



ST ANDREW'S C OF E INFANT SCHOOL



Accident and incident policy

MISSION STATEMENT

At St Andrew's C of E Infant School we are 'Learning, Caring together in Faith.'

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible. We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff and to some extent the children, are aware of hazards, i.e. putting toys away tidily etc.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staff identify and report hazards and risks and encourage children to do the same.
- A health and safety officer is appointed to oversee all health and safety issues.

We classify an accident as what we have witnessed and an incident as something we did not see. All accidents and incidents are recorded on the appropriate forms and reported to the parents/carers on the day. This will usually be when they collect their child or if it is a serious injury or one that needs medical assistance the parent will be informed immediately.

There is always a first aider on site at all times, who will deal with minor injuries.

First aid boxes can be found at the following locations:

- in nursery
- in all classes;
- in the disabled toilet in the main entrance.

The boxes will be checked regularly, and refilled. Any missing items will be noted and replaced as soon as possible. A first aid box is taken on all outings. If first aid is given it must be recorded on the first aid sheet and stored with the accident/incident form it relates to.

There is always at least one first aider on site at all times. All accidents are recorded on a sheet, which includes details of the injury. The form is signed by the parent/carer who collects their child and is then kept with the other forms in chronological order.

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

An incident form can also be used to record something, which happened that could have been dangerous, actions deemed as unwanted behaviour, an action which could cause damage, loss or injury.

Some examples are:

- Loss of amenities.
- An argument.
- A temper tantrum out of the norm.
- A stranger trying to gain access to the building.
- An un-witnessed injury.

Providers must notify Ofsted and local child protection/safeguarding children agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in their care, and act on any advice given.

Accidents/incidents relating to staff or visitors to the setting should be reported to the Manager and recorded using the School forms.

Any injury related absence lasting more than 3 days must be reported to RIDDOR.

Serious injury or death and how to deal with these events

As a registered provider we would notify Ofsted of any serious accident, illness or injury to, or the death of, any child whilst in our care, and any action taken in respect of it.

We would make the notification as soon as is reasonably practical, but within 14 days of the incident occurring.

We would also notify the local child protection agency and act on any advice given.

We would always follow our accident procedures in any accident or injury.

Procedure to follow for dealing with injuries involving blood or bodily fluids

There is always at least one first aider on site at all times and this person will be the one to deal with the injury.

Should bleeding occur at any time the following points should be followed:

- Put on latex gloves and a disposable apron.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Dispose of dressing into yellow clinical waste bag.
- Try and keep the person as calm as possible.
- Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.
- Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up. Clean the area thoroughly using diluted bleach 1 part bleach to 10 parts water.
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non injured children are being cared for and reassured appropriately about what is happening.
- Replace the sterile dressing on the child/adult as often as needed as described in the training.
- All waste should be treated as clinical waste and discarded in the yellow bags provided.
- Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped.
- If bleeding starts again a new apron and gloves must be put on to prevent infection.
- If you feel medical assistance is required call 999 and ask for an ambulance. If they need assistance but not as an emergency inform the parents and advise them to visit their local A&E. If ever in doubt always phone for an ambulance, especially in the case of children.
- If medical assistance is needed you must inform ofsted within 14 days that the incident occurred.

How to report an Accident / Incident

Wherever possible, all employee accidents must be reported using the Oracle HR reporting system.

Where this is not possible, a Lancashire County Council [Accident /Incident Report](#) form should be completed and a copy forwarded to the Health, Safety & Wellbeing Team by using one of the following methods:

E-mail: health.safety@lancashire.gov.uk

Mail: Health, Safety & Wellbeing Team, Business Services, PO Box 78, County Hall, Preston, PR1 8XJ

Important Notes

Managers must not change the content of the section completed by the employee without their consent and any changes should be initialled and dated by the employee on a printed copy of the form.

- For accidents involving **third party claims** the manager should advise the employee of their responsibility to complete the Third Party Declaration Form available on this web site.

- Where incidents relate **solely** to **building damage** and nobody is injured, the Premises Manager should complete and return the Lancashire County Council **Accident /Incident Report form** to the Health, Safety and Wellbeing Team (building related incidents cannot be reported on Oracle).
- **Schools** are strongly recommended to use the Accident/Incident Report Form on this web site for all non-employees e.g. pupils, in preference to the current HS1 Form to ensure consistency across the county council and to allow trend analysis to occur.
- **Schools** should note, if the accident/incident involves a pupil and is reportable to the HSE under RIDDOR, they need only complete the RIDDOR form, rather than completing the LCC Accident/Incident Report Form. A copy of the RIDDOR form should be sent to the Health, Safety & Wellbeing Team. **Note:** To save a copy of the RIDDOR form, when you have completed the form, click on the 'Print Preview' button first, then you can 'Save As' a document prior to clicking the Submit button.
- In the event of a **fatality**, a **specified injury** or a **dangerous occurrence** (as defined under RIDDOR) which has occurred as the result of a work activity, you must inform the LCC Health, Safety and Wellbeing Team at **contact details** and the Health and Safety Executive on 0845 300 99

LCC Employees

Type of Accident/Incident	Action required
<p style="text-align: center;">Accidents at Work</p> <p>A LCC employee has an accident or is involved in an incident whilst at work which does not require reporting to the HSE under RIDDOR.</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">Accidents Outside Work</p> <p>A LCC employee has an accident/incident whilst off duty which results in their absence or affects their ability to undertake their normal work activities (e.g. is unable to drive or operate machinery or sit at their work station etc).</p>	<ul style="list-style-type: none"> • The employee should complete the first part of the LCC Accident/Incident Report Form on ESS using the Oracle HR system as soon as possible after the event. Once completed, this is then to be submitted electronically to their manager. Alternatively, the manager will arrange for this to be done on their behalf. Employees who do not have easy access to a computer or do not have a user log-in should check with their manager what local procedures they need to follow to report an accident/incident. • The manager is then responsible for completing their part of the Accident/Incident Report Form on MSS, including any subsequent investigation, and adding the findings to the on-line system before submitting the form. • Where a school does not buy into the LCC HR payroll system and does not have access to Oracle, then the LCC Accident/Incident Report Form should be completed and returned to the HS&W Team. • In either of the above cases, managers must print out a copy of the completed form and have the employee sign and date it. The manager must also sign and date the form. The signed copy should be held by the manager at the establishment. • Report any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration.
<p>An employee and a service user or a pupil are involved in a minor accident/ incident which does not require reporting to the HSE under RIDDOR</p>	<ul style="list-style-type: none"> • Due to the nature of some services e.g. working with service users with learning difficulties, or with pupils with special educational needs (SEN), it is not always practical to complete a LCC incident report form for every minor accident/incident. In these situations it is acceptable to use a 'low level accident/incident ' log sheet, or similar, in which to record such incidents. • These records should be monitored on a regular basis to identify trends, inform employees and update care plans and risk assessments as necessary. <p>Please note that in these instances (with the exception of pupils on work experience – see section below) it is not necessary to inform the LCC Health, Safety and Wellbeing Team of the incident</p>

<p>A LCC employee has an accident or is involved in an incident whilst at work which does require reporting to the HSE under RIDDOR.</p> <p>Please note: any accident/incident which occurs to an employee while they are off duty, no matter how serious, does not require reporting to the HSE.</p> <p>Specified injuries as defined by RIDDOR</p>	<p>via the Oracle HR system or otherwise.</p> <ul style="list-style-type: none"> • If a fatality or specified injury as defined under RIDDOR, inform the RIDDOR Incident Contact Centre and the LCC HS&W Team by telephone immediately. Make a note of the incident number provided to you by the Incident Contact Centre. • If not a fatality or specified injury inform the RIDDOR Incident Contact Centre by completing a RIDDOR report form (F2508) online • The employee who has had the accident/incident should complete the first part of the LCC Accident/Incident Report Form on ESS using the Oracle HR system as soon as possible after the event. Once completed, this is then to be submitted electronically to their manager. Alternatively, the manager will arrange for this to be done on their behalf. Employees who do not have easy access to a computer or do not have a user log-in should check with their manager what local procedures they need to follow to report an accident/incident. • The manager is then responsible for completing their part of the Accident/Incident Report Form on MSS, including any subsequent investigation, and adding the findings to the on-line system before submitting the form. • Where a school does not buy into the LCC HR payroll system and does not have access to Oracle, then the LCC Accident / Incident Report Form should be completed and returned to the HS&W Team; • In either of the above cases, managers must print out a copy of the completed form and have the employee sign and date it. The manager must also sign and date the form. The signed copy should be held by the manager. • Report any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration
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School Governors, Elected Members and Volunteers

(NB for the purpose of the guidance in the table below all these categories are referred to as voluntary workers, etc)

Type of Accident/Incident	Action required
<p style="text-align: center;">Accidents at Work</p> <p>A voluntary worker, etc, has an accident or is involved in an incident whilst at work which does not require reporting to the HSE under RIDDOR.</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">Accidents Outside Work</p> <p>A voluntary worker, etc, has an accident/incident whilst off duty which results in their absence or affects their ability to undertake their normal work activities (e.g. is unable to drive or operate machinery or sit at their work station etc).</p>	<ul style="list-style-type: none"> • The voluntary worker, etc, is to complete a LCC Accident/Incident Report Form as soon as possible after the event. This may be done electronically or as a hard-copy. If the voluntary worker, etc, is unable to complete the form then their manager will arrange for this to be done on their behalf. • The manager will conduct an investigation if necessary and complete section 'L' of the LCC Accident/Incident Report Form. • The manager will print out a copy of the completed form and have the voluntary worker sign and date it. The relevant manager should also sign and date the form and retain a copy at the establishment and use to locally monitor for trends and types of accidents. • The manager will forward a copy of the completed report form to the HS&W team. • The manager will report any accidents/incidents

	caused or contributed to by a premises issue to the Premises Manager for consideration
A voluntary worker, etc, and a person using the service or a pupil are involved in a minor accident/ incident which does not require reporting to the HSE under RIDDOR	<ul style="list-style-type: none"> Due to the nature of some services e.g. working with service users with learning difficulties, or with pupils with special educational needs (SEN), it is not always practical to complete a LCC incident report form for every minor accident/incident. In these situations it is acceptable to use a 'low level accident/incident' log sheet, or similar, in which to record such incidents. These records should be monitored on a regular basis to identify trends, inform employees and update care plans and risk assessments as necessary. Please note that in these instances it is not necessary to inform the HS&W Team of the incident.
Type of Accident/Incident	Action required
<p>A voluntary worker, etc, has an accident or is involved in an incident whilst at work which does require reporting to the HSE under RIDDOR.</p> <p>Specified Injuries as defined by RIDDOR</p> <p>Please note: any accident/ incident which occurs to a voluntary worker, etc, while they are off duty, no matter how serious, does not require reporting to the HSE.</p>	<ul style="list-style-type: none"> If a fatality, specified injury or dangerous occurrence as defined under RIDDOR, inform the RIDDOR Incident Contact Centre and the LCC HS&W Team by telephone immediately. Make a note of the incident number provided to you by the Incident Contact Centre. If not a fatality, specified injury or dangerous occurrence inform the RIDDOR Incident Contact Centre by completing a RIDDOR report form (F2508) online The voluntary worker, etc, will complete a LCC Accident/Incident Report Form as soon as possible after the event. This may be done electronically or as a hard-copy. If the voluntary worker, etc, is unable to complete the form then their manager will arrange for this to be done on their behalf. The manager will confirm that the incident has been reported to the HSE and include the RIDDOR reference number in section 'K' of the LCC report form The manager will conduct an investigation and complete section 'L' of the LCC incident report form. The manager will retain a signed copy of the incident report form on file and use to locally monitor for trends and types of accidents. The manager will forward a copy of the completed incident report form to the HS&W Team. The manager will report any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration

Agency Workers / Supply Teachers

(NB for the purpose of the guidance in the table below all these categories are referred to as agency workers, etc)

Type of Accident/Incident	Action required
An agency worker, etc has an accident or is involved in an incident which	<ul style="list-style-type: none"> The manager will complete a LCC Accident/Incident Report Form as soon as possible after the event. This may

does not require reporting to the HSE under RIDDOR	<p>be done electronically or as a hard-copy.</p> <ul style="list-style-type: none"> • The manager will conduct an investigation if necessary and complete section L of the LCC Accident/Incident Report Form. • The manager will forward a copy of the completed incident report form to the HS&W Team. • The manager will send a copy of the completed form to the employing agency. The employing agency may also wish to undertake an investigation. • The manager will retain a signed copy of the Accident/Incident Report Form at the establishment and use to locally monitor for trends and types of accidents. • These records should be monitored on a regular basis to identify trends and review risk assessments as necessary. • The manager will report any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration.
An agency worker, etc, is involved in an incident which does require reporting to the HSE under RIDDOR	<ul style="list-style-type: none"> • The manager should inform the employing agency of any accidents/incidents that are reportable under RIDDOR as soon as possible. • The employing agency is responsible for reporting accidents/ incidents to the RIDDOR Incident Contact Centre for their own employee. • The employing agency may wish to undertake their own investigation and will require the co-operation of the LCC service manager/ premises manager and any LCC employees involved who may have witnessed the accident/incident.

School pupils

Type of Accident /Incident	Action required
A school pupil has an accident or is involved in an incident which does not require reporting to the HSE under RIDDOR	<ul style="list-style-type: none"> • Complete a LCC Accident/Incident Report Form as soon as possible after the event. This may be done electronically or as a hard-copy. • Conduct an investigation if necessary and complete section 'L' of the LCC Accident/Incident Report Form. • Retain a signed copy of the report form and use to locally monitor for trends and types of accident. • Report any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration <p>Please Note: Due to the nature of the service e.g. working with pupils with special educational needs (SEN), it is not always practical to complete a LCC incident report form for every minor accident/incident which occurs. In these situations it is acceptable to retain a 'low level' accident/incident log sheet or a First Aid Treatment form or an accident book, or something similar, in which to record such incidents.</p> <p>These records should be monitored on a regular basis to identify trends, inform employees and update SEN plans and risk assessments as necessary.NOTE: Do not forward either of the above to the HS&W Team.</p>
A school pupil has an	<ul style="list-style-type: none"> • If a fatality that <i>*arose out of or in connection with a work</i>

<p>accident or is involved in an incident which does require reporting to the HSE under RIDDOR</p> <p>*It is only reportable under RIDDOR if the incident was caused by:</p> <ul style="list-style-type: none"> - a failure in the way a work activity was organised; - the way equipment or substances were used; - the condition of the premises. 	<p><i>activity</i>, inform the RIDDOR Incident Contact Centre and the LCC HS&W Team by telephone immediately. Make a note of the incident number provided to you by the Incident Contact Centre.</p> <ul style="list-style-type: none"> • If not a fatality, but the accident results in an injury that <i>*arose out of or in connection with a work activity and the person is taken from the scene to hospital for treatment (this also includes walk-in centre's that provide an 'A&E service' for non life-threatening injuries similar to that in hospitals)</i>, inform the RIDDOR Incident Contact Centre by completing a RIDDOR report form (F2508) online. If they are taken to hospital merely as a precautionary measure and no injury is found, then it would not be reportable under RIDDOR • Make a copy of the RIDDOR form before submitting to the HSE and forward a copy to the HS&W Team. (There is no need to complete an LCC Accident Form as well as the RIDDOR form.) <p>Note: to save a copy of the RIDDOR form, when you have completed the form, click on the 'Print Preview' button first, then you can 'Save As' a document prior to clicking the Submit button. Send a copy to the HS&W Team.</p> <ul style="list-style-type: none"> • Conduct an investigation if necessary and record findings. • Retain a copy of the report form for your records and use to locally monitor for trends and types of accidents. • Report any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration.
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School pupils on Work Experience placements

Type of Accident /Incident	Action required
<p>A school pupil on Work Experience placement has an accident or is involved in an incident which does not require reporting to the HSE under RIDDOR</p>	<p>Placements organised by the school</p> <p>All accidents / incidents which involve a pupil on work experience MUST be reported to the LCC Health, Safety and Wellbeing Team:</p> <ul style="list-style-type: none"> • Complete a LCC Accident/Incident Report Form as soon as possible after the event. electronically or as a hard-copy using Section B to record that it involves a pupil on Work Experience • If necessary, conduct an investigation with the placement provider and complete section 'L' of the LCC Accident/Incident Report Form. • Retain a signed copy of the report form at the premises for your records <p>Placements organised by VIA</p> <p>If the VIA Partnership (previously LEBP) organised the work experience placement, they will inform the HS&W Team of the accident / incident. The school should still retain details for their records.</p>
<p>A school pupil on Work Experience has an accident or is involved in an incident which does require reporting to the HSE under RIDDOR</p>	<p>Placements organised by the school</p> <p>A pupil on work experience is classed as the employee of the host company during a placement, therefore a representative from the organisation where the accident / incident took place is responsible for reporting any that are RIDDOR reportable to the Health and Safety Executive and for conducting an investigation. The school should request a copy of the RIDDOR form and investigation report and forward copies to the HS&W Team stating that it relates to a pupil on work experience and retain a copy for their records together with any investigation report.</p> <p>Placements organised by VIA</p>

	If the VIA Partnership (previously LEBP) organised the work experience placement, they will inform the HS&W Team of the accident / incident. The school should also be informed and retain details for their records.
<p>Note: In the event of any accident / incident involving a pupil on a Work Experience or Work based learning placement, the information on the Accident Report Form or RIDDOR form should be used to review the risk assessment and to decide whether it is appropriate to continue to use the work placement provider. For placements organised by schools, it is the responsibility of the school to do this. For placements organised by VIA, it is their responsibility to do this and inform schools of any outcomes.</p> <p>Also see Work Experience page</p>	

People using a Service provided by LCC

Type of Accident/Incident	Action required
A person using a service provided by LCC has an accident or is involved in an incident which does not require reporting to the HSE under RIDDOR	<ul style="list-style-type: none"> Complete a LCC Accident/Incident Report Form as soon as possible after the event. This may be done electronically or as a hard-copy. Conduct an investigation if necessary and complete section L of the LCC Accident/Incident Report Form. Retain a signed copy of the report form for your records and use to locally monitor for trends and types of accident. Report any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration. <p>Please Note: Due to the nature of some services, it is not always practical to complete a LCC incident report form for every minor accident/incident which occurs. In these situations it is acceptable to retain a 'low level' accident/incident log sheet or something similar, in which to record such incidents. These records should be monitored on a regular basis to identify trends, inform employees and update care plans and risk assessments as necessary.</p> <p>NOTE: Do not forward the above to the HS&W Team.</p>
<p>A person using the service is involved in an incident which does require reporting to the HSE under RIDDOR</p> <p>*It is only reportable under RIDDOR if the incident was caused by:</p> <ul style="list-style-type: none"> - a failure in the way a work activity was organised; - the way equipment or substances were used; - the condition of the premises. 	<ul style="list-style-type: none"> If a fatality that <i>*arose out of or in connection with a work activity</i>, inform the RIDDOR Incident Contact Centre and the LCC HS&W Team by telephone immediately. Make a note of the incident number provided to you by the Incident Contact Centre. If not a fatality, but the accident results in an injury that <i>*arose out of or in connection with a work activity and the person is taken from the scene to hospital for treatment (this also includes walk-in centre's that provide an 'A&E service' for non life-threatening injuries similar to that in hospitals)</i>, inform the RIDDOR Incident Contact Centre by completing a RIDDOR report form (F2508) online. If they are taken to hospital merely as a precautionary measure and no injury is found, then it would not be reportable under RIDDOR. Complete an LCC Accident/Incident Report Form as soon as possible after the event either (electronically or hard copy) remembering to confirm that the incident has been reported to the HSE and including the RIDDOR reference number. Conduct an investigation if necessary and record findings Retain a signed copy of the incident report form for your records at the establishment and use to locally monitor for trends and types of accidents.

	<ul style="list-style-type: none"> Report any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration. NOTE: Do not forward the above to the HS&W Team.
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Visitors

Type of Accident/Incident	Action required
A visitor has an accident or is involved in an incident which does not require reporting to the HSE under RIDDOR	<ul style="list-style-type: none"> Complete a LCC Accident/Incident Report Form as soon as possible after the event. This may be done electronically or as a hard-copy. Conduct an investigation if necessary and complete section L of the LCC Accident/Incident Report Form. Retain a signed copy of the Accident/Incident Report Form for your records at the establishment and use to locally monitor for trends and types of accidents. These records should be monitored on a regular basis to identify trends and review risk assessments as necessary. Report any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration. NOTE: Do not forward the above to the HS&W team.
A visitor is involved in an incident which does require reporting to the HSE under RIDDOR *It is only reportable under RIDDOR if the incident was caused by: - a failure in the way a work activity was organised; - the way equipment or substances were used; - the condition of the premises.	<ul style="list-style-type: none"> If a fatality that <i>*arose out of or in connection with a work activity</i>, inform the RIDDOR Incident Contact Centre and the LCC HS&W Team by telephone immediately. Make a note of the incident number provided to you by the Incident Contact Centre. If not a fatality, but the accident results in an injury that <i>*arose out of or in connection with a work activity and the person is taken from the scene to hospital for treatment (this also includes walk-in centre's that provide an 'A&E service' for non life-threatening injuries similar to that in hospitals)</i>, inform the RIDDOR Incident Contact Centre by completing a RIDDOR report form (F2508) online. If they are taken to hospital merely as a precautionary measure and no injury is found, then it would not be reportable under RIDDOR. Complete a LCC Accident/Incident Report Form as soon as possible after the event (either electronically or as a hard copy), remembering to confirm that the incident has been reported to the HSE and including the RIDDOR reference number in section K of the LCC form. Conduct an investigation if necessary and complete section L of the LCC Accident/Incident Report Form. Retain a signed copy of the Accident/Incident Report Form for your records at the establishment and use to locally monitor for trends and types of accidents. Report any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration. NOTE: Do not forward the above to the HS&W Team.

Contractors

Type of Accident/Incident	Action required
A contractor has an accident or is involved in an incident which does not require reporting to the HSE under RIDDOR	<ul style="list-style-type: none"> Complete a LCC Accident/Incident Report Form as soon as possible after the event. This may be done electronically or as a hard-copy. Conduct an investigation if necessary and complete

	<p>section L of the LCC Accident/ Incident Report Form.</p> <ul style="list-style-type: none"> • Send a copy of the completed form to the contractor's HQ. The contractor may wish to undertake their own investigation. • Retain a signed copy of the Accident/Incident Report Form for your records at the establishment and use to locally monitor for trends and types of accidents. • These records should be monitored on a regular basis to identify trends and review risk assessments as necessary. • Report any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration. <p>NOTE: Do not forward the above to the HS&W team.</p>
A contractor is involved in an incident which does require reporting to the HSE under RIDDOR	<ul style="list-style-type: none"> • The manager should inform the contractors HQ of any accidents/incidents that are reportable under RIDDOR as soon as possible. • The contractor is responsible for reporting accidents/incidents to the RIDDOR Incident Contact Centre for their own employee. • The contractor may wish to undertake their own investigation and will require the co-operation of the LCC service manager/ premises manager and any LCC employees involved who may have witnessed the accident/incident.

Dangerous Occurrences

Type of Accident/Incident/ Near Miss/Dangerous Occurrence	Action required
<p>Dangerous occurrence as defined by RIDDOR, including:</p> <ul style="list-style-type: none"> • collapse, overturning or failure of load-bearing parts of lifts and lifting equipment; • plant or equipment coming into contact with overhead power lines; • electrical short circuit or overload causing fire or explosion; • accidental release of a biological agent likely to cause severe human illness; • collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall. <p>NB Full list is available on HSE's website</p>	<ul style="list-style-type: none"> • On identification of the dangerous occurrence, inform the HSE by completing a RIDDOR Report Form online. • Send a copy of the RIDDOR report form to the HS&W Team <p>Note: to save a copy of the RIDDOR report form, when you have completed the form, click on the 'Print Preview' button first, then you can 'Save As' a document prior to clicking the Submit button. This electronic copy can be e-mailed to the HS&W Team.</p> <ul style="list-style-type: none"> • Complete a LCC Accident/Incident Report Form as soon as possible after the event (electronically or a hard copy) remembering to confirm that the occurrence has been reported to the HSE and including the RIDDOR reference number. • Report the occurrence to the Premises Manager for consideration.

Occupational Diseases

Type of Occupational Disease	Action required
<p>An LCC employee has contracted an occupational disease (as listed by the HSE) in the course of their work activities. These diseases include (regulations 8 and 9):</p> <ul style="list-style-type: none"> • 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. <p>NB: A full list is available on HSE's website.</p>	<p>Following written diagnosis from a doctor that an employee is suffering from an occupational disease, where this is likely to have been caused or made worse by their work, the employer must report it to the HSE.</p> <p>Employees need to provide the diagnosis by their doctor in writing to their employer. The employee who has contracted a work related occupational disease must complete an accident/incident form (or this can be completed by a responsible person on their behalf). Where possible, the form should be completed using the on-line Oracle HR system as soon as possible after the diagnosis has been confirmed. Once completed, this is then to be submitted electronically to their line manager.</p> <p>The line manager is then responsible for completing their part of the report form on Oracle, including any subsequent investigation, and adding the findings to the on-line system before submitting the form. The manager must also inform the HSE within 10 days of being informed in writing of the occupational disease by completing a RIDDOR Report Form (F2508a) online. Note: to save a copy of the RIDDOR report form, when you have completed the form, click on the 'Print Preview' button first, then you can 'Save As' a document prior to clicking the Submit button. This electronic copy can then be e-mailed to the HS&W Team. Managers should print out a copy of the completed report form and have the employee sign and date it. The manager should also sign and date the form. The signed report form should be held by the line manager/headteacher at the establishment/team/school. Where a school does not buy into the LCC HR payroll system and does not have access to Oracle, then the LCC Accident/Incident Reporting Form should be completed and returned to the Health, Safety & Wellbeing Team.</p> <p>Report any diseases caused or contributed to by a premises issue (e.g. asbestosis) to the Premises Manager for consideration.</p>

How to Investigate an Accident / Incident

All accidents, incidents and instances of occupational diseases should be investigated to a depth proportionate to their severity. This is in order to establish what, if anything, should be done to avoid a recurrence and also to collect and preserve evidence which may be required if a claim for compensation is subsequently made. This is particularly necessary where the accident/incident is RIDDOR reportable. When conducting an investigation it should be remembered that only the facts should be recorded, rather than opinion as to how the accident occurred. Any available related documents should also be preserved where possible.

Persons investigating the accident / incident must be competent in accident reporting and investigation i.e. **LCC Core Competency 5**. This competency can be achieved in various ways which are listed within the core competency document.

Any incident, involving an employee which results in a **fatality**, a **specified injury** or is a **dangerous occurrence** as defined under **RIDDOR** must be reported immediately to both the HSE's Incident Contact Centre on 0845 300 9923 and the Health, Safety and Wellbeing Team by the quickest means possible so that further advice and, if necessary, assistance can be given. Any incidents that fall under a RIDDOR category must be officially reported to the HSE within 10 days, with the exception of those falling under the category of 'over 7 days incapacitation of a worker' which must be reported to the HSE within 15 days.

All other accidents, incidents, near misses and dangerous occurrences should be investigated, in the first instance, by the responsible person e.g. the employee's manager, the premises manager, or

the pupil's headteacher or the person designated by the manager/headteacher to undertake this task. They should do this by completing (as soon as possible after the event):

- **For LCC employees** - the appropriate section of the on-line Oracle HR incident report form.
- **For non-employees** – Section L – 'Initial Investigation' of the LCC Accident/Incident Reporting Form.
- **For RIDDOR reportable accidents to Pupils** – the HSE RIDDOR Report Form on-line and ensure a copy is kept. Where necessary, additional evidence can be added to this as separate documentation.
- The investigation is a methodical process of gathering factual evidence and should never be used to apportion blame.

Accident / Incident Investigation Process:

- Consult with the employee(s)/worker(s)/visitors, etc, involved to confirm their written account of the accident/incident and ask them to sign and date it.
- If it's an employee accident and they are agreeable (and it's feasible), involve a local H&S representative in the investigation process. They will provide a fresh pair of eyes and will look at the situation objectively.
- Consider whether witness statements are warranted. They are likely to be required for more serious accidents such as those that are RIDDOR reportable. If they are considered necessary, they should be taken as soon as possible after the event to ensure the facts are still 'fresh' in the minds of the witness(es) and retained on record. Please annotate appropriately section L(iv) of the LCC Accident/Incident Report Form, or click on the appropriate box on the on-line Oracle HR system. Witness statements should be securely held at the establishment. The Health, Safety & Wellbeing Team do not require copies.
- If it is an accident that has occurred at work then you must review the risk assessment for the task and decide whether or not the control measures, local procedures or policies, etc, were being followed or if there were other external influences that contributed to the situation.
- Other documentation and records may be considered as part of the investigation e.g. training records, minutes of team meetings/briefs or workplace inspections, etc.
- Consider what was the immediate cause of the accident/incident? Example: slipping on a wet floor.
- Consider what was the underlying cause? Example: no materials or equipment available to mop up the spillage.
- Consider whether the existing control measures are adequate for the risk(s) involved and whether they were being followed correctly, or should more training have been provided to the person(s) carrying out the task?
- Consultation with the employee(s) involved in the accident/incident will assist in finding out what the underlying cause(s) is.
- Where the findings of the investigation have an impact upon the work activities of other employees, they too should be consulted in the matter.
- If the investigation identifies new or changed hazards, these must be risk assessed prior to any corrective or preventative action being implemented.
- Take appropriate steps to avoid a re-occurrence so far as reasonably practicable.
- Ensure any existing risk assessment is updated to reflect any additional control measures and to reflect the new review date of the assessment.
- Report any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration;
- Record all your findings and actions in the appropriate sections of either the Oracle HR on-line reporting system (for LCC employees only) or the LCC Accident/Incident Reporting Form (for non-employees) or on the HSE RIDDOR form / separate documentation (for pupil RIDDOR accidents)
- Where practical, the report form must be printed out then signed and dated by the injured party and also by the investigating manager/responsible person. The signed version of the report form should be held at the establishment.
- It is not necessary to send signed versions of the report form to the Health, Safety & Wellbeing Team. They only require the on-line version of the form from Oracle HR (for LCC

employees) or the e-mailed version of the LCC Accident/Incident Report Form (for non-employees) where this is noted as a requirement in the above tables.

Completed forms for non-employees, such as RIDDOR pupil accidents or accidents to agency workers/governors/volunteers, can be e-mailed to the Health & Safety Admin Team at health.safety@lancashire.gov.uk or hard copies posted to the Health, Safety & Wellbeing Team, Business Services, PO Box 78, County Hall, Preston, PR1 8XJ.

How to report an accident involving a Third Party Claim

For accidents which involve a third party claim the manager should advise the employee it is their responsibility to complete the Third Party Declaration Form available on this web site. The form must be signed and dated by the employee and returned to the Health & Safety Admin Team, Business Services, County Hall, Preston, PR1 8XJ. A copy of the form will be forwarded to Legal Services and may be used in circumstances where the employee has made a successful claim against the third party and the County Council may claim back sick pay from the third party.

How to report an accident/incident that falls under RIDDOR to the HSE

The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**, only applies to injuries, diseases and dangerous occurrences which have arisen out of, or in connection with, a work activity. For those 'not at work' e.g. visitors, pupils and users of a service, an accident or incident is only reportable if it has occurred as a direct result of a 'work activity' or 'in connection with a work activity' **and** 'the person is taken straight from the scene to hospital for treatment' (this also includes walk-in centre's that provide an 'A&E service' for non life-threatening injuries similar to that in hospitals). *Please see further guidance at the bottom of this section that explains what a 'work activity' is considered to be under the regulations.

The regulations place a legal duty on the responsible person i.e. Managers, Headteachers or the person in control of the premises, to report certain categories of work related injuries, dangerous occurrences and work-related diseases.

Statutory reporting to the HSE of work-related injuries and incidents under RIDDOR is mainly done via their online system. This can be accessed at [Ways to report an incident](#). The online forms make the reporting process quick and easy.

However, if the accident/incident involves an employee and is a fatality, specified injury or dangerous occurrence as defined under RIDDOR, the RIDDOR Incident Contact Centre should be contacted by telephone immediately followed by an on-line report within 10 days of the accident/incident. Any incidents that fall under a RIDDOR category must be officially reported to the HSE within 10 days, with the exception of those falling under the category of 'over 7 days incapacitation of a worker' which must be reported within 15 days.

Employee Accidents

For the purpose of this guidance, any volunteer worker such as an elected member, school governor, etc, will be classed as an 'employee'. Accidents/Incidents will only fall under a RIDDOR category if they are considered to have arisen out of, or in connection with, a work activity. *Please see further guidance at the bottom of this section that explains what a 'work activity' is considered to be under the regulations.

A full list of the categories of employee incidents/accidents that are reportable under RIDDOR is available on the HSE web site, just go to [RIDDOR reportable](#) . If you wish to report an accident/incident go to [Ways to report an incident](#).

Any employee incidents/accidents that result in a **fatality**, or are categorised under the RIDDOR regulations as being a **dangerous occurrence** or **specified injury** must be reported immediately to the HSE by telephoning the Incident Contact Centre at Caerphilly on 0845 3009 923, and also be reported by the quickest means possible to the Health, Safety and Wellbeing Team. Please ensure you make a note of the **incident number** provided to you by the Incident Contact Centre.

Note: From 6 April 2012, RIDDOR's over three day injury reporting requirement changed and the trigger point increased from 'over three days' to 'over seven days' incapacitation (not counting the

day on which the accident happened). Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. However, under EU law, employers and others with responsibilities under RIDDOR must still keep a record of all over three day injuries. The County Council's Accident / Incident Oracle record or Accident / Incident Form will be sufficient.

RIDDOR [guidance](#) from the HSE in a downloadable format is available.

Non-Employee Accidents

Any injury to a person who is **not at work** e.g. a pupil at school or a visitor, is only reportable under RIDDOR if it:

- results in the death of a person **and** arose out of or in connection with a work activity; or,
- arose out of or in connection with a work activity **and** the person is taken from the premises where the accident occurred to a hospital for treatment (this also includes walk-in centre's that provide an A&E service for non life-threatening injuries similar to that in hospitals), by whatever means e.g. a taxi, private car or ambulance.

Please Note:

An accident/incident is only considered to have arisen out of or in connection with a work activity if it was due to:

- a failure in the way a work activity was organised;
- the way in which equipment or substances were used;
- the condition of the premises.

For examples of various scenarios to assist your understanding of the above, please see the HSE web site's guidance on '[Do I need to report.....?](#)'

What are my responsibilities as a Manager/Headteacher regarding accidents/incidents?

Managers / Headteachers are responsible for:

ensuring all accidents involving LCC employees are recorded and reported using the on-line Oracle HR Accident/Incident Report Form or, for schools and employees who do not have access to the Oracle HR Service, by completing and returning the LCC [Accident Incident Reporting Form](#);

- ensuring that a system is in place for the internal reporting and recording of accidents and incidents and that this system is effectively communicated to employees and complied with;
- ensuring all incidents (near misses, dangerous occurrences and violence or verbal abuse) in their workplace are reported and appropriately recorded ;
- ensuring all accident/incidents involving agency workers, contractors, visitors, pupils, service users, etc, are reported using the LCC [Accident/Incident Reporting Form](#) or for pupils, the HSE RIDDOR form, if RIDDOR reportable. These should be marked appropriately e.g. Agency Worker or Pupil;
- complying with RIDDOR and reporting any reportable injuries, dangerous occurrences or diseases to the HSE within the prescribed time limits;
- informing LCC's Health, Safety and Wellbeing Team immediately of a fatality or any injury which is classed as 'significant' under RIDDOR, or any incident classed as a 'dangerous occurrence';
- informing the safety representative for the work area where the accident/incident took place;
- undertaking the initial investigation into the accident/incident to identify the immediate and underlying causes;
- reporting any accidents/incidents caused or contributed to by a premises issue to the Premises Manager for consideration;
- detailing what any subsequent preventative (remedial) action which has been taken, including any assistance provided to an employee returning to work after an accident/incident e.g. debriefing after verbal abuse;
- taking witness statements where necessary;
- ensuring the correct completion of, and verifying the Accident/Incident Report Form, by completing the manager's section of the Oracle HR Accident/Incident Report Form (for LCC employees) or by signing off section 'M' of the LCC [Accident/Incident Report Form](#) (for non

employees), or for pupil accidents, completing the HSE RIDDOR Form, if RIDDOR reportable;

- ensuring that all report forms are appropriately signed and dated, and a copy retained at the establishment to locally monitor for trends and types of accidents;
- ensuring that, where applicable, the relevant form is forwarded to the Health, Safety & Wellbeing Team.

What are my responsibilities as an employee regarding accidents/ incidents?

Employees are responsible for:

- reporting any accidents, near misses, incidents of violence or verbal abuse experienced at work as soon as possible after the event;
- reporting any accidents that occur out of work that result in an absence from work, or result in an injury that affects their ability to fulfil their normal work duties;
- providing their doctor's written diagnosis that they are suffering from an occupational disease to their employer in situations where this is likely to have been caused or made worse by their work;
- co-operating with any subsequent accident/incident investigations;
- where appropriate, using the on-line Oracle HR accident/incident reporting system for reporting all accidents/incidents and submit the completed form to their manager;
- where appropriate, completing a Third Party Accident/Incident Declaration Form and sending a copy to the Health, Safety & Wellbeing Team.

How do persons who haven't got access to a computer report accidents/incidents?

If an employee cannot access the on-line report form on the Oracle HR system, they can complete the LCC [Accident/Incident Report Form](#) available on this web site. Where possible their manager will arrange for its contents to be inputted onto the Oracle HR system.

For non-employees, the manager or responsible person can print out the LCC [Accident/Incident Reporting Form](#) available on this web site. The relevant sections of the form can then be completed by the individual, or by a responsible person on their behalf, and the remainder of the form will then be completed by the manager or responsible person as part of their subsequent investigation.

Should I report an accident if it occurred out of work?

Employees must report out of work accidents which result in an **absence** from work, or which result in injuries that **affect their ability** to undertake their normal work activities. The report can be completed via ESS using the on-line Oracle HR system Accident/Incident Report Form and then submitted to a manager for further consideration.

This allows managers to reassess work tasks (where necessary) to ensure that any existing injuries are not worsened by them, and to provide their employees with any additional support required upon their return to work. (See Return to Work Interview forms and guidance on [Schools portal](#) and [Intranet.](#))

Please note that any accident which occurs outside of work is **not** RIDDOR reportable

Are there any occasions when an accident/incident report form is not required?

Yes, there are occasions when it may not be necessary to complete an accident/incident form.

These may include:

SEN schools; where, due to the nature of the children being cared for, minor incidents may occur on a regular basis. In these circumstances too much time would be spent completing accident/incident report forms for what may be, in SEN environments, an everyday occurrence. However, some form of recording and monitoring is still strongly advised so that information can be given to employees; educational needs plans & risk assessments updated and behaviour control strategies developed, including the setting of trigger points.

It is recommended that some form of locally agreed procedure for the recording of these is agreed (example available at [Low level accident/Incident Procedure](#)) and a 'low level accident/ incident' log is maintained (example available at [Low level accident/Incident log sheet](#))

Employees working with service users; examples include respite centres, family centres, youth and community centres, etc. Often, due to the service users involved, it is not always practical to complete a LCC accident/incident report form for every minor incident, including verbal abuse. In these situations the recording advice given above for SEN schools should be followed.

Bumps to heads and minor injuries in primary school: During play time or sports activities children can often be involved in accidental collisions which result in a bump to the head or minor injuries. In these circumstances, it is acceptable to have a system in place for informing all employees that the child has received a bump to the head (paper stickers on the child's chest are a commonly used system) so that they can raise the alarm quickly should the child experience sickness or dizziness etc.

On completion of the school day the child's parent or guardian should be given a 'Bump to the Head' letter ([Example Bumped head letter](#)) informing the parent/guardian that their child has received a bang to the head and advising them to seek medical attention should the child experience sickness, dizziness, etc. Where possible this letter should be physically handed over to the child's parent/guardian; the child should not be relied upon to deliver it. A copy of the letter may be held on the school's records, or a record kept in some other form e.g. in an accident reporting book, which may also be used for recording any minor injuries such as skin grazes. Should the child need medical attention at a later stage then the advice given in the [School Pupils Accident Reporting Requirements Table](#) should be followed.

Why is it important to report accident/incidents including near misses?

One of the main reasons for reporting accident/incidents including near misses is to bring them to managers' attention so that measures can be taken to prevent injuries and damage reoccurring or becoming more serious on subsequent occasions.

It also allows managers to reassess the work tasks of any injured employee's (where necessary) to ensure that any existing injuries are not worsened by them, and to provide them with any additional support required upon their return to work.

LCC has a legal requirement to prevent accidents where possible and in order to be able to identify where they may occur they rely on **you** (its employees) to report all accidents, incidents, near misses and dangerous occurrences.

Who should complete a form for visitors, contractors or agency workers?

This will usually be:

- **Visitors** - the person receiving them (or who signed them into the premises);
- **Contractors** - the person responsible for controlling their work on site e.g. Premises Manager, Headteacher or Property Group Surveyor;
- **Agency Workers** - their LCC line manager.

If the accident/incident is RIDDOR reportable, the person signing-off the accident form must also report it to the HSE, unless it is a contractor or agency worker, in which case it is the responsibility of the employing agency to report the accident to the HSE. The premises manager/manager/headteacher should send a copy of the LCC Accident/Incident Report form to the employing agency. If it is RIDDOR reportable, this should be highlighted to them as soon as possible after the event.

Please see '[How to...Report an incident / accident that falls under RIDDOR to the HSE](#)'.

Who is responsible for reporting an accident which occurs whilst visiting other premises?

The accident/incident reporting process will vary dependent upon where and who you are visiting. Please see the guidance below for reporting accident/incidents in various instances:-

- **When visiting other LCC Premises** - if you are visiting another LCC premises (e.g. a group of school children visiting a museum or an individual attending a conference in an LCC venue) and the accident is premises related e.g. a pupil or an employee trips on a worn piece of carpet, then it is usually the responsibility of the Premises Manager to complete and process the accident/incident report and, if appropriate, inform the HSE under RIDDOR. It makes good sense however, to obtain a copy of the completed accident/incident form for local records and trend analysis.

- If the accident is not premises related, e.g. the accident is caused by a child misbehaving, then it is usually the responsibility of the person in charge of the group to process the accident/incident report. If in any doubt as to whether the accident/incident has been reported then it is perfectly acceptable to report the accident/incident yourself.
- **When visiting non-LCC Premises** - if you are visiting a non-LCC workplace (e.g. a group of school children touring a local factory or a LCC employee attending a meeting at an NHS centre) then it is the responsibility of the agency/business whose site you are visiting to follow their own accident reporting procedures. However, a copy of the accident/incident report form should be obtained for your own records.
- **When visiting a non-official workplace e.g. a home visit** - if an employee is visiting a non-official workplace e.g. a home visit, the accident/incident must be reported and processed internally using the on-line Oracle HR Accident/Incident Report Form

Can the accident/incident report form be used to report instances of work related stress?

Under RIDDOR work related stress is not a reportable illness. However, Lancashire County Council encourages employees to report instances of work related stress using the on-line Oracle HR Accident/Incident Report Form. This provides employees with the opportunity to raise the issue officially so that a written record is made available which, in turn, acts as a trigger to enable managers to conduct a stress risk assessment in order to identify the stressors and consider control measures to help alleviate the problem.

Further guidance on [stress](#) is available on the Health, Safety and Wellbeing Team's web pages on this topic.

What should managers / headteachers do if they receive a letter of claim for an accident ?

Whether the claim is from an employee (Employers' Liability), a pupil, a service-user or a member of the public (Public Liability), all relevant correspondence should be forwarded, as soon as possible, to:

County Secretary and Solicitor's Group, 1st Floor CCP, PO Box 78 County Hall, Preston PR1 8XJ

The claim will be allocated to a member of the Litigation Team who will contact the manager / headteacher as necessary.

Policy review September 2021

Appendix A

Checklist for First Day Induction - Fire Safety Instructions

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

Show them the location of the fire alarm call points and describe the way they operate.

Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.

Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.

Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.

Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started. They will also be informed that Lancashire Health and Safety Policy is to leave the building, not attempt to fight the fire.

Appendix B

Roles and Responsibilities

Responsible Person – Pam Corry

Competent Person – Pam Corry

Fire Marshalls – Pam Corry, Michelle Martin, Sarah Beardwood

Calling the fire service – Fiona Fellows

Meeting the fire service – Pam Corry (or Michelle Martin if Pam is unavailable)

Guidance documents:

HM Government Guide. Fire safety Risk Assessment - Educational Premises
<http://www.communities.gov.uk/documents/fire/pdf/150865.pdf>

The Regulatory Reform (Fire Safety) Order 2005
<http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

Appendix C

Checklist for persons hiring the school premises

Take the hirer through the fire safety procedure as displayed at the fire alarm call points, in particular:

Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.

Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.

Describe and walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.

Show the hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started. They will also be informed that Lancashire Health and Safety Policy is to leave the building, not attempt to fight the fire.

Explain how to contact the fire service (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of the location of school.

HOT WORK PERMIT

For BLOWLAMPS, CUTTING & WELDING or other HEAT PRODUCING EQUIPMENT

IMPORTANT:

Precautions on page two must be adhered to without fail

DATE:.....

BUILDING: FLOOR:

DEPT:

WORK INVOLVED:.....

.....

.....

The location where this work is to be done has been examined, necessary precautions (as per page 2) taken and permission has been granted for this work.

This Permit Expires

Time CommencedCompleted

Signed.....

(Individual responsible for authorising hot work)

FINAL CHECK-UP

Work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on the other side of walls), were inspected 30 and 60 minutes after the work was completed and were found fire-safe.

Signed.....

PREVENT FIRES

Prior to approving any hot work the fire safety Supervisor or his appointee shall inspect the work area and confirm that precautions as listed below have been taken to prevent fire.

Check each item carefully

PRECAUTIONS

Sprinklers and other Fire Fighting Systems and Equipment in service where possible
Hot Work Equipment is in good condition
Gas containers/flammable liquid containers to be changed/filled in the open

WITHIN 15 METRES OF WORK

Floors swept clean of combustibles and wetted down or covered with non combustible material where necessary
Combustible materials, hazardous or flammable liquids have been removed or are protected with non combustible curtains or sheets
Non combustible covers suspended beneath work to collect sparks

WORK ON WALLS OR CEILINGS

Any combustible material has been protected against sparks or heat
Combustibles moved away from other side of walls and away from metal through which heat can be transferred

WORK ON ENCLOSED EQUIPMENT

(Tanks, containers, ducts, dust collectors etc.)

Equipment cleaned of all combustibles and dust
Containers purged of flammable liquids and vapours

FIRE WATCH

To be provided during and 30 minutes after operation
Supplied with extinguishers and/or hose reel
Trained in use of fire fighting equipment and in sounding the fire alarm

FINAL CHECK UP

To be made 60 minutes after completion of any operation

Signed.....
(Supervisor)