



OUR SCHOOL MOTTO IS:

Growing in Faith and Knowledge

OUR SCHOOL MISSION STATEMENT

St Joseph's Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

Each child is encouraged to strive for the highest possible standards of work and behaviour, whilst learning to live as a well-mannered, self-disciplined and tolerant individual both inside and outside the classroom. The children learn to live as happy and caring members of a School community, which values their unique individual talents, and also the needs of others.

St Joseph's Preparatory School values and nurtures a close partnership with parents and encourages the forming of meaningful links with the wider community. The children are encouraged to take part in extra curricular activities in order to develop an interest in sporting, cultural and recreational activities.

St Joseph's Preparatory School recognises its legal duty to work with Local Safeguarding Children's Board acting on behalf of children in need or enquiring into allegations of abuse.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

St. Joseph's Preparatory School's Safeguarding Children Policy follows the guidelines laid down by the City of Stoke on Trent Safeguarding Children's Procedures and "Working Together to Safeguard Children".

Our motto 'Growing in Faith and Knowledge' encapsulates the School's Aims:

- To provide a caring, Christian community, in which individuals can develop fully.
- To strive for excellence in all areas – academic, sporting, musical etc.
- To provide an ethos which brings the Gospel message alive.
- To develop strong community links.
- St. Joseph's Preparatory School has achieved International School Status and is an Eco School.
- We are a Dyslexia Friendly School.

St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Health and Safety Policy

Co-ordinator: Mrs S Hutchinson

Updated: January 2012

Review Date: January 2013

POLICY FOR HEALTH AND SAFETY

This Policy is applicable to all pupils, including those in the E.Y.F.S.

Aim

The aim of our school is to create an atmosphere of carefulness both in and out of school; this is for all users of the school, children, school staff, parents and the community.

This Policy has been written in conjunction with all staff and regard is given to the DfE Guidance 2011.

Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.

This Policy comes within the remit of the Governors Finance and Premises Sub-Committee. Mr Stephen Hulme oversees matters of Health and Safety.

Mrs Susan Hutchinson and Mr Peter Denson oversee the Health and Safety within the school and grounds.

Mr Gary Venables is responsible for Site Security.

All Staff are expected to report Health and Safety to Mrs Hutchinson or Mr Denson.

The Health and Safety Risk and Fire Risk are assessed, monitored and reviewed annually in the Autumn Term by Mrs Hutchinson and Mr Denson. This is reported to the Governing Body and an Action Plan drawn up.

Regular training in Health and Safety areas take place for all staff in-line with recommendations from the Action Plan and current legislation e.g. Fire Marshall Training and Risk Assessments.

This carefulness 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 St Joseph's Preparatory 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.

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
- 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 is 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. During swimming, goggles cannot be worn unless accompanied by a parents permission slip.

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.

Educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult child ratio is always followed, and a first aid kit and the school mobile telephone taken.

St Joseph's Preparatory School has set procedures in case of an emergency in school, such as a fire or incident 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 school office as is the school's accident register, accident forms and a list of any allergies children have. First aid boxes are also kept in the staff room, Nursery and Prep 6 classroom. 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 caretaker, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The caretaker and cleaning staff maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretaker, 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.

Fire Drill

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 exit. The school secretary will endeavor to alert St. Joseph's College by telephone at this point.

A copy of the Instructions in case of Fire are attached in Appendix One.

The register will be brought to each class.

The register will be taken and a check made that all children and staff are present. The register is then returned to the School Secretary.

Nobody is to go back into school. If a child is missing it must be reported to the Headteacher or Senior Management Team.

When all the registers have been received, the person who brought the register will return it.

The classes may then go back into School.

All children should walk in and out of school sensibly, and line up quietly.

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

Lunchtime Fire Procedure

- All staff members on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building
- All staff members on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.
- All staff members in classrooms where children are eating sandwiches shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- All staff members in classroom where children are taking extracurricular activities shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.
- The Headteacher or members of the Senior Management Team and caretaker (when on site) will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

Fire and Other Incidents (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 fire drill procedure in Appendix One).
- Phone 999 for the fire brigade and police. If using the school telephone system, 9 999.
- 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

- St Joseph's Preparatory School is a non-smoking school!

Car Parking

Car parking is a concern at St Joseph's Preparatory 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 in case the car has to be moved etc.

Where there is provision for disabled parking, only orange badge holders should use these spaces. At no time should the space reserved for school transport 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
- Not parking on yellow lines.
- Keeping the traffic flow moving, rather than causing obstruction.
- Any sporting events – children and staff to leave by the designated time.
- Trips – try to arrange coach time to cause minimum traffic problems.

Personal contact with any adult who continually parks in an obstructive way (by Headteacher or Caretaker). All comments by parents or neighbours will be followed up.

Policy on Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move 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 heavy or awkward to handle. 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. If children are asked to move a stack of chairs then the chair stacker must be used. If a large number of chairs are needed then the Caretaker will supervise.

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

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

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
- Television

Security of the Premises

The Headteacher, Deputy Head Teacher, Caretaker and the Security Officer 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.

Caretaker

It is the responsibility of the Caretaker 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, the Security Officer checks that:

- 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 Head. to ensure that the School is secure following late functions if the caretaker or Security is unavailable.

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

All visitors are required to report to the School's Office.

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 office first.

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 or Caretaker
- All contractors must report to the school office. The Caretaker will then be informed of their arrival.
- Contractors will work under close supervision of the Caretaker 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 this time, and the contractors must leave the area.

All work will be monitored by the Caretaker and any concerns reported to the Headteacher and the contractor concerned.

NB See sheet below to be given to contractors.

Guidance for Contractors on Site

We have been recommended by the Health and Safety Inspector 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 around.
- Playing music during school hours.

If you have any problems, please see the Headteacher or Caretaker.

Maintenance of Equipment

- P.A.T. Testing is carried out annually
- Fire Extinguisher, Boiler, Water Heaters & Cooler and Shower (Annually)
- Security Alarm (Annually)
- Fire Alarm & Emergency Lighting (Weekly)
- Testing for Legionnaires (Annually)

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 S.M.T. 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 return home for this or the parent should come to school to administer the medicine.

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.

If it is necessary for a child to take prescribed medicine at School, the parents of the child will be asked to complete a Medication Form giving the school the appropriate details. If a parent is unable to get into school, a letter authorizing a member of staff to administer medicine must be sent in. No medicine can be administered unless a parent's signature is received in either of these ways.

(For casual ailments, it is often not possible for doses of medication to be given outside school hours. The school does not administer un-prescribed medicines for casual ailments).

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. This can be only from a General Practitioner. No un-prescribed medications or creams will be accepted.
- 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 incidents requiring first aid are dealt with by the school's first aiders.

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, Early Years Practitioner or NTA as appropriate. At lunchtimes first aid is administered by the First Aiders.

If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted.

The qualified first aiders are: Mr D Hood, Miss Harper and Mrs H Pickford.

The Pediatric First Aiders are: Mrs A Taylor, Mrs I. Barlow

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 centrally in the school office. All details need to be filled in, including any treatment given.

First Aid Boxes

First aid boxes are kept in the First Aid Area staff room, Nursery and Prep 6 class.

Contents

- Scissors
- Bandages
- Plasters, single
- Antiseptic wipes
- Gauze and tape
- Disposable gloves

Person Responsible for Supplies

The first aiders 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 the first aiders if the supplies in any of the first aid boxes are running low.

Allergies/Long Term Illness

A record is kept in the General Office 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. All staff are notified.

Courses

Staff receive regular information on courses and are welcome 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 on 0845 300 9923 or e-mail riddir@natbrit.com or
post to Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 399

The accident should be reported by telephone immediately, and then confirmed in writing on form F2508. A list of what constitutes a major injury is attached. Category 3 accidents are reported to the Health and Safety Executive within 7 days on form F2508.

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. This is found in the First Aid Area.
- If a child has a bump on the head or bump to the mouth, parents should be contacted by phone and letter. The letters are kept in the first aid file, which is located in the First Aid Area.
- Fill in the accident form, copies of which are kept in the first aid file, if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. Give the form to the Headteacher or the Deputy Head to sign.

Copies will then be taken for:

- Health and Safety Executive (and posted)
- For the school file

Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

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 Documentation* for further details.

Accident Documentation

The following documentation is attached:

- Reporting of school accidents to the Health and Safety Executive
- Guidance notes on completing Form F2508
- Form F2508
- Accident to LEA employees
- Accidents to school children

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

Employee Accidents

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.

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.

Illness and Injury (Early Years)

The school will notify Ofsted of any illnesses or injury in connection with medicines and of any serious accident, illness or serious injury to, or death of any child whilst in our care, and of any action taken. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring.

Food and Drink (Early Years)

The school will inform Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring.

Premises (Early Years)

The school will inform Ofsted of any changes to the premises which may affect the space and quality of child care available.

Where it is reasonably practicable to do so, notification must be made in advance of the event occurring in all other cases, notification must be made as soon as is reasonably practicable and within 14 days of the incident occurring.

Notice that Parents may have access to records

Dear Nursery and Reception Parents,

Your child has an 'Early Years Profile' and other Records tracking their development, and achievements in the Early Years Department.

We are very happy for Parents to contribute to these Profiles by passing on information, as a note or a photograph, to the teaching staff when landmarks have been achieved in your child's life.

Staff are also happy to share with you your Child's Profiles and records to discuss them with you. In order for us to take into account Data Protection Rules when disclosing records that refer to third parties, we ask that a written request is sent into school so that personal files on your child can be made available for you to view in school. Staff will endeavour to meet your request within five working days.

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

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;

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,

- 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.

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

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) a plumber employed by you: then you would tick box 10 and write ‘plumber’ in the space provided for trade, occupation etc;
- (b) a self-employed plumber: then you would tick box 11 and write ‘plumber’;
- (c) 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’;
- (d) a YTS trainee in joinery: then you would tick box 13 and write ‘joinery’
- (e) 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.

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.

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

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

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

Date

 / /

Time

Give the name and address if different from above

where on the premises or site

and normal activity carried on there

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

Appendix A

St Joseph's Preparatory School
Stoke-on-Trent

INSTRUCTIONS IN CASE OF FIRE

ADULTS

I. IF YOU DISCOVER A FIRE, OPERATE THE FIRE ALARM

- **YOUR FIRST RESPONSIBILITY IS TO THE CHILDREN.**

ENSURE THAT THEY ARE TAKEN TO THE ASSEMBLY POINT IMMEDIATELY
(THE ASSEMBLY POINT IS THE JUNIOR PLAYGROUND)

- **CLOSE ALL THE DOORS BEHIND YOU.**
- **THE SCHOOL SECRETARY WILL RING THE FIRE BRIGADE AND BRING THE SCHOOL REGISTERS TO THE ASSEMBLY POINT.**

IF A PERSON IS MISSING, INFORM THE HEADTEACHER IMMEDIATELY

St Joseph's Preparatory School
STOKE-ON-TRENT

INSTRUCTIONS IN CASE OF FIRE

CHILDREN

IF YOU HEAR THE FIRE ALARM STOP WHAT YOU ARE DOING AND LISTEN TO THE TEACHER.

BE VERY QUIET AND CALM.

When you are told, line up and walk **IN SILENCE** in single file, through the fire exit to the Junior Playground.

Line up in **SILENCE** and listen to the class register being called.

DO NOT return to the school building until the teacher tells you.

St Joseph's Preparatory School
STOKE-ON-TRENT

INSTRUCTIONS IN CASE OF FIRE

ALL VISITORS TO OUR SCHOOL

IF YOU HEAR THE FIRE ALARM PLEASE VACATE THE PREMISES IMMEDIATELY, CLOSING ALL DOORS BEHIND YOU.

THE MUSTER POINT IS ON THE JUNIOR PLAYGROUND.

PLEASE REPORT TO THE SCHOOL SECRETARY WHO WILL BE ABLE TO ACCOUNT FOR YOU VIA THE VISITORS BOOK.

DO NOT RETURN TO THE BUILDING UNDER ANY CIRCUMSTANCES UNLESS INSTRUCTED TO DO SO BY A MEMBER OF STAFF.

OUT OF HOURS / HOLIDAY TIME

If you are working in the School during holiday time or out of School hours and there is no member of staff available, please dial 9 999 (if using the School Telephone) and report the Fire. Our School Address is: St Joseph's Preparatory School, off Rookery Lane, Trent Vale, Stoke on Trent ST4 5RF Tel: 01782 417533. PLEASE VACATE THE BUILDING IMMEDIATELY AFTERWARDS.

MANY THANKS FOR YOUR CO-OPERATION.

St Joseph's Preparatory School
Stoke on Trent

Fire Instructions

As you will be working unsupervised by staff at St Joseph's Preparatory School, it is necessary for you to have read and understood our fire procedures, please can you sign below to confirm that you have done so.

Health and Safety

The policy of Joe's Club is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in a comprehensive school policies on Health and Safety. The policies will be kept up-to-date. To ensure this, the policies and the way in which it has operated will be reviewed annually.



Emergency Procedure

In the event of an emergency occurring which requires the school to be evacuated and moved from the school site, the Headteacher at St Joseph's College has agreed that St Joseph's Preparatory School would be able to take all its pupils to St Joseph's College.

In the event of this emergency **not** being due to a fire, the school bell will be rang 10 times in succession.

All staff need to know how to use the bell.

Depending on the nature and location of the incident.....

All children to assemble in the hall for further instructions.

In the event of evacuation, depending on the nature and location of the incident, the children will assemble either.....

- On the Brothers' Lawn
- College Playground
- Rookery Lane

In the event of an emergency occurring which requires the school to be evacuated and moved from the school site.

The following procedure will be followed:

- An Air Horn will be blown 10 times in Succession; this is stored in the Secretary's Office.
- Children will evacuate the school as per the Fire Drill and muster on the Tennis Courts. A register will be taken.
- A member of the Senior Management Team will lead the children away from the school to a place of safety.