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# **WAKEFIELD GRAMMAR SCHOOL FOUNDATION including EYFS (Early Years Foundation Stage)**

## **HEALTH and SAFETY POLICY**

## Index

1. INTRODUCTION TO WAKEFIELD GRAMMAR SCHOOL FOUNDATION *including EYFS*
2. WAKEFIELD GRAMMAR SCHOOL FOUNDATION HEALTH AND SAFETY POLICY *STATEMENT including EYFS*
3. WAKEFIELD GRAMMAR SCHOOL FOUNDATION HEALTH AND SAFETY POLICY *OBJECTIVES including EYFS*
4. FOUNDATION'S ORGANISATIONS AND *STRUCTURE including EYFS*
  - 4.1 Board of Governors
  - 4.2 Bursar and Clerk to the Governors
  - 4.3 Heads
  - 4.4 Deputy Heads
  - 4.5 Heads of Department
  - 4.6 Teaching Staff
  - 4.7 Administrative Bursar
  - 4.8 Matrons
  - 4.9 Estates and Contract Manager
  - 4.10 Assistant Estates & Contracts Manager
  - 4.11 Head Groundsman/ Porters/ Caretakers
  - 4.12 Catering Manager
  - 4.13 Support staff/Line Managers/Supervisors
  - 4.14 All Employees
  - 4.15 Pupils
5. *ARRANGEMENTS including EYFS*
  - 5.1 Health and Safety Committees
  - 5.2 Accident Procedures
    - 5.2.1 Accident, Incident and Near Miss Reporting and Investigation
    - 5.2.2 Accident Records
    - 5.2.3 Accident / Incident Investigation
    - 5.2.4 Minor Accidents / Incidents
  - 5.3 First Aid
  - 5.4 Fire Procedure
  - 5.5 Risk Assessment
  - 5.6 Electrical Equipment
  - 5.7 Use of Equipment
  - 5.8 Storage and Use of Hazardous Substances
  - 5.9 Contractors and Visitors on School Premises
  - 5.10 Safety Training
  - 5.11 Health and Safety Inspections

6. APPENDICES

Appendix 1	Accident / Incident Reporting Procedure
Appendix 2	Fire evacuation procedure
Appendix 3	Risk Assessment Form
Appendix 4	Visitors on school premises
Appendix 5	Teaching Area Inspection form

# 1. INTRODUCTION TO WAKEFIELD GRAMMAR SCHOOL FOUNDATION, *including EYFS*

## Site Definition

The Foundation is responsible for a number of sites and the health and safety arrangements for each of them. The Foundation Health and Safety Policy Statement covers all sites and includes general organisation, responsibilities and arrangements.

The policy will be distributed to all staff or will be made available in appropriate places so reference can be made to it.

The sites in Wakefield which the Foundation is responsible for are:

Governors' Office, Northgate

Queen Elizabeth Grammar School, Northgate

Queen Elizabeth Grammar School Junior School, Northgate

Queen Elizabeth Grammar School Junior School, Centenary House, Leeds Road

Wakefield Girls' High School, Wentworth Street and Margaret Street

Wakefield Girls' High School Junior School, St John's Square

Mulberry House, Margaret Street

Queen Elizabeth Grammar School Playing Fields, College Grove Road

Wakefield Girls' High School Playing Fields Blenheim Road

## **2. WAKEFIELD GRAMMAR SCHOOL FOUNDATION, *including EYFS*, HEALTH AND SAFETY POLICY STATEMENT**

As an employer and provider of educational services Wakefield Grammar School Foundation actively seeks to ensure the health, safety and welfare of all employees, pupils parents and visitors so far as is reasonably practicable. This is achieved by:

- *Providing and maintaining safe working environments for Foundation employees, pupils, parents and visitors by complying with the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives, the Education (School Premises) Regulations 1999 and to comply with the DfES Guidance on H&S: Responsibilities and Powers.*
- Providing and maintaining equipment and systems of work that are safe to use.
- Keeping places of work under their control in a healthy and safe condition, as well as providing and maintaining safe means of access for all.
- Providing information, instruction, training and supervision to ensure the health and safety at work of employees and to achieve safe working practices.
- Making sure there are no risks from using, handling, storing and transporting articles and substances.
- Providing adequate facilities and arrangements for employee welfare at work.

It is the duty of all employees to co-operate with the organisation and arrangements that support this policy to provide a healthy and safe working environment. This includes pupils, contractors, visitors and members of public who may be affected by work activities.

Contractors and others who work on the premises are required to operate within the framework of this policy so as not to harm their employees, Foundation employees, pupils, visitors or members of the public.

This policy will be reviewed and updated as necessary or re-endorsed at least every two years.

### **3. WAKEFIELD GRAMMAR SCHOOL FOUNDATION HEALTH AND SAFETY POLICY OBJECTIVES, *including EYFS***

This policy directs that all employees give priority to the consideration of safety factors in their day-to-day activities with a view to the implementation of measures to:

- Ensure the maintenance of working conditions and practices that do not endanger the health and safety of employees, pupils or members of the public.
- Adopt an approach to health and safety, which not only emphasises the provision of adequate physical safeguards and working procedures but also develops mechanisms designed to motivate employees and pupils to follow safety rules and generally act in a safe manner.
- Ensure all employees and pupils receive adequate information, instruction, training and supervision to make them aware of the hazards, safe working methods and accident prevention techniques relating to their activities, and the Governors will make available time and finance for such training.

Suitable and sufficient risk assessments shall be conducted on all activities where hazards exist and appropriate preventative and protective measures shall be taken. The results shall be documented and appropriate information brought to the attention of persons at risk.

*Section 5 shall define the arrangements for compliance with this policy and specific arrangements may be made for each individual school. Each school or area within a school that makes specific arrangements will have its own additional policies on H&S.*

## **4. FOUNDATION'S ORGANISATIONS AND STRUCTURE**

### **4.1 Board of Governors**

#### **Responsibilities :**

- To have overall responsibility for all matters relating to health, safety and welfare of all employees, pupils, including those in the EYFS and others who could be affected by the Foundation's undertakings.
- To agree, together with the Bursar and Clerk to the Governors and Heads of all schools, the Health and Safety Policy for the Foundation and ensure it is kept up to date.
- To ensure through the Bursar and Clerk to the Governors that documents essential for the dissemination of instructions and information as well as the effective running of the Foundation are produced and used effectively.
- To make available adequate resources i.e. funds, materials, equipment, welfare facilities, information, instruction, supervision, support and advice to ensure plant and equipment, places of work and learning, environment and systems of work are safe and risks are maintained as low as is reasonably practicable at all times.
- To Chair the Risk Constitution & Safeguarding Committee.
- To consider and support initiatives for continuous improvement of Health and Safety performance and culture.
- To promote a positive health and safety culture through example, encouragement, communication and awareness.
- To encourage, via the Risk Constitution & Safeguarding Committee and other opportunities, open communications in all directions involving all employees within the Foundation.
- To receive and consider health and safety reports and issues during General Purpose Committee and Board meetings.

## 4.2 Bursar and Clerk to the Governors

**Accountable to:** The Board of Governors through the Risk, Constitution and Safeguarding Committee

**Responsibilities:**

- Ensure that on all matters of health, safety and welfare the activities and undertakings of Wakefield Grammar School Foundation comply with legislation.
- To liaise with external enforcing authorities.
- To promote health, safety and welfare awareness at all levels.
- To ensure changes in legislation are brought to the attention of all persons as appropriate.
- To make available relevant legislative literature.
- To make available advice on health, safety and welfare requirements.
- To identify to the Governors matters outside his limits of authority for due consideration.
- To designate the individual responsibilities to achieve the effectiveness of this policy.

## 4.3 Heads

**Accountable to:** The Board of Governors.

**Responsibilities:**

- To implement the Foundation Health and Safety Policy and any other H&S specific arrangements in their designated areas of responsibility.
- To identify individual responsibilities to achieve the effectiveness of the policy.
- To ensure safe working practices are observed in the schools' activities and undertakings in compliance with current legislation.
- To identify training or instruction needs for their area of responsibility.
- To ensure all accidents or incidents are reported and investigated and make recommendations to take appropriate action to prevent recurrence.



#### **4.4 Deputy Heads**

**Accountable to:** Their respective Head; or in his/her absence to the Bursar and Clerk to the Governors.

**Responsibilities:**

As above for the Heads

#### **4.5 Heads of Department**

**Accountable to:** Their respective Head or in their absence to the appointed Deputy.

**Responsibilities:**

- To be responsible for all matters relating to health and safety within their areas of control.
- To be conversant with, and ensure compliance with, appropriate legislation.
- To set a personal example in applying a positive and realistic approach to health and safety matters.
- To include in their curriculum policy measures taken for health and safety in each department, giving specific information to ensure the health and safety of staff and pupils.
- To recommend to the Head the safety training needs for his/her department.
- To ensure all accidents or incidents are reported to the Head or their Deputy.
- To ensure risk assessments are carried out for all activities under their control including educational visits.

#### **4.6 Teaching Staff**

**Accountable to:** Their Head of Department.

**Responsibilities:**

- To be responsible for all matters relating to health and safety within their area of control.
- To have awareness of appropriate safety legislation and ensure safe working practices are employed.
- To ensure all accidents or incidents are reported to the Head of Department.
- To ensure risk assessments are carried out for all activities under their control including educational visits.
- To ensure new pupils are given induction, instruction and made aware of any other matters in relation to health and safety.
- To set a personal example in applying a positive and realistic approach to health and safety matters.
- To identify to Heads of Department individual training or information needs.

#### **4.7 Administrative Bursar**

**Accountable to:** The Bursar and Clerk to the Governors

**Responsibilities:**

- To be responsible for all matters relating to health and safety within their area of control.
- To have awareness of appropriate safety legislation and ensures safe working practices are employed.
- To ensure all accidents or incidents are reported.
- To ensure risk assessments are carried out for all activities under their control.
- To ensure new staff under the Administrative Bursar's control are made aware of any matters in relation to health and safety.
- To set a personal example in applying a positive and realistic approach to health and safety matters.

#### **4.8 Matrons**

**Accountable to:** Their respective Head

**Responsibilities :**

- To be specifically responsible for all matters relating to health and safety within their area of control.
- To have awareness of appropriate safety legislation and ensure safe working practices are employed.
- To ensure all accidents or incidents are reported.
- To manage the provision of First Aid within the Foundation.
- To set a personal example in applying a positive and realistic approach to health and safety matters.

#### **4.9 Estates and Contracts Manager**

**Accountable to:** The Bursar and Clerk to the Governors

**Responsibilities:**

- To advise the Bursar and Clerk to the Governors, Heads, Heads of Departments and ancillary staff, and the Health and Safety at Work Committees, on the implementation of the Foundation's Health and Safety Policy and for providing specialist advisory services relating to all matters concerning health and safety at work.
- To manage the maintenance programme for all buildings, sites and plant.
- To manage all contract work undertaken on the Foundation's premises.
- To provide specific information on all matters relating to buildings and plant.
- To recommend to the Bursar and Clerk to the Governors the safety training needs for his department.

#### **4.10 Deputy Estates & Contracts Manager**

**Accountable to:** The Estates and Contracts Manager.

**Responsibilities:**

- Under the general direction of the Estates and Contracts Manager to be responsible for implementing the health and safety and maintenance needs of the Foundation.
- To oversee contract work under the direction of the Estates & Contracts Manager.
- To have an awareness and apply safety legislation and appropriate safe working procedures within their areas of responsibility.
- To ensure all accidents or incidents are reported to the Bursar and Clerk to the Governors. To ensure RIDDOR accidents and incidents are reported.
- To ensure all existing and newly appointed staff are conversant with health and safety arrangements.

#### **4.11 Head Groundsman/Porters/Caretakers**

**Accountable To:** Deputy Estates & Contracts Manager

**Responsibilities:**

- To have an awareness and apply safety legislation and appropriate safe working procedures within their areas of responsibility.
- To ensure all accidents or incidents are reported to the Deputy Estates and Contracts Manager.
- To ensure all existing and newly appointed staff are conversant with health and safety arrangements and department risk assessments.
- To identify the need for individual or operator training needs and PPE requirements.
- To set a personal example in applying/managing a positive and realistic approach to health and safety matters.
- To organise the maintenance programme within his area of responsibility and record.

#### **4.12 Catering Manager**

**Accountable to:** The Bursar and Clerk to the Governors

**Responsibilities:**

- To have an awareness and apply safety legislation and appropriate safe working procedures within their areas of responsibility.
- To ensure all accidents or incidents are reported.
- To ensure all existing and newly appointed staff are conversant with health and safety arrangements.
- To identify the need for individual or operator training needs.
- To set a personal example in applying/managing a positive and realistic approach to health and safety matters.
- To organise the maintenance programme within their area of responsibility.

#### **4.13 Support Staff / Line Managers / Supervisors**

**Accountable to:** Reports to his/her own immediate supervisor.

**Responsibilities:**

- To have an awareness and apply safety legislation and appropriate safe working procedures within their areas of responsibility.
- To ensure all accidents or incidents are reported.
- To ensure all existing and newly appointed staff are conversant with health and safety arrangements.
- To identify the need for individual or operator training needs.
- To set a personal example in applying a positive and realistic approach to health and safety matters.

#### **4.14 All Employees**

**Accountable to:** Individual employees are accountable to their immediate supervisor.

**Responsibilities:**

- To take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- To ensure all accidents or incidents are reported.
- In accordance with their legal requirement to co-operate with their employer to enable the employer to carry out and comply with their statutory duties.
- Not to intentionally or recklessly interfere with anything provided for their health and safety.

#### **4.15 Pupils**

**Accountable to:** The teaching staff.

**Responsibilities:**

- To follow instruction and guidance provided by staff
- To behave in a reasonable manner and not abuse facilities.
- To report to teaching staff any accident, injury, damage or dangerous occurrence.

## 5 ARRANGEMENTS

### 5.1 Health and Safety Committees

A Health and Safety Committee will be formed at :

*Queen Elizabeth Grammar School – covering the Senior School and Junior School (including Centenary House)*

*Wakefield Girls' High School – covering the Senior School and Junior School (including Mulberry House).*

The composition of the committee will be posted on the notice board of each school. The attendees should be management and employee representatives and normally include the following.

- A member of the senior management team
- The Estates and Contracts Manager and /or his deputy
- The Matron of the appropriate school
- The Health & Safety Consultant on request
- The Human Resources Manager
- Teaching staff representatives
- Head caretaker/porter

The Health and Safety Committee will be chaired by the member of the senior management team and will have the authority to give proper consideration to views and recommendations.

*There will be an agreed set of objectives or terms of reference for each committee agreed by the Governors' Risk Constitution & Safeguarding Committee. Minutes of the respective Health and Safety Committee meetings will be reviewed by the Risk and Constitutional Committee.*

The Health and Safety Committee will meet at regular intervals, but not less than once per term.

### 5.2 Accident Procedures

#### 5.2.1 Accident, Incident and Near Miss Reporting and Investigation

All accidents however small, and any near misses, (those incidents which had the potential to cause injury or damage), will be reported to the First Aider and recorded on the accident report form (Appendix 1). These should include any instances of physical assault, verbal abuse and threatening behaviour to a member of staff by a member of the public.

All accidents should be reported irrespective of whether they occur on school premises or during any out of school activity.

Accidents to a member of staff must be reported in the accident book which is kept in the relevant first aid room.

The First Aider will report all accidents on the accident form and will contact the Estates and Contracts Manager. All accident reports will be signed by the Head and a copy will be sent to the Estates and Contracts Manager.

The Deputy Estates and Contracts Manager will be responsible for reporting all accidents to the Health and Safety Executive in the specified time frame.

### **5.2.2 Accident Records**

Records of all accidents to staff, pupils and others will be kept for a period of five years.

### **5.2.3 Accident / Incident Investigation**

In all cases where a major accident / incident has occurred an investigation should be carried out immediately. The following people should be notified:

The Head  
The Bursar and Clerk to the Governors  
Administrative Bursar  
The Head of Department  
The Estates and Contracts Manager

The aim of the investigation is to find the cause and make recommendations to prevent recurrence.

### **5.2.4 Other Accidents / Incidents**

It is the responsibility of the Head of Department to investigate all minor accidents / incidents as soon as possible. Once he/she has completed their investigation they should report the findings to the Estates and Contracts Manager with recommendations on how to prevent a recurrence.

## **5.3 First Aid**

Please refer to the Foundation First Aid Policy for full details on First Aid provision. The following is a summary:

The Foundation will ensure that adequate first aid provision is met by:



- Providing first-aid facilities at strategic points and in high risk areas, such as laboratories, workshops, gymnasium etc.
- Ensuring that there are sufficient numbers of trained and qualified First Aiders available, including paediatric trained first aiders for EYFS, (allowing for absenteeism) at all times whilst people are at work. A list of current First Aiders will be posted on relevant notice boards.
- Ensuring any first aid administered due to an accident or incident will be recorded on the appropriate Accident Report Form (Appendix 1) or on the minor accident list.
- Ensuring the appointed person in a particular area is responsible for the upkeep of the first-aid boxes under his/her control and that the contents are sufficient to meet the requirements of the school and the legislation.
- Each new Term the first aid boxes will be inspected by Matron and be replenished as necessary.
- Ensuring medical / clinical waste shall be disposed of in a yellow bag and placed in the appropriate waste bin marked medical / clinical waste and shall be collected by a contractor at regular intervals.

#### **5.4 Fire Procedure**

Please refer to the Foundation Fire Safety Policy for full details on Fire Safety within the Foundation. The following is a summary:

The Foundation will ensure all reasonable precautions are taken to ensure the safety of employees, pupils and visitors in the event of a fire.

This will be done by:

- Conducting fire risk assessments of all buildings on a regular basis.
- Regular maintenance and testing of the fire alarm system and associated systems.
- Ensuring all emergency escape routes are adequately signed to ensure safe egress in the event of an emergency.
- Having emergency procedures displayed clearly throughout each building.

- Identifying emergency escape routes and ensuring they are maintained in a safe condition. All emergency escape routes shall be kept clear of obstructions at all times.
- Carrying out emergency evacuations of all buildings and keeping records of these (Appendix 2).
- Providing suitable and sufficient portable fire fighting equipment at appropriate locations and maintaining any such equipment on a regular basis.

## **5.5 Risk Assessment**

The Foundation will ensure that all activities are assessed to ensure hazards and risks are identified and appropriate preventative and protective measures are taken. Specific risk assessments will be carried out for school trips.

The results of the general risk assessments will be recorded on the appropriate risk assessment form (Appendix 3) and information from the risk assessments will be brought to the attention of all persons at risk.

Specific assessments will be conducted for example:

- Manual Handling Operations
- Control of Substances Hazardous to Health
- Users of Display Screen Equipment assessments
- First Aid
- New and Expectant Mothers
- Young Persons at Work

## **5.6 Electrical Equipment**

The Foundation will ensure that:

- All electrical systems are of such construction as to prevent danger, so far as is reasonably practicable.
- All portable electrical equipment is inspected and tested at least once a year, unless otherwise specified, by a competent person who is trained for the work they will undertake. Records will be kept of these inspections and tests.
- Staff should look generally at non-static electrical equipment before they use it, to identify damage on any external casing, cables, plugs etc and report any faults to their Head of

Department/Line Manager. The equipment should be taken out of use immediately if a fault is identified.

- All fixed electrical installations are inspected and tested every 5 years and records are kept of these inspections and tests.
- No personal items of electrical equipment are to be brought into school without prior permission and must be electrically tested by a designated person before use.

## **5.7 Use of Equipment**

The Foundation will ensure that:

- All equipment is suitable for its purpose and it is maintained in working order. A log will be kept of any maintenance carried out.
- Only persons authorised (with the exception of pupils under the close supervision of the teacher) will be allowed to use dangerous machines. The operator of any machines has a duty to ensure guards are in position and properly adjusted before and during use.
- No person shall use any equipment which they have not been trained to use.
- All equipment such as woodworking machines will have the appropriate signs and labels to warn of any hazards.

## **5.8 Storage and Use of Hazardous Substances**

The Foundation will ensure that:

- All substances have a material safety data sheet kept in an appropriate and prominent place near where the substance is stored.
- All substances have a COSHH assessment carried out before they are used.
- Local exhaust ventilation will be tested and maintained at least once every 14 months and records will be kept.
- Where it is not reasonably practicable to prevent or control exposure at source then personal protective equipment will be provided and used.

- All employees and pupils will receive sufficient information, instruction and training to enable them to undertake their work in a safe manner which will be recorded.

## **5.9 Clothing and Safety Equipment**

- Staff must wear correct and suitable clothing for the task being undertaken. For example a cleaner using a floor cleaning machine should not wear open toed shoes but should always wear good strong shoes.
- If a member of staff is in doubt about the suitability of clothing for a particular task then he/she should consult his/her line manager for advice.
- If a member of staff is using or is issued with any form of safety equipment or Personal Protective Equipment (PPE) then it is the member of staff's responsibility to use and look after the equipment as instructed. Staff must not use defective equipment but should ask their line manager for a replacement.

## **5.10 Contractors and Visitors on School Premises**

The Foundation will ensure that:

- Visitors and contractors are accounted for when on the premises and accompanied by a member of staff where appropriate (Appendix 4).
- Where parts of the school are let to outside bodies the letting procedure will be followed.
- Contractors follow the contractors' rules when on the premises.

*Note: Refer to the Foundation Trespassers Policy*

## **5.11 Safety Training**

The Foundation will ensure that:

- General health and safety information, instruction and training are provided to all staff on different subjects as is necessary for their work activities.
- Those courses which require refresher training are organised before the certificate runs out.

## 5.12 Health and Safety Inspections

The Foundation will ensure that:

- Regular safety inspections are undertaken and documented for all areas throughout each school.
- Teaching staff carry out annual inspections of their working areas.
- Teaching Area Inspection forms (Appendix 5) are completed and a copy sent to the Deputy Estates and Contracts Manager.

### **Policy History**

**Policy Written**

**June 2009**

**D Butterfield**

**Reviewed**

**September 2011**

**L Perry**

**Reviewed**

**September 2012**

**J Gibson (H&S Consultant)**

**Reviewed**

**August 2014**

**J Gibson (H&S Consultant)**

## **APPENDIX 1**

### **ACCIDENT/INCIDENT REPORTING AND INVESTIGATION**

All accidents/incidents, however minor and any near misses (those accidents/incidents which have the potential to cause injury or damage) must be reported to a member of staff and the First Aider in the relevant school office. A record will be kept on the accident/incident report form.

#### **Procedure for Accidents or Incident to Employee**

If a member of staff has an accident then it must be reported to the First Aid point in the main school office where it will be recorded on the Accident Report Form. Accidents / incidents which occur whilst carrying out work duties off site, e.g. trips, must be reported in the same way on return, or sooner if the injury is of a serious nature when your line manager should be advised accordingly.

The accident must also be entered in the Employee Accident Book. This is kept by Matron and by the Head Groundsman. Accidents to catering staff will be put in the accident book, which is kept in the kitchen.

#### **Procedure for Accident or Incident to Non Employee**

If a student, visitor, contractor etc has an accident / incident whilst on school property it must be recorded on the Accident Report Form, which is held at the school office. Accidents or incidents which occur whilst off site e.g. trips, must be reported in the same way on return, or sooner if the injury is of a serious nature.

#### **Completed Accident/Incident Forms**

Completed accident / incident forms are sent to the Head or in the case of kitchen staff to the Catering Manager to read, sign and then forwarded on to the Estates and Contracts Manager. The accident / incident form is available on the intranet.

#### **Reportable Accidents/Incidents to the Health and Safety Executive (HSE)**

It is very important to report any accident / incident in a timely manner. Some accidents / incidents may be reportable to the HSE. This is done by the Deputy Estates and Contracts Manager.

## **Accident/Incident Investigation**

Upon receipt of accident / incident forms, the Deputy Estates and Contracts Manager or Health and Safety Consultant will review the information and decide if an accident / incident investigation is necessary. If an accident / incident investigation is necessary it will be carried out by designated person(s) and a report form completed.

### **Major accident investigation**

Nothing at the scene should be moved or touched unless it poses further risk to the health and safety of persons in the immediate area. The scene will be inspected by the Estates and Contracts Manager and possibly by the Health and Safety Executive.

The Estates and Contracts Manager will visit the scene of the accident as soon as it is safe to do so. Interviews of any eye witnesses should take place and a statement from the injured person should be obtained along with any other relevant information. When the investigation is complete a report will be submitted of the findings to the Head and if requested to the Health and Safety Executive.

The Head should inform the next of kin of the accident to the injured person.

In the event of the death of any person as the result of an industrial accident, if death occurs within one year of the accident it must be reported to the local enforcing authority.



**WAKEFIELD GRAMMAR SCHOOL FOUNDATION  
ACCIDENT / INCIDENT/NEAR MISS REPORT FORM**

**ACCIDENT / INCIDENT REPORT No** \_\_\_\_\_ **REPORTED TO HSE**

**SURNAME** \_\_\_\_\_ **FORENAME** \_\_\_\_\_

**ADDRESS**

\_\_\_\_\_

**DESIGNATION OF PERSON** \_\_\_\_\_

**IF PUPIL FORM No** \_\_\_\_\_ **FORM TUTOR** \_\_\_\_\_ **AGE OF PUPIL** \_\_\_\_\_

**DATE OF ACCIDENT / INCIDENT** \_\_\_\_\_ **TIME** \_\_\_\_\_ **am/pm**

**SCHOOL AND LOCATION OF ACCIDENT / INCIDENT**

\_\_\_\_\_

**DETAILS OF ACCIDENT / INCIDENT** \_\_\_\_\_

\_\_\_\_\_

**CAUSE OF ACCIDENT / INCIDENT** \_\_\_\_\_

\_\_\_\_\_

**NATURE OF INJURY**

\_\_\_\_\_

**FIRST AID TREATMENT GIVEN**

\_\_\_\_\_

**NAME and ADDRESS OF WITNESSES**

\_\_\_\_\_

**ACTION TAKEN TO PREVENT REOCCURRENCE**

\_\_\_\_\_

**NAME OF MEMBER OF STAFF IN CHARGE** \_\_\_\_\_

**NAME OF FIRST AIDER** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**FORM COMPLETED BY** \_\_\_\_\_

**DATE FORM COMPLETED** \_\_\_\_\_

**SIGNATURE OF HEAD** \_\_\_\_\_



## **APPENDIX 2**

### **FIRE EVACUATION PROCEDURE**

A fire routine is based on a critical sequence of events, these being:

#### **Alarm Operation**

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

#### **Calling the Fire Brigade**

- All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the school office.

#### **Evacuation**

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the Assembly Point.
- Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted.
- Lifts must not be used.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- A designated person from each school should make a search of all toilets and locker rooms to ensure no pupils are left behind. This is particularly important in break periods when some pupils may be outside school premises
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill the senior person in charge.

#### **Assembly**

- The assembly point for each school is designated on the fire notice.

#### **Roll Call**

- Immediately those classes have assembled at the assembly point, a roll call must be made to ascertain that no one remains in the premises.
- Any visitors or contractors in the premises at that time must be included.

- The count at the assembly point must be checked with the attendance registers *or absence sheet arising from electronic registration* and visitors' book to verify that everyone is out of the building.
- Attendance registers *or electronic absence sheets arising from electronic registration* and visitors' book held at the school office must be brought to the assembly point when the alarm sounds.
- Each teacher will report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

### **Meeting the Brigade**

- The person in charge of the roll call must identify himself/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.

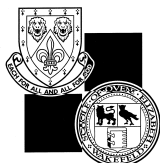
Typical information the Fire Brigade will want to know:

- Is everyone accounted for?
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (i.e. Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders etc).

Fire drills, which may be combined with the instruction given above, shall be carried out at least once per term. The fire drill should simulate that one escape route is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

### **Frequency of Fire Evacuation Drills**

Fire evacuation drills should be held at least once per term, preferably at the commencement of each term.



## APPENDIX 3 - WAKEFIELD GRAMMAR SCHOOL FOUNDATION RISK ASSESSMENT

Send to: [dbutterfield@gegsss.org.uk](mailto:dbutterfield@gegsss.org.uk) Do not send paper copies

Brief Description of Work, Activity, location, Trip or Person being Assessed		Date of Trip or Specific Activity		<b>A Near Miss Form must be completed after every External Activity and for any near miss on site</b>	
Location or School		Department			
Assessed By:		E-mail address		Duration of Task	
Date of Assessment:		Pupil-Staff Numbers		Review Cycle	At least Annual

<u>Task or Situation.</u>	<u>Hazard Identification and Foreseeable Risks.</u> What could cause more than superficial harm in a worst case scenario?	<u>People.</u> Who might be harmed? Consider if any person(s) need an individual assessment carried out.	<u>Control (Preventive and Protective) Measure to Minimise the Risk.</u> What controls are currently in place? Please specify the name of any WGSF or other guidance that will be followed.	<u>Methods of Monitoring Control Measure.</u>	<u>With Controls</u>		
					<u>S</u>	<u>L</u>	<u>Risk Rating S x L</u>
<u>Example</u> Breakdown of the work or project being undertaken.  Situations that can be foreseen as may result in a risk, injury or illness. i.e. Walking, swimming, Method of transport.	<u>Examples</u> Electrocution. Equipment or Machinery. Harmful Substances. Manual Handling. Working at Height. Repetitive Strain Injury Minibus/Car Crash or Breakdown. Food Poisoning. Slip Trips Falls. Violence. Trespassers. Lone Working. Burns.	<u>Examples</u> Pupils. Teaching Staff. Non Teaching Staff. Members of the Public. Visitors. Volunteers. Contractors. New & Expectant Mothers. Children/Young Persons. Young Workers. Persons with Special Needs. Trespassers (especially young children).	<u>Examples</u> Adequate Supervision Other Risk Assessments i.e. Manual Handling, COSHH, Working at Height. Information from specialist. Instructions (verbal or written). Additional Training. Local Safety Rules. Method Statements. Written Procedures. HSE or other Bodies Guidance or Approved Codes of Practice. Standards. WGSF Policies. Personal Protective Equipment (PPE).	Regulation 5 of the Management of Health and Safety at Work Regulations require that the measures taken are monitored for effectiveness and adjusted if required.			

**IF THE RISK RATING (RR) IS 6 or 9, WORK WILL NOT BE ALLOWED TO PROCEED UNTIL ADDITIONAL CONTROL MEASURES ARE IN PLACE AND THE FURTHER ACTION SHEET IS COMPLETED**

(RR) = Severity (S) x Likelihood (L)

SEVERITY: Fatalities = 3      Major Injury/Disability = 2      Minor Injury = 1

LIKELIHOOD: Extremely Likely = 3      Likely to Occur = 2      Slight Chance of Occurring = 1

Low Risk	=	1 to 4
Medium Risk	=	6
High Risk	=	9

## WAKEFIELD GRAMMAR SCHOOL FOUNDATION RISK ASSESSMENT

<u>Task or Situation.</u>	<u>Hazard Identification and Foreseeable Risks.</u> What could cause more than superficial harm in a worst case scenario?	<u>People.</u> Who might be harmed? Consider if any person(s) need an individual assessment carried out.	<u>Control (Preventive and Protective) Measure to Minimise the Risk.</u> What controls are currently in place? Please specify the name of any WGSF or other guidance that will be followed.	<u>Methods of Monitoring Control Measure.</u>	<u>With Controls</u>		
					<u>S</u>	<u>L</u>	<u>Risk Rating S x L</u>

**WAKEFIELD GRAMMAR SCHOOL FOUNDATION  
RISK ASSESSMENT**

<b>Further Actions Required to Minimise Risks</b>	<b>Actionee</b>	<b>Target Date</b>	<b>Completion Date</b>

On completion of the above further actions, review the above risk assessment and determine if controls are now suitable and sufficient.

## **APPENDIX 4**

### **VISITORS TO SCHOOL PREMISES**

Visitors/contractors should make an appointment prior to arrival with the appropriate department / person. On arrival they must report to the general office and sign in where they will be issued with a visitor's badge to wear and will be asked to read the relevant health and safety information which is made available with the signing in/out book. The appropriate department or person will be contacted. Before leaving the premises the visitor must sign out and return their badge

**APPENDIX 5**

**Teaching Area Inspection Form**

Name.....

Building and room number.....

Date.....

<b>1. FIRST AID</b>	<b>Action Needed</b>	<b>Comments</b>	<b>Action Req. by</b>
1.1 Is the location of the first-aider known?			
<b>2. FIRE EXITS AND ROUTES</b>			
2.1 Clearly marked?			
2.2 Free from obstruction?			
2.3 Are they serviceable?			
<b>3 WASHING FACILITIES (if applicable)</b>			
3.1 Running water?			
3.2 Soap?			
3.3 Towel / Hand Dryer?			
	<b>Action needed</b>	<b>Comments</b>	<b>Action req. by</b>
<b>4 ELECTRICAL FITTINGS</b>			
4.1 Sockets and switches secure and unbroken?			
4.2 No loose or exposed wires?			
<b>5 VENTILATION AND LIGHTING</b>			
5.1 Is the room well ventilated?			
5.2 Are all lights working and in safe condition?			
5.3 Is the lighting level OK?			
<b>6 FLOORS</b>			
6.1 Are floors in a safe condition?			
<b>7 RUBBISH BINS</b>			
7.1 Are there adequate numbers / sizes available?			

<b>8 STORAGE</b>			
8.1 Are shelves securely fixed?			
8.2 Do the shelves have lipped edges?			
<b>9 EQUIPMENT AND FURNITURE</b>			
9.1 Are tables, benches, chairs, stools etc in safe condition?			
9.2 Are all other fixed items satisfactory?			
<b>10 MAINS PORTABLE APPLIANCE EQUIPMENT</b>			
10.1 Has it been checked? (the appliance should have a current date and ID number on it)			
<b>11 CONDITION OF WALLS, CEILINGS AND WINDOWS</b>			
11.1 Is the condition of the walls acceptable?			
11.2 Is the condition of the ceiling acceptable?			
11.3 Is the condition of the window/s acceptable?			