



NEWSLETTER

12.11.21 | Issue 289

Hello to all our families,

It's hard to believe we've already been back for two weeks and the tempo of term is picking up. This week, we have been looking at Remembrance Sunday in assemblies, History and PSHE lessons. All students paid their respects to peace and those who have suffered in all conflicts around the world. Other events we are very much looking forward to are talks led by MP for Tottenham and the Shadow Defence Secretary.

On 22nd November, we are having an event called 'Woodside Facing Forward', please see the flyer for the event below. This is an event to bring our Woodside community together to discuss and review our values and priorities as a community. This will be an event involving students, Governors, and ex Woodsider and leader of the Council, Councillor Peray Ahmet, who will open the session. We would really value the input from our parents, if you would like to attend please email: senen.fikri@woodsidehighschool.co.uk

Finally, a reminder that the closing date for becoming a Governor at Woodside High School is soon upon us. If you are interested in the role please can you complete the forms and email angela.wallace@woodsidehighschool.co.uk

Have a lovely weekend.

Headteacher
Ms. Wallace



PRAISE POINTS WINNERS

Destiny BILLINGHURST 7Y
Tomisin AGBOGBO 8Y
Adelina URSULEANU 9A
Ayzah STOKES 10Q
Alessandra JIMENEZ BUNZEL
11U

School Winner:
Alessandra JIMENEZ BUNZEL
11U

SOCIAL MEDIA



@woodsidehighsch

RSHE FOCUS

World Kindness Day
13th Nov
Importance of being kind for
sustaining relationships

**ONE
KIND
WORD**

#ANTIBULLYINGWEEK



WOODSIDE FACING FORWARD

You are cordially invited to the Woodside conference to discuss the shared values for Woodside and our Community in a changing world.

Please join us on Monday 22nd November between 2:30 to 4 p.m. for a discussion between students, staff, parents, Governors and our community lead. Opening speech from lead of the council, Peray Ahmet.

Please email senen.fikri@woodsidehighschool.co.uk to confirm your attendance.

ANTI-BULLYING WEEK (15 - 19 NOV)

For 2021, we will be kicking off Anti-Bullying Week with Odd Socks Day on Monday 15th November. We encourage all pupils to take part as we celebrate individuality and raise awareness of bullying.

Anti-Bullying Week will take place from Monday 15th November – Friday 19th November and the theme for 2021 is to spread kindness through 'One Kind Word'.

Kindness is more important today than it has ever been. The isolation of the last year has underlined how little acts of consideration can break down barriers and brighten the lives of the people around us.

Whether it's a small gesture or a compliment, kindness is contagious and can completely change someone's day, so make sure your child is equipped with kind messages/acts to fuel kindness wherever they go.

Ms. Oliver

**ONE
KIND
WORD**

#ANTIBULLYINGWEEK



POLICE VISIT

Officers from the Territorial Support Group visited us last week and a group of pupils were chosen to meet the officers to get an understanding of their working lives.

It was great to see our pupils engaging with the police, they asked a variety of questions and got to try on gas masks and riot gear.

PC Sachin Vishran explained that they had used their riot shields all night during the Grenfell Tower fire to accompany and protect Firefighters from falling masonry as they moved about in the building.

Huge thanks to Hope In Tottenham for organising the event and the Territorial Support Group officers for coming to Woodside.

Mr. Chan



WHS DISCOVERY SERIES - PSYCHOLOGY

Once again, we Year 11 students were offered a wonderful chance to delve deeper into post-16 curriculum. This time it was with City of London Academy Highgate Hill's brilliant Ms Zambon, exploring the country's second most popular subject: Psychology.

Being one of the most interesting subjects, it's easy to see why so many people turned up, eager to have a go at answering the biggest question there is, why are humans the way we are? It was an amazing opportunity, run as a real lesson to give us a flavour of sixth form style study and acting as an introduction to a whole new area of interest to all who attended. Fun and enabling, full of friendly people and interesting ideas this taster session has, I'm sure, introduced a whole new generation of aspiring psychologists to the world.

B.Lovas, Head Prefect



WHAT UNIVERSITY? WHAT CAREER? VIRTUAL EVENT

What will you do next? We acknowledge that sometimes it isn't easy to know what to do next, which is why you can join this free virtual event to help you figure out the next steps of your journey.

Log in to this free, online event on:

Friday 12 November: 10 a.m. to 3 p.m.

Saturday 13 November: 11 a.m. to 3 p.m.

You will get a chance to chat to 50 + top universities and employers (e.g. NHS, J.P. Morgan), watch a packed programme of over 50 free talks, and get free expert advice to help you take your next steps with confidence.

BOOK YOUR FREE TICKET HERE

Ms. Irencin



CHRISTMAS EVENTS IN THE BOROUGH

To celebrate Christmas, the borough will be running the following events in the run up to Christmas.

13th November:

Christmas tree launch in Wood Green with events taking place weekly until 18th December.

20th November:

Muswell Hill Christmas lights switch on at 4pm, with a celebrity guest.

27th November: 10am – 4pm

Muswell Hill creative winter fair.

4th December:

Small Business Saturday to encourage locals to support their local businesses.

4pm Crouch End Christmas lights switch on.

Tottenham Town Hall approach road event with a stage and music, will run alongside the literature festival at the Bernie Grant Arts Centre.

3rd December:

Holcombe market will host a Santa's grotto.

18th December:

Turnpike Lane will also host a Santa's grotto.

Ms. Wallace



STUDENT COUNCIL UPDATE

We, the student council scrutinised the School Development Plan and have decided that we would like to focus on two things this year:

- 1) Student motivation
- 2) Student safety

We feel that student motivation links nicely to the school's commitment to offering a challenging curriculum and having high expectations of students. We want to feel motivated and we know that exciting incentives help with this. We also believe that equality of opportunity is important so we will be looking at some educational, exciting and inspirational trip opportunities for students this year. We will be making sure that a broad range of students get the chance to experience new things, especially where they have been working hard. We want to make sure that students with learning needs are not left out and that by setting appropriate targets; Woodsiders will be given a chance to shine and be rewarded through learning and experiencing new things!

Student safety is of the utmost importance and we are looking at introducing some new ways to make students feel safe in school and as they travel to and from school. Just in time for Anti Bullying week we have launched a new email address: here2help@woodsidehighschool.co.uk

If you have any worries or concerns about your or another student's personal safety, need some advice or to raise a concern you can send an email to this address for help. Of course you can always speak to your form tutor or a trusted member of staff but if you feel nervous or worried and do not know how to start then this is the perfect way to get started and to be a part of making our school community a safe place to be.

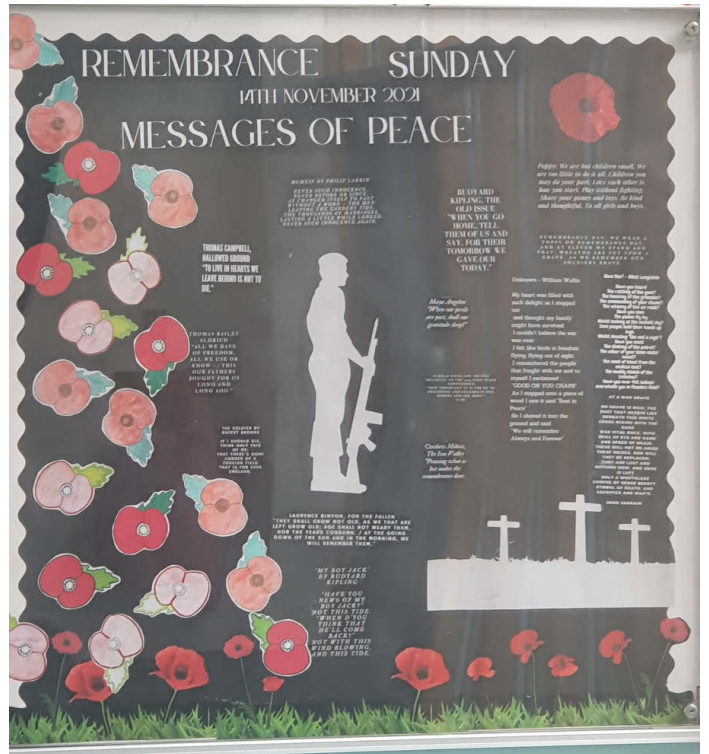
We will keep you updated on lots of exciting new ideas and events that we have planned to raise awareness about this including a day of student first aid coming up in the new year. If you want to share any of your ideas with us please have a chat with your form reps, who will then discuss the matters at year council. The most important matters will then be discussed at our fortnightly student council meeting.

Remember that you can also send your ideas straight to us at: haveyoursay@woodsidehighschool.co.uk

Over the next week you will see a box in the canteen for you to put any suggestions for ideas for us to consider. We particularly welcome ideas about fundraising as this will help us to offer some really great events later on in the year as part of our student motivation package.

Have a great weekend!

Your Student Council



BOOK REVIEWS



MACBETH

Review Author

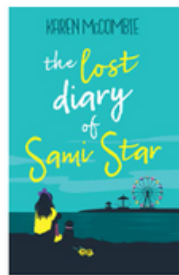
Muhammad I

Rating



Review Body

Lady Macbeth makes people feel powerful: she is an icon in a way because she shows that women can have power despite Shakespeare's clear prejudice towards her and women at the time (1600s). However, the play is ultimately a warning against the dangers of being overly ambitious and breaking the law - something that we can all relate to.



The lost diary of Sami Star

Review Author

Veerma K

Rating



Review Body

I like this book because it's very intriguing and they talk about a real-life situation. I recommend this book to year 7 because it's easy and not too hard to quiz on. The book is about an autistic girl who loses her diary and about the girl life. Hannah tries to find the girl who the diary belongs to and ends up having a lot in common which leads them to becoming best friends



On the rocks

Review Author

Rana A

Rating



Review Body

A great sequel to an already great book. I really like the new characters and locations introduced in this book and once again the puns didn't ruin the book for me. I still prefer the first book because I personally found the mystery more engaging, but this is still a good book.



Woodside High School

White Hart Lane, Wood Green, London N22 5QJ

Telephone: 020 8889 6761, Fax: 020 8365 8164

Email: mail@woodsidehighschool.co.uk

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First-Aid policy

First reviewed: November 2021

Reviewed: November 2021

Next Review: November 2022

Reviewed by: Angela Wallace

HoD = Head of Department

HOY = Head of Year

SLT = Senior Leadership Team

SEN/D = Special Educational Needs / Disabilities

Head Teacher: Ms Angela Wallace



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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

Woodside High school has an appointed member of staff with full PFA certificate, in addition... People have first aid training ensuring there is a member of staff on site at all times when children are in. In addition these staff are responsible for the care of

During the coronavirus all risk assessments for employees will be discussed with first aiders to support the provision of first aid

3.1 Appointed person(s) and first aiders

The school's appointed First Aid and medical co-ordinator is the lead for Student services. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed number of trained first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place

- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Where-ever possible supporting the first aider by informing parents in cases involving injuries to the head, neck, leg or stomach.

4. First aid procedures

4.1 In-school procedures

- In the event of an accident resulting in injury:
- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the student support/administration office will contact parents immediately. In their absence a member of the administrative team on student support will contact.
- The first aider/relevant member of staff who was involved in the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the leader of the trip and checked by the member of SLT responsible for trips, prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider who dealt with the incident with the support of the member of staff at the event and the designated lead for First Aid/medical (Student support officer) the on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by lead for First Aid/medical (Student support officer).
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

6.2 Reporting to the HSE

The will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The lead for First Aid/medical (Student support officer) will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

➤ Death

➤ Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

➤ Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)

➤ Where an accident leads to someone being taken to hospital

➤ Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The lead for First Aid/medical (Student support officer) will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable when the incident is identified of particular concern in relation to the head, eyes, ears, legs or heart/lungs (breathing).

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

8. Monitoring arrangements

This policy will be reviewed by the every The lead for First Aid/medical (Student support officer) two years.

At every review, the policy will be approved by the Headteacher and Head of Governors.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Medical Policy- Policy on supporting pupils with medical conditions



Woodside High School

White Hart Lane, Wood Green, London N22 5QJ
Telephone: 020 8889 6761, Fax: 020 8365 8164
Email: mail@woodsidehighschool.co.uk
Website: www.woodsidehighschool.co.uk

Dear Parent/Carer

Date:

Time:

In an incident today.....suffered an injury where he/she banged his/her head.

First aid was been administered by and the student has been monitored for a period.

Please look out for signs of concussion. The symptom of concussion may include:

- Headaches
- Dizziness
- Nausea
- Vision disturbance (Double vision)
- Poor balance
- Confusion
- Memory loss or difficulty remembering things
- Poor concentration
- Tiredness

If any of these symptoms develop please seek medical advice either via your GP or hospital.

Any concerns please do not hesitate to contact Miss Keisha Barnett at keisha.barnett@woodsidehighschool.co.uk

Yours faithfully,

Ms K Barnett
Student reception and Welfare Coordinator

Head Teacher: Ms Angela Wallace



SECTION G: PERSON MAKING REPORT

Name: Designation/Occupation:
 Work Location: Work Phone:
 Comments (Additional information on injuries/nature of accident):

Contributing Factor(s)

In your opinion, why did this accident/incident happen?

ACTION AS RESULT OF OCCURRENCE: (tick all that applies)

You MUST Review Your Risk Assessment

Immediate Action(s) Taken:

- | | | |
|--|--|---|
| <input type="checkbox"/> Accident Book BI510 completed | <input type="checkbox"/> Ambulance called | <input type="checkbox"/> Area was secured / made safe |
| <input type="checkbox"/> Fire Brigade called | <input type="checkbox"/> First Aid Given | <input type="checkbox"/> Investigated the cause of the accident
(refer to Guidance Note for Investigation Form) |
| <input type="checkbox"/> Person continued to work | <input type="checkbox"/> Person was sent home | <input type="checkbox"/> Person was sent to hospital |
| <input type="checkbox"/> Police called | <input type="checkbox"/> Notification Form F2508/F2508A
filled in and sent to the HSE +
copy to Health & Safety Team | <input type="checkbox"/> Reported the incident to HSE via phone
(request copy of report & send to Health &
Safety Team) |
| <input type="checkbox"/> Other | | |

Additional Action(s) Taken:

- | | |
|---|--|
| <input type="checkbox"/> Advised employee to seek help from colleague or
use mechanical help when lifting / moving objects | <input type="checkbox"/> Advised employee to take small breaks, vary tasks to interrupt
repetitive activities |
| <input type="checkbox"/> Consulted with Corporate Health & Safety Team | <input type="checkbox"/> Consulted with Local Safety Advisor |
| <input type="checkbox"/> Occupational Health/ Welfare referral | <input type="checkbox"/> One to One |
| <input type="checkbox"/> Replaced/Repaired Equipment | <input type="checkbox"/> Requested additional training |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Consulted with Trade Union Rep |
| | <input type="checkbox"/> Posted warning signs in area |
| | <input type="checkbox"/> Reviewed Risk Assessment / Work station Assessment |
| | <input type="checkbox"/> Equipment/Process/ Substance removed |
| | <input type="checkbox"/> Provided additional Personal Protective Equipment |
| | <input type="checkbox"/> Sent Safety Information to Employee regarding procedure |
| | <input type="checkbox"/> Fixed identified hazard |
| | <input type="checkbox"/> Recommended person to see their doctor |

ADDITIONAL INFORMATION:

- Sections A, B, C, D, E, F are completed by person who the accident/incident is first reported to.
- Section G must be completed by the Line Manager, Headteacher, Project Manager (for contractors).
- Details of reportable accidents, dangerous occurrences or diseases must be reported within 15 days or asap by completing Forms F2508 / F2508A online on the HSE website. You must call the Incident Contact Centre on 0845 300 9924 for Fatalities. A copy of the report must be sent to the Corporate Health and Safety Team.**
- F2508/F2508A Forms are included as guidance in attachment of the Corporate Guidance on Accident Reporting. For further details, contact the Corporate Health and Safety Team

STATUS OF ACCIDENT / INCIDENT:

- | | | |
|---|---|--|
| <input type="checkbox"/> No work time lost | <input type="checkbox"/> Less than 1 day work time lost | <input type="checkbox"/> 1-3 days work time lost |
| <input type="checkbox"/> Over 7 days incapacitation (This is a reportable incident to the HSE –
Complete forms F2508 / F2508A on HSE website – see Guidance Note for details
Send copies of report to Corporate Health and Safety Team) | <input type="checkbox"/> Over 3 days work time lost | |
| <input type="checkbox"/> Major Injury | <input type="checkbox"/> Dangerous Occurrence | <input type="checkbox"/> Reportable Disease |
| | | <input type="checkbox"/> Fatality (Call HSE) |
- Return to Work date:**

SEND COPIES TO: (no later than 3 days after the incident)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Manager | <input type="checkbox"/> Insurance Section | <input type="checkbox"/> Corporate Health and Safety Team | <input type="checkbox"/> Personnel / Your Business Partners |
| <input type="checkbox"/> Employees side health and safety officer (Andrea Holden) | <input type="checkbox"/> Directorate Safety Advisor (if any) | | |
| <input type="checkbox"/> Trade Union Safety Rep of the injured person (if union member) | | | |

Workplace Manager's Name and Signature

Designation/Position

Date

Accidents, Near Misses and Occupational ill Health Reporting Form



Sections A to F to be completed by person who the accident/incident is first reported to.

Appendices:

<p>SECTION A: NATURE OF THE INCIDENT (Tick ✓ which applies)</p> <p><input type="checkbox"/> Accident/Injury</p> <p><input type="checkbox"/> Accident/Incident without Injury (near miss)</p> <p><input type="checkbox"/> Occupational Ill Health</p>	<p>SECTION B: STATUS OF INJURED PERSON</p> <p><input type="checkbox"/> Employee <input type="checkbox"/> Trade Union Member (please specify which union</p> <p><input type="checkbox"/> Pupil/Students* <input type="checkbox"/> Agency Staff <input type="checkbox"/> Contractor</p> <p><input type="checkbox"/> Other (visitors) * <input type="checkbox"/> Member of the Public (or service users)*</p> <p>* Specify:</p>
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SECTION C: DETAILS OF INJURED PERSON

Surname: First Name(s):

Work Location: Section/Dept/School:

D.O.B: Sex (M/F): Employee Payroll No: N.I. No:

Directorate: Directorate Ref. No (if applicable):

Designation/Occupation: Work Phone:

* Home Address (contact tel no.):

SECTION D: DETAILS OF ACCIDENT (OR NEAR MISS)

Incident's Location: Incident's Date: Time:

Person accident was reported to: Date / time when reported:

What happened (tick which applies):

<input type="checkbox"/> Electricity/electrical discharge	<input type="checkbox"/> Exposed to fire/explosion	<input type="checkbox"/> Exposed to harmful substance	<input type="checkbox"/> Chemical spillage	<input type="checkbox"/> Hit something fixed or stationary	<input type="checkbox"/> Fell from height	<input type="checkbox"/> Manual handling	<input type="checkbox"/> Slip, trip, fall	<input type="checkbox"/> Moving/falling object
<input type="checkbox"/> Moving Vehicle	<input type="checkbox"/> Machinery	<input type="checkbox"/> Weather	<input type="checkbox"/> Other					

Briefly describe incident:

.....

.....

SECTION E: WITNESSES

Names:	Address or Work Location:	Contact Tel No.:
1)
2)

Witness statement (if any):

.....

.....

SECTION F: INJURY DETAILS

Type of injury/ill health:

<input type="checkbox"/> Burn / Scald	<input type="checkbox"/> Bruise / Swelling	<input type="checkbox"/> Concussion	<input type="checkbox"/> Cut / Scratch	<input type="checkbox"/> Disease
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Fracture	<input type="checkbox"/> Irritation	<input type="checkbox"/> Internal Injury	<input type="checkbox"/> Loss of Limb
<input type="checkbox"/> Loss of Sight	<input type="checkbox"/> Pool Rescue	<input type="checkbox"/> Puncture Wound	<input type="checkbox"/> Poisoning / Gassing	<input type="checkbox"/> Shock
<input type="checkbox"/> Partial Loss Of sight	<input type="checkbox"/> Pool Rescue	<input type="checkbox"/> Puncture Wound	<input type="checkbox"/> Poisoning / Gassing	<input type="checkbox"/> Shock
<input type="checkbox"/> Strain / Sprain	<input type="checkbox"/> Other			

Description:

.....

.....

Site of injury:

<input type="checkbox"/> Ankle	<input type="checkbox"/> Arm	<input type="checkbox"/> Back	<input type="checkbox"/> Eye	<input type="checkbox"/> Face	<input type="checkbox"/> Finger	<input type="checkbox"/> Groin	<input type="checkbox"/> Hand
<input type="checkbox"/> Head	<input type="checkbox"/> Knee	<input type="checkbox"/> Leg	<input type="checkbox"/> Neck	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Wrists	<input type="checkbox"/> Other - details	

1: list of appointed persons first aid trained

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Level three trained		
Keisha Barnett	Student/reception Area	Ext 121
Roderick Webb	Science Prep Room	Ext 157
Julie Crooks	Ash Building	Ext 108
Level one trained		
Sarah Birks	Ground Floor Cedar	Ext 111
Senen Fikri	Main office	Ext 128
Patrick Galligan	Site Office	
Libertino Graceffa	Ash Building, Ground Floor	113
Lisa Hunte	Office	141
Nurcan Irencin-Ozcelik	Library/Careers Office	164
Derek Martin	Site Office	
Daryl Palmer	Office	120
Joshua Price	Cedar Building	
Mark Reid	1 st Floor Birch	114
Lena Cudjoe	Kitchen	109
Mavis Boateng	Site Officer	

Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			