



HEALTH AND SAFETY POLICY

Revised by Academy	Feb 2016
Responsible Person	Deamonn Hewett-Dale (Headteacher)
Responsible Committee	Local Governing Body
Date Ratified by LGB	
Next Review Date	Feb 2019
Signature of Head teacher Date of approval	
Signature of Chair of Governors Date of approval	

PART ONE:

1. STATEMENT OF INTENT:

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the academy. The purpose of this policy is to ensure that all employees and visitors are aware of their responsibilities.

We are committed to:

- providing and maintaining a safe and healthy working and learning environment
- preventing accidents and work related ill health
- assessing and controlling risks from curriculum and non-curriculum work activities
- complying with statutory requirements as a minimum
- ensuring safe working methods and providing safe equipment
- providing effective information, instruction and training for all
- monitoring and reviewing systems to make sure they are effective
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- setting targets and objectives to develop a culture of continuous improvement
- ensuring adequate welfare facilities exist at the academy
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- review and revise safety policies and procedures periodically when circumstances may introduce a requirement to amend or improve arrangements
- Reporting to the Health And Safety Executive, any condition met under **RIDDOR, see Appendix 3**

A health and safety management system has been created to ensure the above commitments can be met. All governors, staff and pupils will play their part in its implementation.

PART TWO:

2. ORGANISATION:

2.1 Introduction:

To comply with the Governing Body's Statement of Intent the academy's normal management structure have additional responsibilities, as detailed below.

2.1.1 The Governing Body:

The Governing Body has the following responsibilities and must ensure that:-

- a clear written policy statement is created which promotes the correct attitude towards safety for staff and pupils
- responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities
- persons have sufficient experience, knowledge and training to perform the tasks required of them
- clear procedures are created which assess the risk from hazards and produce safe systems of work
- sufficient funds are set aside with which to operate safe systems of work
- health and safety performance is measured both actively and reactively
- the academy's health and safety policy and performance is reviewed annually

2.1.2 The Head Teacher:

The Head Teacher has the following responsibilities and must ensure that:-

- they fully commit to the Governing Body's Statement of Intent for Health, Safety and Welfare
- a clear written local Policy for Health and Safety is produced
- that the Policy is communicated to staff and others requiring the information
- appropriate information on significant risk activities is given to visitors and contractors
- appropriate consultation arrangements are in place for staff and their representatives
- all staff are provided with adequate information, instruction and training on health and safety issues
- risk assessments of the premises and working practices are undertaken
- safe systems of work are in place for identified risk factors
- emergency procedures are in place
- equipment is inspected and tested to ensure it remains in a safe condition
- records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and investigations
- arrangements are in place to monitor premises and performance
- all accidents are investigated and any remedial actions are implemented
- they report to the Governing Body at least annually on the health and safety performance of the academy

2.1.3 The Academy Health and Safety Co-ordinator:

The Academy Health and Safety Co-ordinator has the following responsibilities:-

- co-ordinate and manage the annual risk assessment process for the academy
- co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- make provision for the inspection and maintenance of work equipment throughout the academy
- advise the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors

- ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the academy generally
- Carry out any other functions required by the Head teacher or Governing Body

2.1.4 **Teaching/Non-teaching Staff Holding Positions of Special Responsibility:**

This includes deputy head teachers, curriculum subject leaders, team leaders, clerical managers/supervisors, technicians and site managers. They have the following responsibilities:

- apply the academy's Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements
- carry out health and safety risk assessments of the activities they are responsible for
- ensure that all staff under their control are familiar with any health and safety procedure for their area of work
- attempt to resolve health, safety and welfare problems from members of staff or refer them, to the Head Teacher. Any problems that cannot be resolved locally should be forwarded to CAT H&S unit for advice
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a record of these inspections
- ensure, so far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety
- investigate any accidents that occur within their area of responsibility
- keeping the Head Teacher informed on the health and safety performance of his/her department or area of responsibility (this could be facilitated by quarterly briefings, an annual report, etc. dependent on direction from the Head Teacher)

2.1.5 **Class Teachers:**

Class teachers are expected to:-

- exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies
- follow particular health and safety measures in their own teaching areas as laid down in the relevant guidance or procedures
- give clear oral and written instructions and warnings to pupils when necessary
- follow safe working procedures
- require the use of protective clothing and guards where necessary
- make recommendations to the Head teacher or Phase Leader on health and safety equipment and any improvements to plant, tools, equipment or machinery that may be necessary
- integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education
- avoid introducing personal items of equipment (electrical or mechanical) into the academy without prior authorisation
- report all accidents, defects and dangerous occurrences to the main office

2.1.6 Health and Safety Representatives:

Safety Representatives can either be appointed through their union under the Safety Committees and Safety Representatives Regulations 1977 or volunteer to be a Representative of Employee Safety under The Consultation with Employees Regulations 1996. CAT does not distinguish between union and non-union Safety Representatives in their corporate H&S policy. The requirements of the two sets of regulations are similar and give the same facility to representatives; however there are some differences with regard to those who are union appointed. The respective Unions and CAT H&S unit can provide additional advice, if required.

The Governing Body recognises the role of appointed Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out academy inspections within directed time but, wherever practicable, outside teaching time. They must be consulted on health and safety matters affecting all staff. They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they do not carry out health and safety duties on behalf of the Head teacher or Governing Body.

2.1.7 All Employees:

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:-

- comply with the academy's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- co-operate with academy management in complying with relevant health and safety law
- use all work equipment and substances in accordance with instruction, training and information received
- report to their immediate line manager any hazardous situations and defects in equipment found in their work places
- report all incidents in line with current incident reporting procedure
- act in accordance with any specific health and safety training received
- inform their Line Manager of what they consider to be shortcomings in the academy's health and safety arrangements
- exercise good standards of housekeeping and cleanliness.
- not act or omit to act in any way that may cause harm or ill health to others
- co-operate with appointed Safety Representative(s)

2.1.8 Pupils:

Pupils, allowing for their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene

- observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety

PART THREE:

3. PROCEDURES AND ARRANGEMENTS:

3.1 Introduction:

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

3.2 Risk Assessments:

- (i) General risk assessment - will be co-ordinated by: Graham Thomson, Site Manager
- (ii) New and expectant mothers risk assessment - will be carried out by: Graham Thomson, Site Manager
- (iii) Curriculum activities assessment - Risk Assessments for curriculum activities will be carried out by the class teacher
- (iv) Fire safety assessment - A site-specific fire risk assessment will be carried out by; L.A. Fire Safety Officer
- (v) Manual handling assessments - Manual handling risk assessments will be co-ordinated by; Graham Thomson, Site Manager
- (vi) Computers and Workstation assessments - Workstation DSE assessments will be carried out by; Chriss McGlone-Atkinson, Network Manager with external support if required
- (vii) Hazardous substances – Graham Thomson, Site Manager is responsible for identifying and assessing hazardous substances within their area of responsibility, for which no generic assessment exists in the 'Caretaking' manual
- (viii) Violence - Assessment of the risks of violence to staff will be carried out by; Deamonn Hewett-Dale, Headteacher

3.3 Emergency Procedures:

3.3.1 Fire and Evacuation policy is attached as Appendix 1 and the Fire and Evacuation procedures are detailed in Appendix 2.

3.3.2 First aid:

(i) First aid boxes are provided at the following locations: Front office, Year 2 shared area, Provision Annex, LAPS admin office and all classrooms.

(ii) The following staff are available to provide first aid:

Certificated First Aiders: Tina Aris, Luke Needham, Amy Simmonds and Lynne Metcalfe.

Certificated Paediatric First Aiders (required for children up to age 5): ALL NURSERY STAFF

(iii) In event of needing first aid assistance, either: -

- locate the nearest first aider (and cover their class if required)
- if an ambulance is required, call "999"
- transport to hospital
- no casualty should be allowed to travel to hospital unaccompanied. Deamonn Hewett-Dale will designate an accompanying adult in emergencies where parents cannot be contacted

3.3.3 Incident/accident reporting:

When an **accident** occurs, it must be recorded in one of the academy's accident books

These can be found in the main office, KS1 shared area, 4T classroom and LAPS admin office. If necessary, advice should be sought from one of the academy's trained first aiders or in their absence, the Headteacher.

If the extent of the injuries means the parents/carers are called or outside medical help is sought an official accident form must be completed.

If an accident happens during a playtime, an adult on duty must come in with the child. We have three people on duty so their absence would be covered. The adult going in with the child should let the other adults on duty know they are going in. The adult that brings the child in must enter the incident in the Accident Book. They must deal with the child seeking advice from the First Aider if necessary.

If the accident happens at lunchtime, the lunchtime supervisor must take the child to the lunchtime supervisor who has responsibility for first aid. The adult going in with the child should let the other adults on duty know they are going in. The adult that brings the child in must enter the incident in the Accident Book. They must deal with the child seeking advice from the First Aider if necessary.

If an accident happens during a lesson in the classroom or during an outdoor session, the teaching assistant should take the child to receive first aid. If this is not possible, a member of the office staff should be called. The adult bringing the child must enter the details in the accident book, but then return to class. In this instance, the First Aider or Office Staff should deal with the injury.

AT NO TIME SHOULD THE INJURED CHILD BE LEFT ALONE.

After the incident the Accident Book should be updated by the person dealing with the injury.

- Parents / Carers should only be informed by **PHONE**
- if the injury involves an injury to the head
- if the injury is deemed serious by the First Aider or the Headteacher
- if the injury is in a 'sensitive' area, that needs checking. The parents / carers should have the option to come in and check first. All 'sensitive' checks should be done as a pair

A letter should ALSO be sent.

Any serious injury should be reported to the Headteacher.

When an incident occurs, there is an Incident Report form where details should be recorded. This form then needs to be handed to the Headteacher.

3.3.4 Bomb hoaxes and bomb alerts:

The Head teacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident. The control point from where such an incident will be handled is the Headteacher's Office.

The signal (alarm) for evacuation of the building (if necessary) will be the usual alarm and normal evacuation procedure should be followed.

3.3.5 Gas leaks:

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and in case of emergencies telephone; 0800 111999

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

3.3.6 Chemical spills:

- (i) All staff should follow guidance contained in the CLEAPPS Hazcards
- (ii) Other areas should follow procedures as identified in relevant COSHH assessments

4. HEALTH AND SAFETY TRAINING:

4.1 Health and safety induction training will be provided for all new employees by Graham Thomson, the Site Manager.

A range of courses are offered by PCC and these can be found on the Managed Learning Environment (MLE).

4.2 The following staff have received or will receive health and safety training in the following areas:

Site Manager, Graham Thomson to participate in regular training updates and share with Site Team to ensure that best practice is applied.

5. INSPECTION AND TESTING OF PLANT AND EQUIPMENT:

5.1 Statutory inspections:

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors.

5.2 Portable electrical appliances:

Inspection and testing of portable electrical appliances will be carried out by; a third party following the timetable for testing and visual checking.

5.3 Equipment maintenance – curriculum:

Class teachers and subject leaders will be responsible for ensuring that maintenance of equipment in their own classrooms and in their area of the curriculum.

5.4 Ladders and access equipment:

Site Manager will be responsible for inspection and maintenance of ladders and other access equipment.

6. HEALTH AND SAFETY MONITORING:

6.1 Inspection of premises:

General workplace Inspections will be co-ordinated by the Site Manager, The Head teacher and the Health and Safety Governor.

7. CONSULTATION AND COMMUNICATION OF INFORMATION:

7.1 Consultation:

- (i) The Governors General Purposes Sub-Committee meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by academy management. Committee members are:

Deamonn Hewett-Dale, Luke Needham, Gynette Parke, Lynne Metcalfe, Rose Wiggins

7.2 Communication of information:

- (i) The Head teacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.
- (ii) The Health and Safety Law poster is displayed at the Main Office
- (iii) Health and safety advice is available from Graham Thomson, the Site Manager

8. PREMISES MANAGEMENT:

8.1 Supervision of pupils:

- (i) Arrangements for supervision of pupils are paramount. Children should be monitored at all times.

8.2 Security and visitors:

- (i) All visitors must report to the main office where they will be asked to sign in and wear an identification badge.

8.3 Vehicles on Site/Parking:

- (i) Cars must be parked in designated areas.
- (ii) The risks of persons and vehicles coming into contact will be controlled by parking restrictions.
- (iii) Delivery/contractor vehicles must park in the main or rear car park only.
- (iv) Arrangements for disabled persons: There is ramped access at the main entrance and all year group entrances, excluding year R. Disabled access to year R can be gained via the main entrance, years 1 or 2 and via Nursery. Accessible toilets can be found in the main entrance, medical room and year 2 shared area.

8.4 Building maintenance:

- (i) General building maintenance is carried out by Site Manager and if necessary, a qualified third party company.
- (ii) Site Manager will be responsible for ensuring that all identified general building maintenance is carried out by the contractors.

8.5 Asbestos management:

- (i) The asbestos register is held in the office of the Site Manager.
- (ii) Site Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to CAT if required.

8.6 Control of contractors:

- (i) All contractors must report to Site Manager, at the main office, where they will be requested to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.
- (ii) Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

8.7 Lettings management:

- (i) Lettings are managed by Business Manager Carolynne Naughton and Site Manager Graham Thomson following the 'Lettings' policy and procedures

9. OTHER PROCEDURES:

9.1 Emergency response management:

- (i) The Local Authority's 'emergency response' guidelines are followed and staff are made aware of the advice given, in conjunction with the academy site-specific emergency response procedures.

9.2 Managing medicines:

- (i) Prescribed medication will be administered to pupils following guidance contained in the administration of medicines policy. Office Staff have been nominated as responsible persons for control of administration of medicines to pupils. This will only be the case in the event of parental permission being sought. Parents will also be required to sign the Medicine book, this will be held in the Front Office.

9.3 Educational visits:

- (i) Educational visits will be organised following guidance contained in DfE documentation issued.

9.4 Management of Mini-buses:

- (i) Operation of minibuses will be carried out by Luke Needham following guidance contained in the MIDAS Manual.

10. REFERENCE DOCUMENTATION:

- 10.1 All reference documentation relating to this policy and the academy's H&S management systems can be accessed via Graham Thomson, Site Manager.

11. CONSULTATION:

- 11.1 The development of this policy has been subject to a consultation process as follows; following a Health and Safety Review, carried out by the Health and Safety Governor and the Site Manager. The Headteacher has discussed the template with the CAT Health and Safety Advisor.

12. COMMUNICATION AND DISSEMINATION:

- 12.1 This policy is available at the main office and on the academy server.

13. POLICY REVIEW:

- 13.1 This policy will be reviewed and republished on a three yearly basis or sooner if required.

Appendix 1

THE FLYING BULL ACADEMY

POLICY FOR FIRE and EMERGENCY EVACUATION (Appendix 1)

The main aim in any fire is to remove all children and staff and other adults from the building quickly and safely, ensuring, as far as possible, that doors are closed behind as each class exits.

We follow the Fire and Rescue Service's policy: 'Get out, call the Fire Brigade out, Stay out.'
In the event of a drill, no-one is permitted to re-enter the building without express permission of the Fire Brigade or the Headteacher (or nominated person in their absence).

- Fire notices are displayed on all fire doors and in all main thoroughfares.
- Escape routes are checked by the site manager every morning. All bolts are checked daily by the Site Manager and ongoing maintenance is carried out where necessary.
- Fire Extinguishers are maintained and checked by Churches Fire Security every year.
- Alarms are tested by Kier every 6 months. This is under a Service Level agreement with Portsmouth City Council.
- The site manager tests the fire alarms weekly and the academy will carry out a full fire drill termly at various times of day.
- Emergency lighting is tested by Kier every year. This is under a Service Level agreement with Portsmouth City Council.
- Emergency evacuation procedure will be tested once every month.
- All of the above are recorded in the Fire Log Book.

Premises evacuation arrangements - in case of an alarm being activated are as follows: -

DURING NORMAL ACADEMY HOURS

Responsibilities

Every member of staff is ultimately responsible for the children in his/her care and any decision to deviate from the normal exit route.

All staff will acquaint themselves with the location of fire alarm points. The teacher in charge of the class at the time is responsible for parent or other helpers working with them.

All staff must sign in at the front desk and sign out when they leave the building.

All visitors will sign in at the main office and will wear a Visitor's badge. They should be told and shown where the fire assembly points are.

ALL meetings must begin with informing visitors of fire escape routes and congregation areas.

Raising the alarm

On discovery of a fire, an adult will break the glass in the nearest fire alarm box to start the fire alarm. The Office Staff or nearest adult to the telephone in the main office will contact the emergency services (999). The fire alarm is a rapid siren, or in the event of electrical failure, repeated whistle blasts.

Assembly points

Teachers will supervise the evacuation of the children and other adults according to the instructions displayed in every room.

THE BIG MUGA PLAYGROUND IS THE ASSEMBLY POINT FOR THE WHOLE ACADEMY

One member of the Admin staff will take the registers to the playground. One member of Admin staff will take the visitors and staff signing in books.

Deamonn Hewett-Dale, Fire Marshal will attend the playground, while Luke Needham, Fire Marshal will take the 'grab pack' and wait in the car park for the fire service. In their absence, the Deputy Headteachers will stand in for the Headteacher and Carolynne Naughton will stand in for Luke Needham.

Class teachers to line their class up in alphabetical order facing away from the building. Class teachers will check children initially by headcount and then by name, reporting any missing children to the appropriate fire marshal on their playground.

The teacher will raise a hand to indicate that all children are present and safe. Registers will be returned to the Admin Staff when all children are present.

If a class is in the MUGA pitch or having PE on the playground, they are to remain where they are. Teachers should be aware of how many children there are with them.

If a child is in the academy carrying out an intervention, the adult with them should take them to their class if possible. The fire marshals will contact the classes having PE to check that all children are present.

During Flying Bull University sessions, the adult leading the group must take their children through the nearest fire exit and make their way to the MUGA playground. Here the children should join their class line. Teachers also make their way to the MUGA playground.

Lunchtimes

Should the alarm sound during lunchtime, children and staff will gather on the MUGA playground but must exit the academy from the nearest fire exit.

Teaching and support staff on site should line up with their class. If the teacher is not present a member of the Senior Leadership Team, or Learning and Pastoral Team will stand with that class. Office staff will collect the registers and signing in books from the Admin Office. Once on the playground, the procedures above for checking the staff and children present will take place.

If no children are present, e.g. INSET days, adults will leave the academy by the nearest exit and assemble in the MUGA playground.

OUTSIDE NORMAL ACADEMY HOURS

Evacuation and Assembly

In the event of a fire, the alarm will be raised as above.

When the building is occupied outside academy hours, for example, the assembly point is the front car park area.

For events when children are left in our care or in an activity run by an outside organisation, a register will be kept and checked should an evacuation be necessary. It is the responsibility of the most senior member of staff present to ensure the safety of children and adults on site.

Staff working in academy out of hours, e.g. in academy holidays or at weekends, should record their names in the main entrance area and cross through when leaving so there is a record of who is present.

Reviewed by Staff: January 2015

Ratified by Governors: January 2015

Review Date:

Appendix 2 (Reviewed January 2015)

PLEASE DISPLAY IN ALL CLASSROOMS

FIRE and EVACUATION PROCEDURES

6F	Use individual fire door and make way to MUGA playground using the gate between the provision and Year 5
6G	Use individual fire door, across Courtyard 1, exit through Year 4 door and make way to MUGA playground
5B	Use individual fire door and make way to MUGA playground
5T	Use individual fire door and make way to MUGA playground
4T	Use individual fire door and make way to MUGA playground
4B	Use individual fire door and make way to MUGA playground
6N	Exit through Year 3 entrance and make way to MUGA playground
3A	Make way to Year 3 exit and make way to MUGA playground
3R	Use individual fire door and make way to MUGA playground
2C	Use individual fire door and make way to MUGA playground
2F	Exit through Year 2 entrance and make way to MUGA playground
1B	Leave through Year 1 resource area and make way to MUGA playground
1R	Use individual fire door and make way to MUGA playground
FB	Use individual fire door and make way to MUGA playground
FL	Use individual fire door and make way to MUGA playground
NURSERY	Use Nursery entrance and make way to MUGA playground
PROVISION	Use main entrance and make way to MUGA playground through gate between Year 5 and Provision
2W	Use Year 1 exit and make way to MUGA playground
HALL	Leave through Year 2 doors and make way to Year 2 exit and make way to MUGA playground.
MUGA	Remain in MUGA
ART / DT ROOM	Use individual fire door and make way to MUGA playground.
PLAYGROUND	Line the class up on the playground.
ANY OTHER AREA	Leave through nearest fire exit and make way to the MUGA playground

Appendix 3

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following information can all be found at <http://www.hse.gov.uk/riddor>

Types of reportable incidents

Deaths and injuries - If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

Types of reportable injury:

The death of any person - All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.

Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- **any disease attributed to an occupational exposure to a biological agent.**

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.