p> <p>See appendix 1</p>
2	Care Plans	<p>Care Plans are in place for all pupils who require specific medical procedures requirements to provide for their needs.</p> <p>Care plans are reviewed with parents and the school nurse annually.</p> <p>The plans are kept in a file on the safeguarding board, in the heads office, medical board in Meeting room, in the lunchtime supervisors file and in the school kitchen.</p> <p>A summary list with the pupils name, picture and details are displayed in all these places.</p>	<p>The School Nurse / Epilepsy / Diabetes nurse - trains all staff annually</p> <p>See appendix 2</p>
3	Critical Incident Plans	<p>We adhere to the LA Critical incident plan. (evidence of safety file)</p> <p>Contact details of LA support officers responsible for dealing is kept in the heads office and on the safeguarding board.</p>	<p>HT has shared plan with SLT</p>

		Appendix 3	
4	Accidents/dangerous occurrence notifications	<p>The school caretaker is trained in the identification and dealing with dangerous substances /situations</p> <p>The caretaker check the site daily</p> <p>All staff know that they must and how to report accidents and dangerous occurrences to the head teacher/deputy head immediately.</p> <p>The school follows the LA's – Hazard Recording and Reporting</p> <p>Appendix 4</p>	HT has made SLT aware of procedures
5	Staff wellbeing – Violence at work	<p>The school follows the LA Policy for Health and Well-being.</p> <p>Staff wellbeing and safeguarding is essential for a successful school</p> <p>This is central to the schools over arching approach to safeguarding.</p> <p>Supporting wellbeing is addressed through other policies and approaches in school including managing staff absence, safe recruitment procedure, violence at work, manual handling, induction, performance management, stress management</p> <p>Dealing With Violence and Aggression</p> <p>Violence, threats, abuse or gestures made to staff should be reported to the Head teacher immediately. The LA should also be informed of any incident.</p> <p>If anyone is at risk, 999 should be dialled immediately.</p> <p>Where staff intend bringing a prosecution against their assailant, both the LA and school should be informed.</p>	
6,	Safe Recruitment	<p>All staff are appointed following a formal interview. Application forms are received from LA and the appointment panel is convened to shortlist and interview candidates.</p> <p>Before an appointment is made, two references are required in writing. The successful applicant must also complete a DBS check before commencing employment.</p> <p>Disclosure and Barring Service</p> <p>All staff, governors and volunteers MUST complete a DBS before working with children. A central record of staff is kept by Mrs S Evans.</p>	HT and office manager has received training
6	Manual handling	<p>Manual Handling</p> <p>Refer to “Manual Handling Policy”</p> <p>Appendix 6 positive handling form</p>	HT and DHT team teach trained
7	First Aid and	First Aid & Accident Record Book	<u>Cross Ash Primary School – First</u>

	Medication (including clinical sharps and immunisation)	<p>Refer to schools "First Aid Policy"</p> <p>Administration of Medical Treatment</p> <p>Refer to school policy "Medicines in School".</p>	<p><u>Aider Register (updated Jan 15) (summer 2015)</u></p> <p>Training completion dates are shown. Add 3 years for renewal date.</p> <p><u>Named First Aiders</u></p> <p>Mike Fawcett (25 / 9 / 13)</p> <p>Gemma Williams (27 / 10 / 14)</p> <p>Lisa Probert - May 2015 – including forest schools</p> <p>Beverly Powell – May 2015 – including forest schools</p> <p>Laura Perrett – 01.09.14</p> <p><u>Basic First Aid</u> (ALL 12 / 2 /14)</p> <p><u>TAs</u></p> <p>Nicola Davies</p> <p>Bev Powell</p> <p>Judy Collier</p> <p><u>Lunch Time Supervisors</u></p> <p>Jenny Thomas</p> <p>Karen Fellows</p> <p>Sharon Lovejoy</p> <p>Jana Skardova</p> <p>Ann Couldwell</p>
8	Fire Safety	<p>Fire Safety</p> <p>Refer to schools "Fire Safety Policy"</p>	SLT understand and practice procedures in school
9	E safety, Film and Photography	<p>E safety – we have an up-to-date policy. A named member of staff (deputy head) attends all relevant training.</p> <p>We recognise that with an ever changing and developing world of IT and use of the internet we need to keep up to date and with this in mind we review the policy annually.</p>	School has an up to date policy in place following digital competency guidance
10	Severe Weather	<p>The school has a duty of care to both staff and pupils and any decisions taken have this underlying premise.</p> <ul style="list-style-type: none"> • The decision to close school is not taken lightly. When staff and pupils can get to school, then the school will remain open. School will open if staffing levels can be maintained. • The responsibility for deciding to close the school lies with the Head teacher in consultation with the chair/vice-chair of Governors. The decision will be taken when local circumstances are ascertained. • Alternatives to closure will be considered prior to closing the school. • A risk assessment will be completed, and the final decision taken. • Pupils will be permitted to leave early if the weather deteriorates, rather than close the whole school. • If there is a school closure during the day, all pupils should be collected by an adult. The school will contact parents, and also place the information on the Monmouthshire web-site. • In the event of major snowfall over a weekend, or overnight, information will be placed on the Monmouthshire County council website, school web page and emails will be sent to parents. • Information regarding school closure will also be advertised on local television and radio • Staff will answer quires as soon as they are able to get to school. 	Follow LA procedures

11	PE and school Sports	<p>All staff are to acquaint themselves with 'Safe Practice in Physical Education' a publication from the British Association of Advisers and Lecturers in Physical Education. PE apparatus is services annually by 'Sports Fix'.</p> <p>For any physical activity, children change into shorts and T-shirts for indoor activity and a warm PE kit for outdoor activity. They are expected to be bare footed for indoor activities, as bare feet grip better (unless there is a medical reason for them to wear some form of foot barrier), and to wear trainers, daps or boots for outside activities. For safety reasons it is school policy that children do not wear any form of jewellery in P.E./Games/swimming. (There may be exceptions to this rule e.g. on religious grounds. Newly pierced ears must be covered with medical tape to prevent injury to the child and also to other performers.)</p>	An up to date Safe practice in PE guide purchased and in available with PE resources in the school hall
12	Traffic Management	<p>Traffic Management</p> <p>When members of staff, parents or others visit the school site they should drive sensibly and keep a watchful eye for children.</p> <p>Parents do not bring vehicles on to the school site between 8:30-9:10 – when buses are dropping pupils and between 3 and 3:40pm when buses are arriving, collecting and transporting pupils, unless they have a disabled badge.</p> <p>Safety on School Transport</p> <p>Staff are responsible for the behaviour/safety of pupils at all times on a school trip; this includes discipline on the bus. Pupils must wear seat belts and must not leave their seats when the bus is in motion. No food or drink allowed on the bus. No sharp objects are to be held by pupils while travelling on the bus.</p> <p>Contractors for home/school transport are responsible for safety on their buses, but the school will investigate any reports of dangerous conduct and will report to the contractor and parents accordingly.</p>	All staff are has an awareness of the policy
13	School Transport	<p>The school adheres to MCC passenger transport policy.</p> <p>Bus companies and drivers are informed they are responsible for the safeguarding of the pupils until 8:50am and after 3:30</p> <p>Pupils adhere to school promises – listed as a code of conduct necessary to keep them safe when travelling on the bus</p> <p>Bus drivers are informed about school safeguarding procedures and policies and know who the safeguarding designates are.</p>	
14	Guidance on Electrical equipment, Gas, Glazing, Latex and other dangerous equipment and	<p>Hazardous substances</p> <p>Hazardous substances are kept locked away from the children. All equipment complies with British Standards Regulations and is maintained</p>	Caretaker attended asbestos training Summer 2016

	contractors on site	<p>regularly.</p> <p>Electrical Safety</p> <p>All electrical appliances are 'PAT' tested annually. A record is kept in the school file.</p> <p>No electrical appliances may be brought into and used in school without the knowledge of the Head teacher. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been inspected and tested.</p> <p>Free standing electrical heaters must be used minimally, for example, limited to emergency back up, and only in rooms supervised by a class teacher. There should be a minimum exclusion zone around the heater of approximately half a metre.</p> <p>Work on the electrical installation or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the caretaker. Such work will only be undertaken when the relevant part of the installation has been isolated.</p> <p>Theatre companies and other visitors and contractors to the site must ensure their electrical appliances are safe and that they have been tested. They are also made aware of the fire evacuation policy and where the fire exits are located.</p> <p>Gas Safety</p> <p>There must be access to an isolator, which is located in the kitchen and boiler rooms.</p> <p>Contractors on School Premises</p> <p>Only contractors approved by the LA are allowed on school premises. They must sign in the contractor's book and check the asbestos register. In the first instance they must consult the Head teacher on safety and logistical issues. Arrangements will be made to seal off areas and to reduce the risk to everyone in the school.</p> <p>Contractors must report to the office when they arrive on site.</p>	
15	Contractors on School Premises	<p>Only contractors approved by the LA are allowed on school premises. They must sign in the contractor's book and check the asbestos register. In the first instance they must consult the Head teacher on safety and logistical issues. Arrangements will be made to seal off areas and to reduce the risk to everyone in the school.</p> <p>Contractors must report to the office when they arrive on site.</p>	Caretaker HT and DHT aware of policy and procedures
16	School Ponds	The school follows the LA guidance of maintenance and safe use of pond.	General Risk assessment updated March 2015

		<p>A risk assessment is in place and reviewed annually</p> <p>Before using the pond staff review and add to the risk assessment when necessary.</p> <p>Pupils are taught and reminded about the safe use of the pond at the start of lessons.</p>	
17	Management of Asbestos in schools	The caretaker is trained in the management of Asbestos	Alastair Roberts-Jones (school caretaker) attended refresher training May 2016
18	Food, Hygiene and food allergies	<p>At least two member of support staff are trained in food hygiene.</p> <p>When the school receives notification</p>	<p>Mrs Nicola Davies and Miss Nicola Davies attended Food Preparation and Hygiene training Level 2 May 2016</p> <p>Breakfast club and lunch time supervisor Mrs Sharon Lovejoy received updated training October 2016</p>
19	Tree survey	<p>The school sit contains a large amount of trees. A tree survey is undertaken annually and the actions acted upon by the head teacher to ensure all trees are safe.</p> <p>The head teacher and caretaker check the site weekly and act upon any problems identified. Additional survey is undertaken when necessary for example: after a spell of bad weather.</p>	Tree survey March 2016

No smoking of any description is permitted on site

Safety Awareness

This policy will support the aims of our school to create an atmosphere of carefulness, both in and out of school. This is for all users of the school, children, school staff, contractors, parents, volunteers and the community. This carefulness includes:

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

Further:

- Good safety habits are taught and practised as part of the whole curriculum. This can be through themes, for instance, "All around us", which could include for example; Science, English, Technology, and the involvement of outside agencies such as police, fire brigade, road safety officer, etc. It might also be through a PSHE topic or circle time such as substance abuse.
- Children are encouraged to develop healthy habits through good health and hygiene routines, for example, regular exercise or care of themselves, personal hygiene, etc.
- Healthy eating is maintained at the school, with an emphasis on more healthy menus at lunchtime and the encouragement of healthy snacks at break times.

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, e.g. scissors, tools, PE apparatus, etc

- When moving around the school
- When carrying out investigations, e.g. a pond, pollution, soil studies, etc
- When on educational visits

Science

All staff is acquainted with 'Be Safe' a publication from the Association for Science Education, which deals with safety in school science.

Technology

All staff are acquainted with 'Make it Safe' a publication from the National Association of Advisers and Inspectors in Design and Technology which gives clear safety guidance for the teaching of Design and Technology at KS1 and KS2.

Risk assessments are completed by the class teacher if specialist equipment is being used.

Equipment and Materials

General

- The rules of behaviour are specified in the school's Behaviour Policy; children should be reminded that rules are for their own safety.
- Equipment will only be used by trained and competent personnel.
- The maintenance of equipment will be monitored by the Head teacher
- Breakages & faults should be reported to the Head teacher.
- Staff should not tamper with any equipment or fabric of the building where the presence of asbestos is suspected.
- For electrical items refer to "Electrical Safety" section.

Glue Guns

- Only warm melt guns are to be used.
- Glue guns should be located on stands, ready for use.
- A board should be put under the work to protect the table top.

Correcting Fluids

- Correcting fluids should not be used by pupils.

Whiteboard Cleaner

- Cleaning fluids are not permitted

Marker Pens

- Only water based pens should be used.
- If spirit based pens are used by staff they should be used in a well ventilated area.

Headphones

- Only headphones designed for the audio players should be used e.g. Comber equipment.
- Headphones should have an impedance of 400-1000 ohms.

Overhead & Digital Projectors

- Care should be taken that the wire does not become a 'trip' hazard.

Small Equipment

- Children should be taught how to use scissors (blunt-ended), compasses etc safely.
- Children are not allowed to use staple guns.
- Children should be warned of the dangers of putting things in their mouths.
- Children should not be asked to carry or push (on trolleys) heavy or dangerous items.

Kettles

- Electric kettles or water boilers should only be used by adults where pupils are not nearby. Hot drinks are carried around in containers with lids.

Printing and Reprographics

- Children should not operate the photocopier.

- Toners should be stored in the school office or storage facility within the photocopier itself.

Safety and Security

Staff should take responsibility for their own valuable items such as credit cards, cameras and laptops. During lesson times all external doors to the front of the building should be locked (whilst still allowing exit in an emergency) so that access cannot be gained from the outside. This will contribute to greater security of staff, pupils and property.

All visitors, including parents are asked to report to the Reception in the first instance. They will be asked to sign the visitor's book stating who they are and the nature of their business. Visitors should not be left unattended before the nature of their visit has been clarified. They are asked to wear a Visitor badge for the duration of their visit.

All staff, including midday supervisors, cleaners, and caretaker should be vigilant in reporting (to the Head teacher) strangers on or off the premises.

Parents are asked to advise the school if children are being collected by anyone unfamiliar to staff.

Work Experience/Students

Health & Safety procedures are discussed with all students.

Health and Safety Training

There is a major need for all school personnel to keep up to date with and to be made aware of new initiatives and practices. Therefore they will attend training courses when they are brought to our attention.

Monitoring

Health and Safety matters are reported to the Schools Governing Body regularly via its Health and Safety Sub-committee.

Safety Policies, Procedures and Safe Working Practices

The staffs regularly discusses health and safety issues in staff meetings and Health and it is constantly monitored and reviewed. The safe welfare of all connected with the school is at the centre of all discussions. Changes in policies are immediately brought to everyone's attention by a system of good communications. Copies of all policies are available to view on the school server and hard copies are located in the school office.

Policy Review

The policy will be reviewed annually by the Governing Bodies Health and Safety Sub-committee and updated as circumstances and regulations change.

Chair of Governors signature:- Dr S Neville

Head teachers signature: *K. Everley*

20.03.2018

Cross Ash Primary School
Caring, Committed, Challenging



**Safeguarding
Health & Safety**

Evidence of Safety File 1

Health & safety policy and guidance

Health and safety welfare induction checklist

Health & safety audit

Health and Safety Inductions

Risk Assessment Package

Risk assessment trips

Risk assessments school grounds and buildings

Risk assessments individuals

Guidance and Risk assessments for trips and visits

Care plans

Critical incident plan

Accident/dangerous occurrence notification

Violence at work / Wellbeing at work policy / new and expectant mothers

Manual Handling and Restraint

First Aid & Medication (including clinical sharps & immunisation)

Evidence of Safety File 2

Fire Safety

E Safety and film and photography

Severe Weather Procedures

PE including Swimming

Traffic management

Transport

Guidance on use of Electrical Equipment, Glazing, Latex, other dangerous equipment and contractors on site
School Ponds
Management of Asbestos in schools
Food, Hygiene and Food allergies
Tree Survey

The above policies/guidance are kept in the head teachers office
Summary notes are contained in the school
Health and Safety Policy

Risk Assessment Documentation

Pupil Name:
Name of Assessor:
Date of Assessment:
Sources of Information:

Designation:

Hazards Identified	Persons at Risk	Likely Consequences	Evaluation/ Level of Risk			Control Measures <small>(action taken to reduce risk)</small>	Action required What/When/Who	Revised Evaluation/ Level of Risk		
			High	Med	Low			High	Med	Low

Likelihood	Severity	Risk Level Likelihood x Severity
5- Certain	5-Multiple Death	1-5 Low- is a low risk but action should still be taken to reduce these risks further within possible reasonable limits
4-Very Likely	4-Single Death	
3-Likely	3-Major Injury	6-12 Medium- is a significant risk and will require an appropriate level of response/ resources
2- Unlikely/Possible	2-Minor Injury	
1-Very Unlikely	1-Work Delay	13-25 High- is a high risk and may require the provision of considerable resources, which may involve the purchasing of special equipment, training, greater supervision and the implementation of effective control.

Monitoring and Reviewing Arrangements

□

Copy of form and relevant information passed on to appropriate staff

Names of appropriate staff informed re risk
assessment _____ Date:
Informed _____

ESTABLISHMENT:

Persons especially at risk:
 School pupils on facilitated
 workshop visit

AREA ACTIVITY	HAZARDS	POTENTIAL HARM	LIKELI- HOOD	SEVERITY	RISK FACT OR	EXISTING PRECAUTIONS (if any)	FURTHER CONTROL (if any) Identify person responsible for action

HAZARD REPORT

DEPARTMENT:

SECTION:
ESTABLISHMENT:

REF	REPORTED BY	DATE	LOCATION OF HAZARD	HAZARD OBSERVED	PROBLEM DISCUSSED WITH	ACTION TAKEN BY WHOM

ACCIDENT/DANGEROUS**OCCURRENCE NOTIFICATION****FOR PUPILS AND VISITORS****Please return to:****Michael Harper, LLL Support Services**

Department:

Section:

Establishment:

**Section A. To be completed either by: injured person, witness to dangerous occurrence or supervisor/officer in charge, etc.**

1. Injured person or witness to dangerous occurrence Full Name: Address: Post Code Home Tel. No. Staff No.	2. Age	Male <input type="checkbox"/>	Female <input type="checkbox"/>				
	3. Job title if M.C.C. employed. If not then status e.g. contractor, member of public, etc.		<table border="1"> <tr> <td>M.C.C.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other</td> <td><input type="checkbox"/></td> </tr> </table>	M.C.C.	<input type="checkbox"/>	Other	<input type="checkbox"/>
	M.C.C.	<input type="checkbox"/>					
	Other	<input type="checkbox"/>					
4. Date of occurrence	Time of Occurrence	5. Date of Reporting	Time of Reporting				
6. Brief description of accident/occurrence identifying causes where possible.		7. Exact location of accident/occurrence					
		8. To whom reported.					
9. Injury or adverse health details (if any). Type of injury, e.g. fracture, laceration, etc. State body parts injured and whether left or right.							
10. If fall from height, state distance.							
11. First aid details.		12. By whom administered.					
13. Names and addresses of witnesses:		14. Name of person recording					

	15. Title of person recording
	16. Signature of person recording

Section B. To be completed by Supervisor/Line Manager. NB: If serious or major injury telephone as directed.

17. Report of the accident/occurrence, (injured persons description if applicable). State work which was performed at the time and other events that led to the incident. Include unsafe acts and/or conditions, equipment involved, substances, plant defects and weather, lighting or underfoot conditions, if applicable. Attempt accurate distances or heights and identify causes where possible.

Tick if continued	<input type="checkbox"/>
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18. Immediate action taken to prevent recurrence (if any)	19. Action taken by whom
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20. Further action required	21. By whom
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22. Supervisor's Investigation/Comments. Identify any disregard of procedures or misconduct.

23. Was machine involved?	Yes	24. If 'yes' give name of machine and type.	25. Was machine in motion?	Yes	
	No			No	

26. Was personal protective equipment issued?	Yes	27. If 'yes' please list and state if used at time of accident.
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28. Did injured person (tick box)	a. Continue to work?	c. Require hospital treatment?	e. Lose time or likely to – one day or more?	30. Was work authorised?	Yes	31. Schedule hours of work?	From	To
	b. Cease work?	d. Remain in hospital more than 24 hrs?	29. Number of days lost		No		32. Actual time ceased duty	

33. Supervisor's signature:

Date:

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Persons especially at risk: _____

SIGNATURE: _____ **DATE:** _____

Next assessment date (before): _____

EVIDENCE OF SAFETY

Positive Handling Plan

Name of Pupil _____ Reason for Plan _____ Plan Number __

Positives- What is the pupil good at and what do they like doing?	Triggers- What situations have led to problems in the past?	Successful approaches- What proactive interventions have been effective in preventing the pupil's anxiety rising?
	..	

Describe any modifications to the environment or pupil routines that can be implemented to prevent anxieties rising?

Expected Practice

Strategy	What does the practice look like?
Firm clear directions	
C.A.L.M. talking/stance	
Summoning Assistance	
Verbal/Symbolic guidance	
Limited Choices	
Reminders of consequences	
Distraction	
Diversion	

Humour	
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Describe any additional strategies that have worked in the past or should be avoided.

Strategy	Try	Avoid	What does the practice look like?
Negotiation			
Reassurance			
Planned ignoring			
Contingent touch			
Take up time			
Withdrawal offered			
Withdrawal directed			
Change of face			
Success reminders			
Others			

From your risk assessment what is the likelihood of a pupil harming himself or herself, another pupil or adult in the event of an incident. Please Identify risk in each case.

	Self-Harm	Harm to other pupil	Harm from another Pupil	Harm to staff
Low				
Medium				
High				

Description of behaviour	Self Harm	Harm to other Pupil	Harm from another Pupil	Harm to Staff

Prior to intervention all staff must make a dynamic risk assessment in relation to the incident and their confidence and competence in using physical intervention techniques.

Has the pupil any medical issues that require the reconsideration of any Team Teach Holds?
 YES/NO

If YES, has there been any discussion with relevant health professionals and please outline any concerns that they had? _____

Preferred physical intervention approach for dealing with above incidents

Potential incident (see risk assessment)	Specific Location	Preferred Physical Intervention Strategy

1. Appropriate personal safety response,
2. Hold for smaller pupil,
3. Graded holds,
4. Seated hold required,
5. Separating fights,
6. Half Shield.

7. Full Shield (adv. certificate required)
8. Front Ground Recovery, (adv. certificate required min 3 persons required, observer for pupil)

Follow up- Debrief and repair following the incident

Where	Staff member with whom the client has a good relationship

Multi-agency Involvement (where the risk assessment indicates a high risk)

Agency	School	Parent/ Guardian	Social Worker	Child Protection Officer	Local Authority Officer
Name					
Signature					
Date					

Name and signature of person completing this form _____

Cross Ash Primary School – First Aider Register (updated Jan 15) (summer 2015)

Training completion dates are shown. Add 3 years for renewal date.

Named First Aiders

Gemma Williams (27 / 10 / 14)

Lisa Probert - May 2015 – including forest schools

Beverly Powell – May 2015 – including forest schools

Laura Perrett – 01.09.14

Basic First Aid (ALL 12 / 2 /14)

TAs

Nicola Davies

Bev Powell

Judy Collier

Lunch Time Supervisors

Jenny Thomas

Sharon Lovejoy

Jana Skardova

Ann Couldwell

Emergency Planning Service

<i>Contact</i>	Office Hours	Outside Office Hours
<i>Ian Hardman</i> <i>Emergency Planning Manager</i>	<i>01633 644092</i>	<i>In an emergency the EP Duty Officer can be contacted via the 24 hour Cardiff Control Centre – 0300 123 1055</i>
<i>Julia Detheridge</i> <i>Emergency Planning Officer</i>	<i>01633 644091</i>	
<i>Julie Pinnell</i> <i>Emergency Planning Officer</i>	<i>01633 644091</i>	

Local Authority (LA)

<i>Contact</i>	Mobile Numbers	Office Hours	Outside Office Hours
<i>CYP - Cath Sheen Nominated Senior Officer for Critical Incidents and Emergency contact</i>	<i>07595 647637</i> <i>(24 hours)</i>	<i>01633 644470 or</i> <i>07595 647637</i>	<i>In an emergency the EP Duty Officer can be contacted via the 24 hour Cardiff Control Centre – 0300 123 1055</i>
<i>Property Services HelpDesk</i>	<i>01633 644405</i>	<i>01633 644405</i>	
<i>CYP – Sarah McGuinness – Chief Officer</i>	<i>07710 503730</i>	<i>01633644703 or</i> <i>07710 503730</i>	
<i>CYP – Sharon Randall – Smith – Head of Standards</i>	<i>07816 176930</i>	<i>01633644204</i>	
<i>CYP –Barrie Hodges</i>	<i>07775923802</i>	<i>01633644529</i>	

Emergency Services

<i>Contact</i>	Office Hours	Outside Office Hours
<i>Heddlu Gwent Police</i>	<i>01633 838111</i>	<i>24 Hours</i>

South Wales Fire & Rescue Service	01443 232000	24 Hours
Welsh Ambulance Services NHS Trust	01633 626262 (Main switchboard)	
Aneurin Bevan Health Board Nevill Hall Hospital Royal Gwent Hospital Chepstow Community Hospital Monmouth Hospital	01873 732732 01633 234234 01291 636636 01600 713522	24 Hours 24 Hours