

## **Extract from Health & Safety Manual on First Aid 3.7 - Accidents, Occupational Ill Health, RIDDOR and First Aid**

It is the policy of The Longridge Towers School to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Health and Safety (First-Aid) Regulations 1981.

First aid boxes are kept at:

- In each separate school building and school vehicles
- Locations detailed in (4.1)

All staff will be made aware of their location.

In line with the current First Aid at Work ACOP at least 1 member of staff (available at all times during working hours) is employed by the organisation and trained to the level of HSE Emergency First Aid at work with additional 'Appointed Persons' as required.

Specific members of staff working with young children will be additionally trained in Paediatric First Aid in line with current guidance and best practice.

Workplace injuries requiring attention must be treated immediately by a First Aider or if more appropriate by the School Matron.

Workplace accidents, near misses, and cases of occupational ill health must be recorded on an incident/accident form (4.6), held on the staff shared area in the H&S file, or a hard copy which is available from reception.

Some additional reporting might need to be undertaken in some instances to parents, this will be done by The School Matron.

All accidents must be recorded whether they are on the premises or in the precinct of the premises and regardless of whether they involve staff, pupils, volunteers, sub-contractors, visitors, or members of the public.

The School Matron is responsible for ensuring that all first aid incidents are recorded and that statistics are available for analysis by the H&S committee.

The H&S Coordinator is responsible for ensuring that all reported accidents and near misses are investigated appropriately and that any necessary actions are undertaken. Accident reporting & investigation procedure (4.7)

The Bursar or Nominated Deputy is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority as per RIDDOR 2013 as described in 'Longridge Towers RIDDOR Recording/Reporting Flowchart (4.8)