

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	April 2022	Review date:	October 2023
Policy Owner:	Operations Manager	Page: 1 of 14			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>

# First Aid Policy

The Health and Safety (First-Aid) Regulations 1981 set out the essential aspects of first aid that employers are required to address.

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

It is a legal requirement to implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

The aim of first aid is to reduce the effects of injury or illness suffered at work and in school, whether caused by the work itself or not. First-aid provision must be 'adequate and appropriate in the circumstances'. This means that sufficient first-aid equipment, facilities and personnel should be available at all times, taking account of alternative working patterns, to:

- Give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work;
- Summon an ambulance or other professional help.

What is 'adequate and appropriate' will depend on the circumstances in each Academy setting. This includes the type of first aid training, what should be included in a first-aid box and if a first-aid room is required. Academies should carry out an assessment of first-aid needs to determine what to provide (see appendices for a First Aid Needs Assessment template).

The 1981 Regulations do not place a legal duty on employers to make first-aid provision for non-employees, however, HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.

## Aims

- To minimise exposure of pupils/students and staff to others who are ill
- To administer first aid, and provide adequate treatment for staff and pupils/students when in need, in a competent and timely manner
- To minimise injuries to pupils/students and staff
- To communicate pupils'/students' health problems to parents when considered necessary
- To provide supplies and facilities and trained staff to cater for the administering of first aid
- The Staffordshire University Academies Trust (SUAT) will provide first aid for staff, visitors and pupils/students. Contractors who work on the site will provide their own first aid.

## Success Indicators

The following indicators will demonstrate success in this area:

- Each Academy has a completed first aid needs assessment for its' premises.
- Employee first aid requirements have been assessed.
- First aid training has been provided to the required level and frequency.
- First aid materials are provided and regularly checked.
- Appointed persons are designated and aware of their responsibilities.

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## Scope

These arrangements will apply to all employees and academies of Staffordshire University Academies Trust.

### 1. First Aid Provision

The first aid provision at each Academy will be decided based on an assessment of need. Each Academy must use The Assessment of First Aid Provision Form to assess their first aid requirements against set criteria. This assessment will be reviewed annually and also where changes occur.

First aid provision must be adequate during all working hours. The planned annual leave, including maternity leave of first aiders and appointed persons must be covered. If first-aiders are absent, an appointed person must be available. All academies should consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave. An emergency first aider may be provided in addition to, but not replace, the required number of first aiders with the current First Aid at Work Certificate.

The individual workplace arrangements must be effectively communicated to employees and visitors, indicating how to access first aid. For shared sites, the designated staff member must co-ordinate the approach to first aid arrangements. First aid posters should be displayed around each Academy building, notifying occupants of who the designated first aid trained members of staff are and where they are located (as far as reasonably practicable). Each Academy will have a designated area for first aid to be undertaken wherever possible; building occupants must be aware of its location.

A wide range of first aid training courses and certificates are available. To decide whether a particular course or certificate is appropriate, academies should compare what is covered on the course with what the trainee may be asked to deal with. Academies should ensure that whoever they choose to provide training is suitable. HSE guidance on how to do this can be found at <https://www.hse.gov.uk/firstaid/first-aid-training.htm>.

### 2. Types of First Aid Personnel

**A First Aider (FAW)** is someone who has undergone a training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:

- Undertaking first aid treatment in accordance with their training Ensuring that any incident and treatment given is recorded in the appropriate Academy records
- Report immediately to the Principal/Head Teacher, all incidents requiring the attendance of a pupil, member of staff or any person to hospital
- Ensuring that all spillages of body fluids are cleaned up promptly and by appropriate means
- Maintain stocks of first aid kit/boxes
- Ensuring that appropriate documents are completed and that reportable accidents are reported as soon as possible after dealing with the immediate effects, to ensure that accident / incident investigations can be undertaken and risk assessments reviewed accordingly
- Ensuring accidents are reported via the My Health and Safety System
- Summoning an ambulance or other external medical services

**An Appointed Person** is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- Taking charge when someone is injured or falls ill,
- Calling an ambulance (where required), and

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- Being responsible for first aid equipment e.g. re-stocking the first aid box.

Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).

**An Emergency First Aider (EFAW)** is someone who has undergone an Emergency First Aid at Work training course (of minimum one day duration) and who holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where the majority of people that may need first aid are members of the public and not employees. Their role involves:

- Undertaking basic emergency first aid in accordance with their training
- Summoning the assistance of a First Aider where available
- Summoning an ambulance or other medical services
- Liaising with the appropriate member of staff to ensure first aid kits are fully stocked and refilled after use
- Keeping suitable records of all treatment administered and actions taken.

### Additional First Aid Requirements Early Years

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. In addition there must be at least one person on outings who has a current paediatric first aid certificate.

Newly qualified staff with a level 2 or level 3 early years qualification, awarded after 30 June 2016, must have either a full paediatric first aid (PFA) or an emergency PFA certificate within 3 months of starting work. If they do not have this, they cannot be counted in the EYFS staff:child ratios at level 2 or level 3.

### Coach Assistants/Drivers and Attendants

Coach Guides, Drivers and attendants are required to undertake Emergency First Aid training to enable them to respond to an emergency medical situation until skilled help arrives.

### 3. Educational Visits

The provision of first aid during off-site visits and activities must be considered as part of the risk-benefit assessment and planning process. Academies should have in place an assessment to determine their first aid provision on site; off-site provision is an extension of this. OEAP guidance should be consulted to support academies in determining the level of first aid needed for off site activities and learning outside of the classroom.

The determination of the appropriate requirements should take into account:

- The nature of the activity;
- The nature of the group;
- The likely injuries associated with the activity;
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time);
- The level of first aid needed during transport;
- The level of first aid needed at the venue, and the first aid facilities in place at the venue.

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Qualified first-aiders may not be necessary for all off-site activities and visits, however, a basic level of first aid support should be available at all times. This will require that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group;
- Knows how to access, and is able to access, qualified first aid support.

For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first aid certificate and sufficient understanding and use of English to summon help in an emergency must accompany children on outings.

Where a group of young people is subject to remote supervision, the supervisor should ensure that the group has:

- The ability to contact qualified first aid support;
- An appropriate level of competence and first aid materials to look after themselves until help arrives.

It is a legal requirement that all public service vehicles, including minibuses, must carry a first aid kit.

#### **4. First-Aid Materials and Equipment**

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

Each Academy must have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. It is recommended that multiple first aid kits are kept on each site in suitable locations, with suitable quantities of body spills kits. Academies should also consider the requirement for travelling first aid kits which can be utilised for educational visits and learning outside of the classroom. The need for such kits should be determined by the first aid needs assessment.

There is no mandatory list of items to be included in a first-aid kit. The decision on what to provide will be influenced by the findings of the first aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- A leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);
- Individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- Sterile eye pads;
- Individually wrapped triangular bandages, preferably sterile;
- Safety pins;
- Large, sterile, individually wrapped un-medicated wound dressings;
- Medium-sized sterile individually wrapped un-medicated wound dressings;
- Disposable gloves (hypoallergenic – latex free).

The above should be considered carefully in accordance with each Academy's first aid needs assessment, as this is a suggested contents list only. Higher risk areas such as Art, DT, Catering, PE and Science departments will need further considerations to be made.

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First Aiders, Emergency First Aiders and Appointed Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use.

Sufficient supplies should be held in a back-up stock on site and academies will discard items via appropriate means of disposal after the expiry date has passed.

Where an Automated External Defibrillators (AEDs) is present, the manufacturer's instructions regarding maintenance and servicing must be followed. Batteries, leads and pads will normally have a life of between 3 and 5 years. Modern AEDs undertake self-tests and indicate if there is a problem with a warning light or sign. A process should be in place to regularly (at least weekly) check the equipment and appropriate action taken if there is an issue.

### 5. Training of First Aid Personnel

Employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

Course	Intended For	Duration of Course	Recommended Refresher training	When revalidation is required	Revalidation Training
First Aid at Work Certificate (FAW)	First Aiders	3 days	Annual basic skills update 3 hours	Before expires (3 years from date of certificate)	2 day revalidation
Emergency First Aid at Work Certificate (EFAW)	Emergency First Aiders and Appointed Persons if deemed necessary	1 day	Annual basic skills update 3 hours	Before certificate expires (3 years from date of certificate)	Repeat of original 1 day course.

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

### 6. Minor Injury/Illness

Parents should keep their children at home if acutely unwell or infectious, in accordance with Public Health England guidance and the Infection Control Policy. All ill or injured pupils are to be sent direct to First Aid should they present as ill or injured.

If the injury / illness is caused by an accident this should be recorded in the Accident Book held within the Academy. All teachers and support staff are expected to do all they can to secure the welfare of the pupils.

On presentation to First Aid, all pupils and staff will be assessed by suitably qualified staff as to whether any treatment is required and their fitness to remain in school. All relevant information



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should be shared with First Aid to assist their ability to assess the individual's well-being and any further instruction, i.e., if a member of staff has already spoken with the pupil's parents. First aiders should also be aware of any allergies which may impact the treatment given.

If possible, the pupil will be encouraged to continue their school day, where appropriate treatment can be administered. If the pupil is deemed unfit to continue their school day, and it is not possible to send them home due to being unable to contact any of the pupil's contacts, the Academy (member of the Senior Leadership Team) will make the decision on any further action that is required. At the request of a First Aider or senior member of staff, an ambulance may be called in more serious cases. Under no circumstances should a child be sent home, without first consulting with the First Aid Team in instances of illness/injury.

Injuries caused by accidents / incidents must be recorded in the appropriate accident book. Academies will have locally produced forms for pupils. In some instances, for example, a head injury, this may include a form to notify parents where the pupil is not sent home.

Staff and visitor accidents should be recorded in the BI510 accident book, and reported on the My Health and Safety System. Pupil/student accidents will be reported in accordance with the Accident and Incident Reporting guidance on SUAT's website.

The appropriate member of the management team must be notified where the accident / incident requires investigation, where there is a potential that risk assessments require revising, and where this is reportable via the My Health and Safety System. The appropriate member of Academy staff must ensure that this is undertaken in a timely manner to ensure that the accident / incident is managed suitably under RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). The relevant documentation will be compiled and updated following this (e.g. accident investigation reports, accident trend analysis, risk assessments).

### **7. More Serious Accidents / Incidents / Medical Needs**

- Send for a First Aider immediately
- Stay with the individual until a First Aider arrives
- If necessary, remove other people from the scene. Where appropriate, the casualty may feel assured if a friend stays with them
- Where required, call an ambulance and accompany the individual in accordance with the health and safety policy
- Ensure the appropriate accident forms are completed, along with documented investigations, risk assessment reviews and My Health and Safety entries

### **8. Dealing with Blood and Body Fluid Spills**

Spillages of bodily fluids such as blood, vomit, urine and excreta should be cleaned up promptly and in accordance with the Infection Control Policy and Academy risk assessments for dealing with body fluid spills.

The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn. Eye protection will be worn should there be a risk of splashing

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- Any split blood or other body fluids should be cleaned up, either with disposable absorbent materials and an appropriate sanitizing product, or using the body fluid spillage kit held in the relevant area
- Depending on the circumstances, professional deep cleaning may be required

### **9. Infection Control**

To minimise risk of infection whilst administering first aid, personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing, before administering treatment. They must also wash their hands before and after applying dressings.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are involved in the treatment or handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Policy's arrangements. Those disposing of such items should wear disposable gloves.

Contaminated work areas must be suitably disinfected and soiled clothing should be sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought from Occupational Health via the appropriate member of Academy staff.

### **10. Liability**

Staffordshire University Academy Trust's liability insurance policy will provide indemnity for employees acting as first aiders as defined above. First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the Trust and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

### **11. Record keeping**

All records of first aid administered must be recorded, alongside details of where this occurred. Records must be kept in a location which maintains their confidentiality and prevents access to unauthorized persons. If the record is particularly sensitive, the person making the record should choose to do so in an environment which permits the documentation to be prepared confidentially, too.

The Assessment of First Aid Provision and records of first aid administration must be kept in accordance with the Compliant Records Management Policy. First aider training records must also be kept in accordance with the Compliant Records Management Policy.

### **12. Monitoring and reviewing these arrangements**

First Aid provision must be reviewed by managers regularly, upon changes within the Academy which may require a review of the first aid needs assessment, when they believe the assessment to be no longer valid.

**Appendix One – Assessment of First Aid Provision Form**

**Appendix Two – First Aid Sign**

**Appendix Three – Accident and Incident Reporting Guidance**

**Appendix Four – Accident Investigation Report Template**

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**Appendix One**

**Staffordshire University Academies Trust  
Assessment of First Aid Provision**

**Academy Name:** .....

**Name of Assessor(s):** .....

**Assessment of First Aid Factors**

In order to assess the first aid requirements you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

**Table 1**

	Assessment Factor	Apply?		Impact on First Aid Provision
		Yes	No	
1	Have your risk assessments identified significant risks of injury and/or ill health?			If the risks are significant you may need to employ first aiders. Please detail your first aid provisions below:
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?			You will need to consider (and detail below): - specific training for first aiders - extra first-aid equipment - precise siting of first-aid equipment.
3	Are there parts of the establishment with different levels of risk?			You may need to make different levels of provision in different parts of the establishment. Please detail your first aid provisions below.
4	Have you had any accidents or cases of ill-health in the past 12 months?			You will need to check your record of accidents and cases of ill health – what type they are and where they happened. You may need to: - locate your provision in certain areas - review and update the contents of the first aid box
5	Are there inexperienced workers on site or students/employees with disabilities or special health problems?			You will need to consider: - special equipment - local siting of equipment - local siting of medication not kept on the person
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?			You will need to consider provision in each building or on several floors. Please detail control measures below.



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7	Is there shift work or out-of-hours working?			Remember that there needs to be first aid provision at all times that people are at work. Please detail control measures below.
8	Is your workplace remote from emergency medical services?			You will need to: <ul style="list-style-type: none"> <li>- inform local medical services of your location</li> <li>- consider special arrangements with the emergency services.</li> </ul>
9	Do you have employees who travel a lot or work alone?			You will need to consider: <ul style="list-style-type: none"> <li>- issuing personal first aid kits and training staff in their use.</li> </ul>
10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?			You will need to make joint arrangements with the other site occupiers, please detail control measures below.
11	Do you have any work experience or other trainees?			Your first aid provision must cover them, please detail control measures below.
12	Do members of the public visit your premises?			There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.
13	How many people are employed on site: <ul style="list-style-type: none"> <li>- less than 5?</li> <li>- 5 to 49?</li> <li>- 50 to 100?</li> <li>- more than 100?</li> </ul>			You may need to employ first aiders – see table 2 below. Detail occupation below.
14	Is a first aid room required?			
15	Is a defibrillator placed in the Academy?  If not, is one required?			Consider the rurality of the Academy, proximity to hospital, the accessibility of the Academy to emergency services, the proximity of the Academy to defibrillators in the local area, and how accessible these are.

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non-employees who may be affected so an allowance will need to be made in such circumstances.

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**Table 2**

	Type of Workplace	Numbers of First Aid Personnel Required
<b>Lower Risk</b>	Shops, offices, libraries, schools and similar workplaces	<p><b>Fewer than 50 employed at any location:</b> at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.)</p> <p><b>50-100:</b> at least one first aider.</p> <p><b>More than 100:</b> one additional first aider for every 100 employed.</p>
<b>Higher Risk</b>	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces..	<p><b>Fewer than 5:</b> at least one appointed person.</p> <p><b>5-100:</b> At least one first aider (FAW) per 50 employees or part thereof.</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p>

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work
- information for all employees about what they need to do in an emergency.

**Assessment of First Aid Requirements**

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

	Required ✓	Number
Appointed person		
First-aider with Emergency First Aid at Work certificate		
First-aider with First Aid at Work certificate		
First-aider with additional training (specify):		
First-aid boxes		
First-aid room		
Additional equipment e.g. eye wash, foil blanket (specify):		
Travelling First Aid Kits		

Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes/No**

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**Informing Employees**

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes/No**

Signature of Assessor(s): .....

Date: .....Review Date.....

**Appendix Two**

**ACADEMY NAME**

**Location of First Aiders and First Aid Equipment**



**First Aiders are located:**

NAME	LOCATION	PHONE

**First Aid Equipment Located:**

DESCRIPTION	LOCATION
First Aid Box	

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Eye Wash Bottle	
Emergency Spill Kits	
Emergency Phone	

**Appendix Three**  
**Accident and Incident Reporting Guidance**

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<b>Accident/incident takes place</b>		
<b>Accident/incident is reported to first aid/academy staff to appropriately treat and record. All accidents, including minor accidents, are recorded for accident trend analysis purposes</b>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b><u>Pupil/student</u> accidents are recorded locally in the academy accident book, and parents informed as required</b></td> <td style="width: 50%; padding: 5px;"><b><u>Staff</u> accidents are recorded locally in the BI510 book, and emergency contacts are informed as required</b></td> </tr> </table>	<b><u>Pupil/student</u> accidents are recorded locally in the academy accident book, and parents informed as required</b>	<b><u>Staff</u> accidents are recorded locally in the BI510 book, and emergency contacts are informed as required</b>
<b><u>Pupil/student</u> accidents are recorded locally in the academy accident book, and parents informed as required</b>	<b><u>Staff</u> accidents are recorded locally in the BI510 book, and emergency contacts are informed as required</b>	
<b>Post-accident – review the nature of the accident and decide whether this requires reporting on Staffordshire County Council’s My H&amp;S system. An appropriate person must then log the accident</b>		
<b>If an ambulance is called, follow the academy H&amp;S policy local arrangements</b>		
<b>Consider whether an accident investigation is required and undertake this accordingly, involving staff, pupils and other witnesses where relevant</b>		
<b>Review and amend H&amp;S procedures and risk assessments where required. Address defects and record. Communicate amended H&amp;S documentation with staff</b>		

*RIDDOR is the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 and requires certain workplace accidents, occupational diseases, dangerous occurrences or near misses to be reported.*

When to report an accident or incident on Staffordshire County Council’s My Health and Safety System:

- ✓ All pupil accidents that may have liability claim implications, such as those resulting from premise defects, should be reported via My H&S
- ✓ Incidents where an ambulance has been called (not for medical conditions)
- ✓ Medical conditions such as asthma attacks are not reportable even when an ambulance has been called; the exception is where it has been triggered by something such as a strenuous PE activity or dust from an onsite construction project
- ✓ Those where the parent has been advised to seek further medical advice from A&E, the local clinic, or other such medical professionals
- ✓ Those which require first aid treatment beyond basic treatments
- ✓ Accidents where an injury has only become apparent some time after the event
- ✓ Staff and visitor accidents. These should also be recorded in the statutory accident book (BI510)
- ✓ Contractor accidents which happen on site. These should also be reported by the contractor to their employer
- ✓ Dangerous occurrences, such as collapsed scaffolding, someone falling down an open man hole, ‘exploding’ boiler etc. This can also be defined as ‘an occurrence which may not have injured anyone but had the potential for serious injury’

**Appendix Four**  
**Accident Investigation Report Template**

**ACADEMY NAME**

**Accident/Incident Investigation Report**

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	April 2022	Review date:	October 2023
Policy Owner:	Operations Manager	Page: 14 of 14			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

Completed by:

Date:

This report provides the findings of the investigation and may need to be updated if further information provides any developments or identifies other action points etc. The report is based on the documentation available and CCTV footage of the incident (if available).

## 1. Details of the Accident

**Detail time and date of the incident  
Who was involved  
What happened  
Consequential information**

## 2. Background Information

**Detail further information which may be useful to the report and may have affected what happened during the incident.**

## 3. Reporting the Accident

**Detail who reported the incident and to which members of staff and when.  
Detail if first aid staff were involved.**

## 4. Investigation

**Detail when the investigation took place, who was involved, whether there were any witnesses (statements can be included in the appendix) and what was found during the course of the investigation.**

## 5. Overview of the Investigation findings

**Detail the conclusion following the investigation, an overview of the findings and the defined cause.**

## 6. Management Procedures

**Detail whether existing management procedures are sufficient to mitigate risk as far as is reasonably practicable or whether changes to practice need to be made (and what these are, inclusive of documentation).**

## 7. Working Practices

**Detail whether existing practices are sufficient to mitigate risk as far as is reasonably practicable or whether changes to practice need to be made (and what these are, inclusive of documentation).**



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Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>

## 8. Direct and Underlying Causes of the Accident

Please detail

### Underlying Causes

Please detail

## 9. Recommendations

Please detail

## 10. Conclusion

Detail what the conclusion of the investigation draws to.

## Appendices

### Appendix:

Statements  
CCTV