



Believing and Achieving Together

Sign:

Date: March 2021

Review: March 2023 or sooner if required

### **Accidents & Emergencies**

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, following guidance from the LA, to deal with an accident or emergency involving staff, pupils 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.

#### Aim:

- To have in place procedures in the event of an accident and emergency involving anyone at school or on an educational visit.

#### Procedures:

##### **Role of the Governing Body**

- The GB will:
  - nominate a governor for responsibility for Health and Safety who will liaise with the Headteacher and report back to the GB.

##### **Role of the Headteacher**

- The Headteacher will:
  - make all school personnel aware of the school's accident and emergency procedures;
  - provide health and safety training for all school personnel;
  - report certain 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
  - report to the LA immediately 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.

**Role of School Personnel**

- School personnel must:
  - comply with this policy;
  - attend health and safety training;
  - know what to do in the event of an emergency;
  - must ensure the safety of all pupils and other members of staff.

**Effectiveness**

- We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.