

Downside Abbey and School

Health and Safety Policy

Head Master's Statement

It is the policy of Downside School to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, pupils, parents, visitors, contractors and members of the public who may be affected by Downside School activities.

To achieve the highest possible standards of health and safety, Downside School's objective is to ensure that everything practical is undertaken to prevent injury and ill health by ensuring:

- A safe and healthy working environment
- Safe systems and methods of work and a safe means of access and egress
- Suitable and sufficient training, information, instruction and supervision
- Completion, and regular revision, of risk assessments
- Regular consultation with all employees
- The School has access to competent health and safety advisers at all times
- Proper welfare facilities and arrangements
- Continuous improvement in health and safety standards and periodic revision of the policy.

Downside School is committed to completion of Risk Assessments, reduction of risks and establishment of a formal management system during the term of this policy. This will be achieved by:

- Training Staff to complete Risk Assessments for their areas of responsibility
- Completion of Risk Assessments
- Elimination of risks where practicable
- Replacement of more hazardous activities with less hazardous working techniques
- Reducing exposure of individuals to risks
- Introducing specific controls where necessary
- Provision of personal protective equipment where necessary
- Training in safety for those individuals with specific responsibilities.

Health and Safety is everyone's responsibility and all employees and pupils must do all that is reasonably practicable to prevent injury to themselves and other persons who may be affected by their acts or omissions.

This policy describes the various responsibilities for health and safety management within Downside School and applies equally to all persons involved with the School's activities.

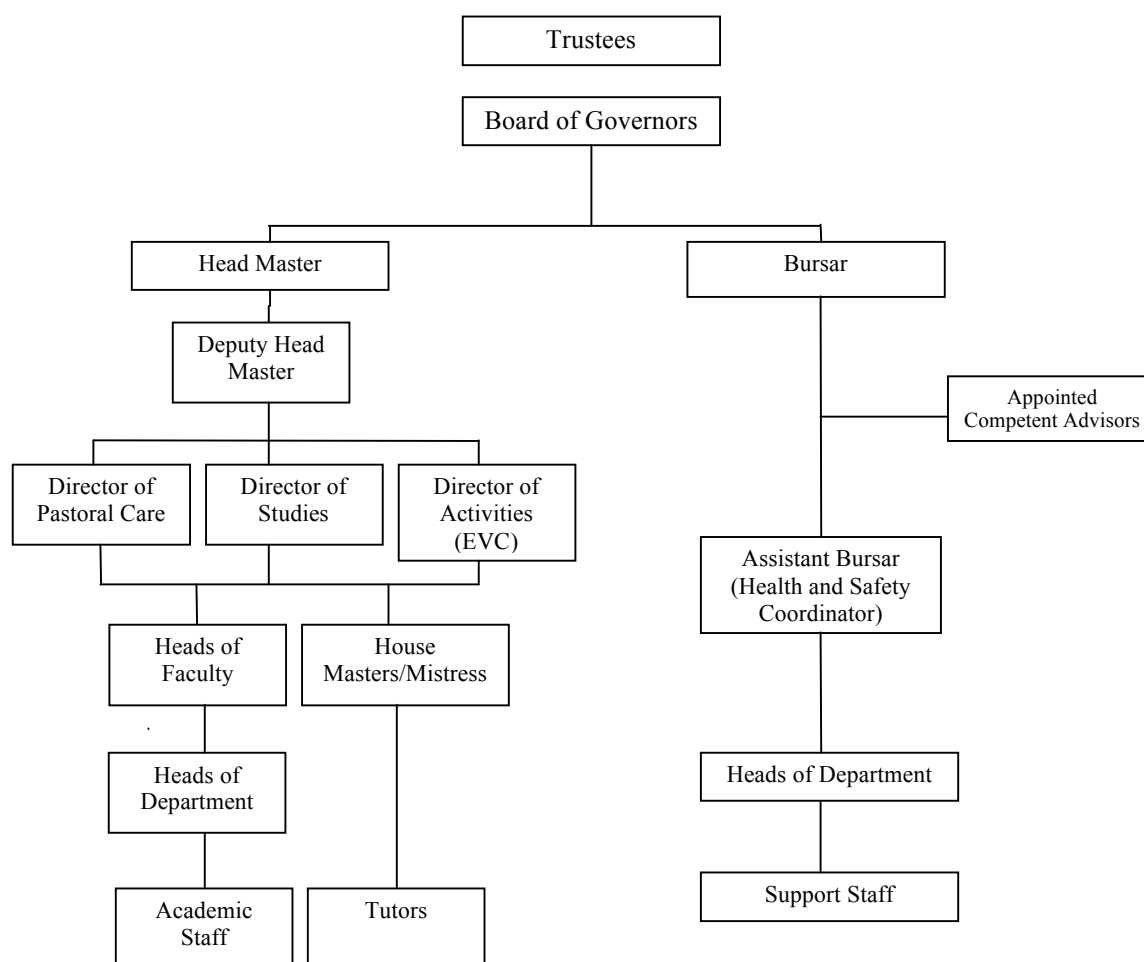
Where employees consider that the arrangements for health and safety are inadequate, they are to report the matter to their manager or Senior Manager at the earliest opportunity. Similarly, any pupil who has such a concern is to report it to his/her House Master/House Mistress.

Signed:
Head Master

Dated:

Reviewed:

Organisation structure and responsibilities for health and safety



Board of Governors

The Board of Governors shall maintain responsibility for health and safety by ensuring that the health and safety policy and associated procedures are in operation at all times and monitor its adequacy.

Head Master

The Head Master shall retain overall responsibility for the health, safety and welfare of all employees within Downside School and delegates operational responsibility through the existing management structure.

Deputy Head Master and Bursar

As members of the Senior Management Team the Deputy Headmaster and Bursar hold responsibility for fire and health and safety and have the delegated authority of the Head Master to ensure that the requirements of Downside's Health and Safety Policy are met.

Housemasters, Housemistresses and Heads of Department

The HsMs are responsible for the management of fire and health and safety within their areas of authority and have the role of building/area custodian for fire and health and safety. They set a positive example and provide support and guidance to their staff, pupils and other workers so as to enable them to maintain good standards of fire and health and safety practice and to implement best practice and manage staff and student safety.

House Tutors and House Mothers

House staff are crucial to the effectiveness of fire and health and safety management within the Houses. They liaise with their Housemaster/Housemistress and are required to:

- Identify and report any hazards associated with their work, buildings and activities
- Try to remove these hazards where possible
- Implement safety precautions to reduce the potential harm of any hazards that cannot be removed
- Inform, instruct and train relevant staff, pupils and third parties with regard to the required safety precautions
- Review risk assessments periodically (at least annually), or in response to an accident or incident

Staff

Everyone working within Downside has a health and safety responsibility and is required to:

- Co-operate on fire and health and safety matters
- Undertake their duties with due regard for the health and safety of the other people in their working environment
- Take care of their own health and safety
- Report fire and health and safety concerns as soon as possible
- Comply with the School policies and procedures applicable to their work

In addition, staff and pupils are reminded that they must not misuse equipment provided, nor interfere with arrangements made in the interests of fire and health and safety.

Staff involvement in health and safety

Staff consultation on fire and health and safety is achieved through the Health and Safety Committee.

In the first instance, staff are encouraged to raise any fire or health and safety concerns with their line manager or at their departmental meetings. Staff may also refer such matters to the Deputy Head or Bursar and to other members of the Health and Safety Committee.

Health and Safety Management Committee

The role of this committee is to interpret the Trustees' requirements and to implement these, through the existing management structure. It meets at least termly, and is chaired by the Assistant Bursar.

Competent Advisors

- D E Ford Risk Management are the School's appointed health and safety consultants. They provide expert guidance and work with the Bursar and Assistant Bursar to ensure that the standards required by the Downside Abbey and School Trustees Health and Safety Policy are met.

Clive Taylor CMIOSH
Risk Manager
D E Ford Risk Management
Poppleton Grange
Low Poppleton Lane
York
YO26 6GZ

- Copies of the current Certificate of Employers Liability are distributed as follows:

Assistant Bursar	Bursary Notice Board
Old House Notice Board	Common Room
Works Department	Ground Staff
Domestic Services	School Shop
Catering	Director of Activities
Health Centre	CCF

- Downside Abbey and School have appointed Somerset Scientific Services as competent advisors under the Ionising Radiations Regulations 1999.

Gerald Hudd CChem MRSC MSRP
Group Manager
Somerset Scientific Services
Somerset County Council

Specific requests for service or advice relating to any of the above should be directed to the Bursar or Assistant Bursar.

Health and safety rules

Introduction

We require all staff to work safely. Failure to comply with these rules may jeopardise the safety of staff, pupils and visitors to the School, and may lead to disciplinary action.

If you do not understand what is expected of you, or if you are unsure about any aspect of these rules, speak to your manager or the Assistant Bursar.

General rules

- Staff have a positive duty to follow the School's fire and health and safety arrangements
- Staff must not misuse equipment provided, nor interfere with arrangements made in the interests of fire and health and safety
- It is the duty of all staff to report any visible or foreseeable dangerous situation and, where possible, take immediate action to prevent injury

Accidents and work related illness

- All injuries, accidents and cases of work related illness, must be reported and investigated
- Inform your line manager of any medical condition, medication or other factors, such as fatigue, which could affect your ability to undertake your work safely
- You must not take any substance that could compromise your ability to work safely

Electrical safety

- Visually check electrical equipment for any defects or signs of damage prior to use
- Do not use electrical equipment in wet, damp or potentially explosive atmospheres, unless the equipment is specifically designed for use in these areas
- Do not overload electrical sockets
- Switch off electrical appliances when not in use
- Do not carry out repairs on electrical equipment, always contact the Clerk of Works

Fire safety

- Always follow the evacuation procedure when the fire alarm is raised
- Make sure you understand the evacuation procedure for your area
- Do not prop open fire doors
- Do not damage or misuse fire fighting equipment
- Do not obstruct walkways and exit routes
- Ensure that fire exit doors can be opened

Harmful substances

- Make sure that you know how to handle safely any substance marked as hazardous or harmful
- Never keep or transfer a harmful substance into a container if it is not correctly labelled
- Always return harmful substances to their designated storage area

Lone working

- Never work alone on tasks identified by risk assessment as requiring more than one person to be present
- Ensure that someone knows where you are when you are working alone
- Concerns about lone working situations must be raised with your line manager

Machinery and equipment safety

- Specific operating guidelines/instructions for the use of machinery and equipment must be followed
- Do not undertake repairs and maintenance on machinery and equipment unless you are competent and authorised to do so
- Do not use machinery or equipment that is damaged, nor allow others to do so

Moving and handling

- Do not underestimate the risk of injury from moving and handling operations
- Never lift, move or carry anything or anyone unless you are confident you can do so safely
- Make sure you know how to lift, move and carry correctly and that you are physically able to take the weight
- Always seek assistance when you can
- Use lifting aids provided
- Reduce the weight of the load to be carried whenever possible

Protective clothing and equipment

- Protective clothing and equipment provided for your safety must be used
- Keep your protective clothing and equipment in good condition.
- Report immediately any unsuitable, defective or lost items

Slips, trips and falls

- Keep your work area clear from obstructions and “slipping and tripping” hazards
- Never allow cables trailing across floors to be a tripping hazard
- Do not take short cuts across unmade or slippery surfaces and keep to the paths, corridors and walkways provided
- Do not run, unless it is a requirement of the activity
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area and report the hazard
- Wear suitable footwear
- Do not stand on chairs, desks or tables; use a ‘hop up’ or a stepladder or ladder
- Only undertake work at height if it has been risk assessed and it is safe to do so

Vehicles

- Always check the vehicle for defects prior to use
- Do not drive or operate a vehicle if you are not authorised to do so
- Do not drive a vehicle for which you do not hold the appropriate licence
- Inform the Assistant Bursar of any changes in your medical condition or to your driving licence that affect your ability to drive whilst on School work or premises
- Always be aware of, and give way to pedestrians when on School roads
- Keep to the speed limit
- Do not allow yourself to be distracted whilst driving

Accident Books and Reporting

- Accidents are investigated and documented taking into account the severity and loss potential of the incident, as well as the regulatory and insurance requirements.
- Lessons learned are shared with the Health and Safety committee and staff as required.
- Accident Books which comply with the Data Protection Act, (i.e. tear off sheets) are provided and are located in the following areas:

Bursary	Catering
Design and Technology	Domestic Services
Health Centre	Monastery
Old House	Works Department
- All accidents involving personal injury should be reported to the immediate supervisor or to the First Aider. An assessment should then be made of the seriousness of the injury and whether the First Aider or Appointed Person can deal with it. If it is of a serious nature or if there is any doubt it is recommended that the injured person is sent to the Health Centre or the nearest hospital for appropriate treatment. It is important that the Accident Book is fully completed either by the injured person or a responsible individual on his/her behalf.
- Should a non-employee suffer injury as a result of our activities investigation procedures must be adopted and the name and address of the injured person and full details of the incident, including any witnesses are taken.
- The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR) requires that for major accidents information must be transmitted as soon as possible to the local office of the Health and Safety Executive by the Bursar or Assistant Bursar.
- The types of major injuries which require notification include most fractures other than that of fingers or toes; major dislocations; some eye injuries; serious injuries from electrical accidents; some types of loss of consciousness; acute illness arising from exposure to harmful substances or biological agents; and any injury which results in the injured person being detained in Hospital for more than 24 hours.

Accident and Incident Investigation

- It is important that all accidents and incidents, where a person has suffered injury as a result, should be investigated in order that appropriate action can be taken to prevent a recurrence and forwarded to the Bursar or Assistant Bursar.
- Appendix 1 provides an Accident Investigation Report form and additional notes as a guide to an investigation.

Asbestos

- The location of all asbestos or suspected asbestos is recorded.
- All persons, including staff and contractors, who are likely to work on or near the location of known asbestos, are informed of its location prior to work commencing.

Boiler Houses and Electrical Rooms

- Only authorised maintenance personnel may enter boiler houses or electrical rooms. When not in use the areas shall be securely locked.
- Only trained personnel are permitted to use the lift lowering mechanisms.

Child protection

- The areas used by children are a suitable and safe environment for the ages and activities.

- The Downside Child Protection Policy is available and known by staff and volunteers.
- All the staff is regularly updated by the Child Protection Officer.
- All new employees and volunteer helpers are CRB checked in line with Downside's CRB Policy.

Compressed Gas Cylinders

- All gas cylinders shall be stored in an upright position in the metal retainers provided within the Works Yard.
- When connecting/disconnecting cylinders care must be taken.
- Prior to connecting a cylinder personnel shall undertake a visual check of the cylinder and couplings to ensure that they appear safe and serviceable. Any problems found should be reported to the Head of Department.

COSHH

- All clinical and non-clinical hazards have been risk assessed where there is a risk of exposure to hazardous substances, whether chemicals or bodily fluids.
- Staff are informed of the risk assessment requirements and are provided with suitable protective clothing and equipment working in areas such as science labs, domestic services, catering, works and within the grounds.
- Latex free gloves are provided.
- Good personal hygiene practices are in place to prevent the spread of infection.
- All chemicals are kept in a secure location.
- Safety data sheets are readily available.
- Risks associated with the storage, handling, use and disposal of chemicals are assessed and controlled.
- Chemicals are kept in the original containers or in suitably labelled secondary containers.

Contractors

- The contractors used are competent and capable of carrying out tasks required of them.
- No work will commence until agreement is reached on safety, taking into account the magnitude of the risks of the job and use of the area(s) where the work will be done.
- Contract terms and insurances certificates are checked.
- Any work authorisation procedures, such as a hot work permit, are implemented where necessary for the safety of people and premises.
- Whilst working on school premises, contractors/visitors will remain the responsibility of the Manager or Supervisor of the Department where the work is being undertaken until the contractor has left the premises.
- All contractors will be made aware of the school emergency procedures.
- If the work to be undertaken by a contractor is hazardous, i.e. roof work they shall be required to provide a work method statement detailing risk prevention measures and emergency procedures.

Display Screen Equipment (DSE)

- DSE assessments are carried out for all personnel when required to spend continuous periods of time on a VDU.

- Employees considered users as defined by the Display Screen Equipment Regulations 1992 may undertake an eyesight test at the School's expense by a nominated optician. Where special corrective lenses are required for DSE use, these shall be provided at the company's expense by prior agreement.
- Workstations shall be arranged to provide adequate space for the work to be undertaken. Windows shall be provided with blinds or curtains as required to remove excessive glare on screens.
- Work chairs shall be adjustable to suit the individual and where required foot rests and document holders shall be provided.
- If an employee suffers from any visual or muscular discomfort as a result of working with VDUs, the matter must be reported to their Manager immediately and a review undertaken.
- Managers shall ensure that the correct breaks are taken away from DSE screens. Employees shall take a break of at least 5 minutes away from the VDU after each hour's continued use

Dogs

- Downside recognises that dog owners are responsible for the behaviour of their dog. The following restrictions apply at the school:

Within the buildings

Dogs are not allowed in the following areas at any time:

- House kitchens
- Common Room
- Health Centre
- Main Refectory, Weld Refectory, Butler Room and Turnbull Bar
- Dogs must not be in classrooms during lesson time, and must be on a lead and under their owner's control at all times.
- Dogs may not be left unattended in common areas regardless of how they may be secured.
- Regardless of whether the dog is in a private office or a common area, the owner is responsible for immediate cleanup and repairs of incidental damage caused by the dog.

Within the grounds

- Dogs must be under their owner's control at all times.
- Dogs are not allowed on the sports fields, the Worth Lawn, the Laundry Lawn, St. Oliver's, or the Archery Lawn near the Theatre at any time, even if on a lead.
- While on Downside property the owner must have the means to clean up and remove any waste left by the dog.
- Any breach of this policy should be referred to the relevant line manager.
- Any members of staff with dogs, who occupy accommodation within the School grounds, should ensure that they have dog insurance cover for public liability in the event of accidents.
- Any accident on the school grounds involving a dog should be reported within 24 hours.

Drugs and Alcohol

- The Narcotics and Substance Abuse Policy sets out the policy of Downside School in respect of any person, either pupil or employee, who is found or suspected to be using, supplying, producing, storing or possessing illicit drugs. The policy also may be taken to cover the said activities with regard to alcohol, if those activities contravene the published School Rules.

- Personnel who have been prescribed drugs that may affect their ability to work safely must inform their Manager immediately
- Any person found to be under the influence of non-prescription drugs or alcohol during working hours shall be removed from the premises and will face disciplinary action.

Educational Visits and Activities

- All trips and activities are authorised, planned and risk assessed
- Arrangements exist for obtaining informed parental consent in advance of any visit or activity
- Supervisory ratios and the competence of supervision are determined by risk assessment

Electrical Safety

- The electrical installation and portable electrical appliances are periodically inspected and maintained for safety.
- Any unsafe electrical equipment will be removed from use as soon as it is discovered.
- No unauthorised electrical equipment is used within the Houses as indicated by Appendix B within Fire Orders.
- Visitors to the premises who bring mains operated electrical equipment should supply their own residual current device circuit breaker or other similar electrical safety device and verify that all equipment has been inspected.

Expectant and new mothers

- A detailed risk assessment will be carried out with any member of staff who informs us that she is an expectant mother.
- The Deputy Head Master or Bursar should be informed as soon as is practicable.
- The risk assessment will be periodically reviewed with the expectant mother to ensure that it takes account of any changing needs.
- Pregnant women shall not be expected to undertake any tasks that may pose a risk to the mother or the unborn child.

Fire safety

- All employees are to be fully conversant with Fire Orders.
- All employees and pupils are to be fully conversant with the procedures for fire prevention, detection and fighting and the evacuation procedures.
- A fire risk assessment is in place and periodically reviewed.
- A fire emergency action plan is established and appropriate staff are trained.
- Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are regularly checked and maintained.
- All required tests of fire-fighting equipment, fire training and evacuation drills will be recorded after completion in a fire log which is maintained by the Fire and Security Officer.
- All fire escape routes are safe to use and remain unobstructed.
- Prior to any new equipment, materials or processes being used the implications of an additional fire risk will be assessed and the necessary precautions taken.

Action on Discovering a Fire

- Shout “*FIRE FIRE FIRE*” and sound the alarm by activating a break glass call point.
- Only attempt to put out the fire if safe to do so.

- Ensure that all occupants of the building are clear.
- Once clear of danger call the Fire Brigade.
- **DO NOT RE ENTER THE BUILDING**

FIRE ASSEMBLY POINTS ARE DETAILED IN FIRE ORDERS

First Aid

- The aim of Downside School is to comply with the requirements of the Health and Safety (First Aid) Regulations 1981.
- Sufficient personnel will be nominated as First Aiders and will be suitably trained and certificated by attending an approved course in first aid.
- Notices with the names of currently qualified First Aiders are posted on noticeboards in the Main Reception, Bursary and the Health Centre indicating the name, location and telephone number of the nearest first Aider.
- The First Aid Policy sets out the full details of arrangements at the School.

General building & equipment maintenance

- The condition of buildings, their fittings and decorative order will be maintained and kept in a safe condition.
- Equipment is maintained and serviced to ensure that it remains in a safe condition.
- Statutory safety inspections are carried out on lifting cradles, hoists, fuel appliances and passenger lifts.
- Work at height is only done when it is safe to do so.

Grounds maintenance

- Motorised grounds maintenance equipment is maintained in good condition and is only used by experienced staff.
- The use of herbicides and pesticides is only applied by trained people.
- Storage of chemicals, fuel and equipment is in secure areas.
- The use of chainsaws is restricted to trained persons.
- Grounds staff are provided with suitable protective clothing to protect them against weather conditions, chemicals, flying and falling objects and noise.

Hazardous Waste

- Hazardous waste will be stored in the correct containers until collected by the authorised contractor.
- The Clerk of Works and Assistant Bursar will confirm that the contractors are authorised to receive hazardous waste products.
- Consignment notes will be retained for all wastes removed from the School.

Legionella

- A combination of temperature control, physical checks and disinfection are in place to manage the risk of legionella from our water systems.
- Any infrequently used outlets such as showers or taps are regularly cleaned and flushed through.
- Records are maintained of our control systems.

Lone Working

- The company will ensure that the need for employees to work alone will be avoided wherever reasonably practicable.
- Where employees do work alone, personal safety must be a priority at all times. This includes ensuring that there is regular communication with a responsible person before, during and upon completion of the work.
- Lone workers must take the necessary steps to ensure that they do not put themselves at significant risk during the work activity, when using work equipment or as a consequence of the work environment.
- A risk assessment should be undertaken prior to working alone.

Manual Handling

- Manual handling operations, i.e. tasks involving lifting, moving and supporting of loads by way of physical effort, are subject to the Manual Handling Operations 1992.
- Manual handling operations should be avoided if it is reasonably practicable to do so, for example by eliminating the task, by redesigning the operation, or by way of automation or mechanisation.
- Where handling equipment or procedures have been provided by Departments then staff should ensure that these are used.
- Handling and lifting courses are run periodically and all employees whose duties involve manual handling should attend a course.

Minibus

- The Downside Minibus Policy applies to: -
 - Any use of minibuses owned by the School,
 - Any minibus hired for teaching and other School activities
- All drivers required to drive the School minibuses must complete a familiarisation drive prior to driving the minibus on Downside business. The driver's questionnaire must be completed annually with a current copy of their driving licence. Completed forms should be returned to the Assistant Bursar or Bursar's PA and a list of authorised drivers is maintained in the Travel Office.

Mobile Phones and Handheld Devices

- All personnel are reminded that the use of a mobile phone or other hand operated device whilst driving constitutes a criminal offence unless provided with a suitable hands free kit or similar. All staff should note that the use of such devices when driving Downside Trust vehicles is prohibited.

Office Safety

- Electrical cables and telephone wires will be situated so as not to cause a trip hazard.
- Electrical sockets will not be overloaded.
- No flammable materials will be stored in offices unless prior permission has been obtained from the relevant Manager.
- All offices will be kept clean and tidy. In particular gangways and means of escape will be kept free from obstructions.
- Filing cabinet and cupboard drawers will be closed when not in use.
- Any faulty electrical equipment will be reported to the relevant Manager or Supervisor.

- Spilled liquids shall be cleaned up immediately.

Protective Clothing and Equipment

- Where required, suitable and sufficient protective clothing and equipment shall be provided for employees and pupils.
- Where protective clothing or equipment is provided employees and pupils shall ensure that it is used for the task specified in the correct manner.
- Employees and pupils shall undertake a daily visual inspection of their protective clothing to ensure its serviceability and report any defects.
- Departmental Managers shall ensure that there are suitable storage facilities for protective clothing when not in use.
- Failure to wear the protective clothing provided is a disciplinary offence.
- Hazardous machinery must always be guarded and should not be used without the appropriate guards. Report any defects in guards immediately.

Radiation Protection

- Downside's Radiation Protection Officer exercises general supervision for Radiation Protection within the School in consultation with the appointed competent advisor and governed by the Ionising Radiations Regulations 1999.
- The acquisition and disposal of radioactive materials is regulated by the Radioactive Substances Act 1993, which is enforced by the Environment Agency.
- Every individual working with ionising radiations or radioactive substances has a duty to protect both themselves and others from any hazard arising from work with radioactive materials.

Risk Assessments

- It is the policy of Downside School that risk assessments will be undertaken by Heads of Department, House Masters, House Mistresses and Managers prior to commencement of any work, which is potentially harmful to health and safety.
- Risk assessments will be reviewed at least annually or as required due to a change in the risk severity or a change in the working procedures. Any changes made will be brought to the attention of all staff who may be affected by the change.
- A general Risk Assessment will be completed identifying control strategies for everyday activities. Other activities or areas of higher risk will be subject to specific assessments.
- All risk assessments will be completed by the Head of Department or Manager, as appropriate, with assistance and advice from our appointed Health and Safety Advisor.

Safety awareness, induction and information

- Staff have an awareness of the Health and Safety Policy and have signed that they have received the Health and Safety Handbook.
- Induction training for new staff and ongoing safety training for all staff is undertaken as required.
- The current Certificate of Employers' Liability Insurance is displayed in areas where all staff can view it.

Smoking

- Downside Abbey and School is a non smoking site. Smoking is not allowed within the buildings or grounds.

- Smoking on School premises shall be considered as gross misconduct and may result in disciplinary action.

Stress

- So far as is reasonably practicable, no member of staff will be subjected to a level of stress due to work which is detrimental to their health.
- Downside maintains an environment where, if workplace stress does occur, it can be dealt with openly and fairly.
- Downside will investigate all claims of ill health due to workplace stress to ensure appropriate action is taken to prevent any recurrence of the situation.
- All members of staff are encouraged to report any concerns to their manager who will take steps to deal with the matter.

Trespassers

- The activities or premises of Downside School should not endanger trespassers, especially children.
- No hazardous materials or equipment shall be stored externally that may prove to be an attraction to trespassers.
- Staff should avoid confrontation where visitors appear to be unauthorised but are to report the situation to the Bursar, Security Officer or Reception immediately.

Vehicles

- All employees and visitors should be aware that that no liability can be accepted for damage to or theft from private vehicles parked within the grounds.
- Vehicles must be driven with great care within the school grounds and due regard must be paid to notices displayed in this respect and to other traffic and pedestrians.
- Designated speed limits within the site should be observed at all times.

Visitors

- All visitors are required to report to Reception and will be issued with a visitor's badge. This should be clearly displayed for the duration of their visit to the school and returned to Reception before leaving the premises.

Appendix 1

Accident Investigation Report – Main Items

The following items should be included within your investigation report:

- 1) Full name and address of injured person including their age and job title (If not an employee of the School state whether the injured person was a pupil, visitor, member of the public, contractor etc.)
- 2) Accurate date and time of incident.
- 3) Precise location of the incident followed by the full address of the premises.

- 4) What was the injured person doing at the time of the accident. (Was he/she authorised to do this type of work; had they been trained; were they supervised?)
- 5) Details of substances or equipment involved in the accident (e.g. solvent, step ladder).
- 6) Nature and location of injury.
- 7) Treatment given to the injured person - state whether taken to hospital. If so which hospital - give the full address. If the injured person was detained, establish for how long.
- 8) Names of any witnesses to the accident. If so record their full names, addresses and take statements from them concerning what they saw at the time of the accident. Ensure they actually witnessed the incident.
- 9) Record your own conclusions but stick to the facts not others opinions.
- 10) List your recommendations for prevention of a similar recurrence.
- 11) Take photographs of the scene of the accident etc. if appropriate.

ACCIDENT INVESTIGATION

When investigating an accident, please complete the form below and forward to the Assistant Bursar.

<i>1. Name, Address & Telephone Number of injured person.</i>
<i>2. DOB</i>
<i>3 Job Title</i>
<i>4.Pupil, Employee, Visitor, Member of the Public, Contractor</i>

<p>5. <i>Location of the incident – Address</i></p>
<p>6. <i>What was the person doing at the time of the accident?</i></p> <p><i>What he/she alone?</i></p> <p><i>Was he /she supervised?</i></p>
<p>7. <i>Details of substances or equipment involved in the accident.</i></p>
<p>8. <i>Nature and location of injury.</i></p>
<p>9. <i>Treatment given to the injured person</i></p>
<p>10. <i>If the injured person is taken to hospital. Give name & address of the hospital.</i></p>
<p>11. <i>Names & addresses of any witnesses to the accident.</i></p>

Policy reviewed August 2011 and confirmed as the current Policy

Dom Leo Maidlow Davis