



Accident and Injury Policy

Draft prepared by: Sarah Fleming

Agreed by governing body: Summer 2017

Signed

Chair of Governors:

Head teacher:

A handwritten signature in black ink, appearing to be 'M. S. 1', written over the 'Chair of Governors' line.

Introduction, aims, purpose of policy

We recognise we have a responsibility, as outlined in legislation, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.

We realise that many accidents occur from slips, trips and falls and it is our duty to undertake thorough risk assessments of areas of the school, flooring, safe systems of work, people and their work activities in order to reduce such accidents taking place.

We acknowledge the maintenance of a healthy and safe school is the shared responsibility of school personnel, pupils, governors and visitors to the school.

The aim of this policy is:

- To provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.
- To reduce the number of slip, trip and fall accidents taking place.
- Ensure that in the event of an accident or injury there is clarity about procedures that should be taken.

Policy summary

The policy outlines preventative measures we put in place to reduce the likelihood of accidents but also addresses the actions we take if an injury does occur. The first part of the policy clarifies the roles of members of the Chase Bridge community and those visiting and working on the site - the key guiding principle is that we all have a shared responsibility although our roles in relation to this vary.

For those of us working directly with the children if there is an injury you need to decide whether it can be treated immediately or whether you need further assistance. If you consider that the injury requires closer attention then either take the child to a listed first-aider or send for help. Accidents of this nature are logged by the Welfare Officer. Any more serious accidents, must be reported to the Welfare Officer or a senior member of staff whose responsibility it is to contact the parents as soon as possible. If a serious injury to a child occurs and immediate medical attention is required, call an ambulance and inform the Head teacher/teacher in charge immediately.

Because everyone is affected to varying degrees by this policy we also describe how we continue to promote awareness amongst our community and put in place training to ensure that personnel are able to fulfil their responsibilities. The policy also goes on to describe how the effectiveness of the policy is monitored and how this is reported to the governing body. It is also described at a practical level in the appendices how accidents are managed in the playground on a daily basis.

Please also refer to the following policies and documents

- Whole school vision statement
- Health and Safety Policy
- Medical Policy
- Behaviour Policy

Contents

p.3	Roles of the Governors, staff, parents and children and all those working or visiting the site
p.3	Raising Awareness of this Policy
p.3	Training
p.4	Monitoring the Effectiveness of the Policy
p.4	Operation and protocols during the school day
p.6	Appendices: summary sheet of key information

Introduction

The whole school community and in particular staff and others that are working or helping at Chase Bridge have a responsibility for the well-being of children. This means that if something is causing you concern where you feel a child or adult could be hurt, injured or harmed please report this to a senior member of staff or take immediate action if this is necessary.

All significant accidents need to be reported in the Accident Book. This is kept in the welfare room with **Miss Gray**. The Accident Log is reported to governors every term. By 'significant' we mean any injury that might require anything more than general initial help for a child.

Roles of the Governors, staff, parents and children and those working or visiting the site

As stated, the whole school community have roles and responsibilities for ensuring the safety and well-being of children. However these roles vary for governors, staff, parents and children.

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Head teacher to ensure all school personnel and stakeholders are aware of and comply with 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 all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Head teacher and the Health and Safety Representative and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

The Nominated Governor will:

- work closely with the Head teacher 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 Governing Body every term;

The Head teacher and Senior Leadership Team will:

- be responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school;
- periodically report to the governing body on accidents and injuries and any action that has been taken to improve preventative measures and protocols;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- work closely with the link governor and the Health and Safety Representative and Site Manager;
- undertake risk assessments annually with the Health and Safety Representative and Site Manager;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- ensure that new school personnel will undertake appropriate induction training;
- ensure that established school personnel receive training when required;
- monitor the effectiveness of this policy;
- undertake an annual health and safety audit;
- report to the Governing Body on the success and development of this policy;

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying out risk assessments in order to prevent slip, trip and fall accidents by looking at:
 - school personnel and pupil disabilities
 - work activities
 - safe operating systems
 - classrooms
 - IT hardware
 - walk ways of people
 - entrances and exits
 - flooring
 - steps and stairs
 - outside areas
 - lighting
 - wet areas
 - food preparation areas
 - equipment
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Head teacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;

The Site Manager will:

- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- ensure risk assessments are in place to prevent slip, trip and fall accidents;
- ensure floor surfaces are checked regularly;
- ensure floor surfaces are cleaned/maintained regularly especially in entrances and exits;
- ensure cabling is out of the way and not causing obstructions;
- ensure walk ways are free of obstructions;
- ensure lighting is checked regularly;
- ensure ladders are checked regularly;
- ensure safe operating systems are in place for working at height;
- ensure all school personnel attend appropriate training;
- conduct regular health and safety surveys with the Head teacher and Safety Representative;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc.;
- report immediately and defects or hazards;
- ensure that all new equipment is supplied with the appropriate documentation;
- test the fire alarm system each week;
- maintain a record of hazardous substances used for cleaning and similar purposes
- ensure bins are emptied on a regular basis
- conduct regular checks of any overhanging branches in the playground

School personnel will:

- carry out their duties in accordance with the Safety Policy;
- take reasonable care of themselves and others whilst at work;
- co-operate with the Head teacher and others in school to comply with legislation;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Representative
- report any concerns they have on any aspect of the school community
- climbing frame supervisors to take responsibility for making a decision about climbing frame safety/accessibility each day

Children are expected (at a level appropriate to their age and capability) to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

The children's School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

Parents are expected to:

- support the school in any health and safety matters reported to them on newsletters;
- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Visitors are expected to:

- take reasonable care of themselves and others while on the school premises;
- co-operate with the safety rules and procedures of the school;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook
- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events

Accident and Injury Policy – Summer 2017

- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Head teacher reports to the Governing Body
- information displays

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Play and lunchtimes: measures to prevent unnecessary accident and injury

The appendices describe a protocol for staff that are working directly with children and what so do in the event of accident or injury. Our general principle is that all children have a right to relax and play and to join in a wide range of activities, they need to take responsibility (at a level appropriate to their age and capability) for their own safety and that of others but have a right to be protected where they cannot reasonably be expected to take responsibility. At Chase Bridge we promote children's rights and responsibilities:

- Children have the right to be happy: therefore to respect this right the children must follow instructions, use equipment without hurting others and have fun. Adults respect this right by providing opportunities for creative, exciting play, use conflict resolution to support children and supporting children who have additional needs at playtime.
- Children have the right to be safe: therefore to respect this right children must follow instructions, use equipment without hurting others, assess risk and tidy equipment away. Adults respect this right by assessing risk daily, encouraging children to assess risk also and helping children to tidy up.
- Children have the right to play and relax: therefore to respect this right the children must follow instructions, use equipment without hurting others and help others who need it. Adults respect this right by developing new opportunities for play, listening to children's ideas about play and supporting children who have additional needs to access play.

Remote supervision at playtimes: We may not be able to see every child all of the time. It is expected that staff will move around throughout lunchtime, finding out what the children are doing and where the children are playing. Staff can then check in on the children's play throughout lunchtime and help to ensure that there are no unnecessary risks.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed each term through head teacher's reports to governors or when the need arises by the coordinator, the Head teacher and the nominated governor. A log of accidents is maintained and a record of 'serious behavioural incident' kept which is reported on a termly basis in reports to the governing body.

The policy is linked to a named governor and a lead member of staff. Who will review it as necessary and report to the governing body on updates and statutory changes.

Appendices

Accidents, Injuries and First Aid

Everyone has a responsibility for the children's safety and well-being.

Protocol following an injury

If there is an injury you need to decide whether it can be treated immediately or whether you need further assistance. For example there is an expectation that minor grazes or superficial scratches can be treated on location in the classroom or the playground.

If it is helpful to have further support, perhaps because the child is particularly upset even though the injury is minor, then the child may be taken to Twining's Cottage for a 'time-out' to recover.

Twining's Cottage has first aid equipment available and is staffed each break and lunchtime by a qualified first aider. It is a space for children with minor injuries to recover before they go back out into the playground.

If you consider that the injury requires closer attention then either take the child to a listed first-aider or send for help. Further attention might be required if you suspect the injury is serious. By 'serious' we mean that you think more specialist help from a first aider in the school is needed or there is a medical emergency needing paramedics or hospital treatment. For example, fractures, head injuries, loss of consciousness, or anything that causes you serious concern for the child's well-being.

First Aid equipment

First aid equipment is located inside each classroom; the Welfare Room and the playground Twining's Cottage. Staff responsible for each location are also responsible for maintaining supplies.

When administering first aid, plastic gloves are provided for any first aid treatment and can be found with the first aid bags and in each classroom.

Staffing for first aid cover

- **The Welfare Officer**, Amy Gray manages the welfare room.
- **Twining's Cottage** has a rota for infant, junior and lunchtime play.
- **Currently qualified first aiders** are: Amy Gray, Andy Parkes, Cheryl Lindley, Chris Kavanagh, Emma Walpole, Mei-Ling Kan, Jacquie Mesourioni, Jan Astbury, Jean Petit, Jim Murray, Karen Jackson, Kinga Haddaji, Laura Fox, Lindsay Little-John, Lisa Crawley, Marion Macdougall, Melissa Glanville, Michelle Golding, Miranda Smith, Ozma Yousef, Pat Sheldrake, Paula Cope, Bertie West, Sally Moore, Sam Mustafa, Sarah Newsom, Tania Ferrari, Victoria Lowe

Recording and reporting accidents

Class teachers must be made aware of accidents and if necessary inform parents at the end of the day or by telephone. Accidents of this nature are logged by the Welfare Officer. Any more serious accidents, must be reported to the Welfare Officer or a senior member of staff whose responsibility it is to contact the parents as soon as possible and together decide any further treatment. Incidents are reported on a termly basis through the Head Teacher's Report to the governing body.

If a serious injury to a child occurs and immediate medical attention is required, call an ambulance and inform the Head teacher/ teacher in charge immediately.

If necessary a senior member of staff must accompany the child in the ambulance and take the contact sheet with child's name and address, telephone numbers and name of GP with them.

Lunchtime and Playtime organisation

This statement sets out Chase Bridge's commitment to ensuring all children enjoy lunchtime and playtime through quality play opportunities, healthy eating and a relaxed, calm environment.

All children have a right to relax and play and to join in a wide range of activities. At Chase Bridge Primary School we promote children's rights and responsibilities:

- We have the right to be happy.
- We have the right to be safe.
- We have the right to play and relax

Through our belief in children's rights, we aim to provide a secure, caring environment where all children are happy, relaxed and able to reach their potential.

Organisation

Lunchtimes fit into the school day at the following times:

Key Stage 1	8:55 - 3:05	Reception	
Morning Session 1:	8.55 - 10.30	Morning Session 1:	8.55 - 10.30
Break	10.30 - 10.45	Break	10.30- 11.00
Morning Session 2:	10.45 - 11.15	Morning Session 2:	11.00 - 12.00
Morning Session 3:	11.15 - 12.00	Lunch	12.00 - 1.00
Lunch	12.00 - 1:00	Afternoon Session:	1.00 - 3.05
Afternoon Session:	1.00 - 3.05		
Key Stage 2	8:50 - 3:15	Nursery	
Morning Session 1:	8.50 - 10.15	Morning Session	8.45 - 11.45
Break	10.15 - 10.30	Afternoon Session	12.15 - 3.15
Morning Session 2:	10.30 - 11.30		
Morning Session 3:	11.30 - 12.30		
Lunch	12.30 - 1:30		
Afternoon Session:	1.30 - 3.15		

Children are supervised during playtimes by teachers and teaching assistants and supervised during lunchtimes by teaching assistants, lunchtime supervisors and on occasion other staff and helpers who might be running clubs for example. During these periods, children are able to access a variety of different activities, ranging from structured play, semi-structured play and independent play.

Structured and semi-structured play activities are organised by teachers, teaching assistants, lunchtime staff, sports coaches, volunteers and outside providers. School lunches are eaten in the Chase Hall (R – Year 4) and May Hall (Years 5 & 6). Each class in the infants and year group in the juniors has a designated adult who supports children in the dining halls. The support may range from helping children to use cutlery in the lower school to encouraging children to think about waste and recycling in the upper school.

Playground supervision numbers:

- **12.00-12.15:** 90 children with 6 adults including 1 supervising the climbing frame and 1 in Twinings
- **12.15-12.30:** 180 children with 6 adults including 1 supervising the climbing frame and 1 in Twinings
- **12.30-12.35:** 600 children with 7 adults including 1 supervising the climbing frame and 1 in Twinings

Accident and Injury Policy – Summer 2017

- **12.35-12.45:** 300-400 children with 7 adults including 1 supervising the climbing frame and 1 in Twinings
- **12.45-1.00:** 500 children with 7 adults including 1 supervising the climbing frame and 1 in Twinings
- **1.00-1.30:** 330 children with 7 adults including 1 supervising the climbing frame and 1 in Twinings