



Accidents and Emergencies Policy

1 Scope

We acknowledge that under the Health and Safety at Work Act 1974 we have overall responsibility for health and safety.

We have in place procedures to deal with any accident or emergency involving staff, students or school visitors either on school premises or on educational visits.

We believe it is essential to provide significant health and safety training for all school personnel in order to communicate the school's accident and emergency procedures and to have in place a system to report all accidents and emergencies.

2 Requirements

Role of the Directors

The Board of Directors has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Principal to ensure all school staff and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities Director to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;
- advised the link Director to visit the school regularly, to liaise with the Principal and the coordinator and to report back to the Board;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The principal will:

- ensure all school staff, students and parents are aware of and comply with this policy;
- work closely with the link director and coordinator;
- provide leadership and vision in respect of equality;
- provide health and safety training for all school staff;
- have in place a system to report all accidents and emergencies;
- provide an accident and emergency procedures document for all school personnel;
- ensure that all school staff are aware of the above document;

- report the following work-related accidents and dangerous occurrences to the Health and Safety Executive:
 - accidents resulting in death or major injury
 - acts of violence to staff
 - diseases and medical conditions
 - accidents causing incapacity of more than three days
 - near misses
- report to the Local Authority immediately, through the online Oshens system, of any incident involving significant personal injury that:
 - occurs at school
 - occurs off site
- ensure confidentiality of the details of any incident in the event of any subsequent legal proceedings;
- monitor the effectiveness of this policy;
- annually report to the Board of Directors on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Principal and the nominated Director;
- provide guidance and support to all staff;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- ensure details of accidents are reported, including date and time, location, name, description;
- annually report to the Board of Directors on the success and development of this policy

Role of the Nominated Director

The nominated director will:

- work closely with the Principal and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Board every term;
- annually report to the Board on the success and development of this policy

Role of Staff

School Staff Must:

- comply with this policy;
- attend health and safety training;
- know what to do in the event of an accident or emergency;
- ensure the safety of all students and other members of staff

Role of Students

Students will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;

- support the school behavior policy and guidance necessary to ensure the smooth running of the school;
- take part in questionnaires and surveys

Role of Parents/Cares

Parents/Carers will:

- be aware of and comply with this policy;
- be asked to take part in periodic surveys conducted by the school

Accident and Emergency Procedures Document

The Emergency Management Planning box is retained by key members of the school staff. The documents include:

- an activation trigger flow-chart;
- details of the Emergency Management Team;
- the names and responsibilities of key staff;
- names and numbers of extended services;
- names of all first aiders
- locations of first aid equipment
- location of medical room;
- emergency procedures:
 - evacuation plan
 - assembly points
 - location of alarm panels

ACRONYM	TERM	DEFINITION

Amendment Record

VERSION #	DATE	AMENDED BY	NATURE OF CHANGE
1.1	30.01.2015	Manda Stone	Addition of the details of Emergency Management Planning