

# Health and Safety Policy



*Believe, Succeed, Together*

Date Reviewed	June 2018
Date Ratified by the Trust	July 2018

## Contents

1.0 Introduction .....	3
2.0 General Guidelines.....	3
3.0 Responsibility of the Trust and Principal.....	3
4.0 Duties of the Person Delegated to Assist in the Management of Health and Safety .....	4
5.0 Responsibilities of Staff towards Pupils and Others in their Care .....	4
5.1 Safe Working Practices for the Protection of Children and Staff .....	5
5.2 Responsibilities of all Employees .....	5
5.21 Occupational Health Services and Work-Related Stress .....	6
5.22 Staff Grievances .....	6
5.23 Staff Misconduct .....	6
5.3 Responsibilities of Pupils.....	6
5.4 Visitors .....	6
5.5 Lettings.....	7
5.6 Fire and Emergency Evacuation Procedures .....	7
5.61 Fire Risk Assessment .....	7
5.62 Fire Prevention Equipment .....	7
5.7 Health-Related .....	7
5.71 Health-Related Risk Assessment .....	7
5.72 First Aid Provision.....	7
5.73 Supporting Pupils with Medical Conditions.....	8
5.74 Accident Reporting Procedures.....	8
5.8 Education Visits and Transport .....	8
6.0 The Workplace (Health, Safety and Welfare) Regulations 1992 .....	8
7.0 Dealing with Health and Safety Emergencies .....	9
7.1 Critical Incidents.....	9
7.2 Inclement Weather .....	9
7.21 Decision to Close .....	<b>Error! Bookmark not defined.</b>
7.22 Closure Procedure.....	<b>Error! Bookmark not defined.</b>
7.23 Permission to Work from Home.....	<b>Error! Bookmark not defined.</b>
7.3 Acts of Trespass .....	9
7.4 Abusive, Threatening or Violent Conduct .....	9
8.0 Asbestos.....	10
8.1 What is Asbestos? .....	10
8.2 Employee Responsibility .....	10
8.3 Employer Responsibility.....	10
9.0 Control of Substances Hazardous to Health Regulations 2004 (COSHH) .....	12
9.1 The Principles of Good Practice .....	12
10.0 Electrical Testing.....	13
11.0 Security .....	13
Appendix 1- Emergency Evacuation Procedures .....	14
Appendix 2 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.....	16

## 1.0 Introduction

This policy is produced in accordance with the [Health and Safety at Work Act 1974](#) and makes an unequivocal commitment to high standards of Health and Safety. Although the Principal has ultimate responsibility for implementing the policy, all employees have an important part to play in its successful implementation.

Every line manager and supervisor is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the Governing Body or individual employees. Failure to comply with safety requirements could also lead to disciplinary action under the Disciplinary Misconduct Policy.

## 2.0 General Guidelines

It is the policy of the Trust, so far as is reasonably practicable, to:

- Establish and maintain a safe and healthy environment throughout the Academy.
- Establish and maintain safe working procedures among staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substance.
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards, contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate.
- Maintain all areas under the control of the Governors and Principal, in a condition that is safe and without risk to health.
- To provide and maintain means of access and egress that are safe and without risk.
- Formulate effective fire and evacuation procedures.
- Lay down procedures to be followed in case of accident.
- Teach safety as part of pupils' duties where appropriate.
- Provide and maintain adequate welfare facilities and to make recommendations to the DfE as appropriate.

## 3.0 Responsibility of the Trust and Principal

The Trust and Principal are responsible for implementing this policy within the Academy. In particular they will:

- Monitor the effectiveness of the policy and the safe working practices described within it and shall revise and amend it, as necessary, on an annual basis.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) and for the results of these to be recorded.
- Make arrangements to draw the attention of all staff to this policy, departmental safety policies and procedures and of any relevant safety guidelines and information issued by the DfE.
- Make arrangements for the implementation of the accident reporting procedure and draw this to the attention of all staff as necessary.

- Make arrangements for informing staff and pupils of relevant safety procedures.
- Ensure that regular safety inspections are undertaken i.e. once a term.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the inspection team.
- Report to the DfE any defect in the state of repair of the buildings, or their surrounds, which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. The Trust will deal with all aspects of maintenance which are under their control and report to the DfE any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable.
- Identify a member of staff having direct responsibility for particular safety matters and a member of staff who is specifically delegated to assist the Trust and Principal in the management of health and safety at the Academy.

#### **4.0 Duties of the Person Delegated to Assist in the Management of Health and Safety**

The delegated person, Assistant Principal, Mr. S. Sterling, in consultation with the nominated Local Governor, Mrs. M. Gunn, shall:

- Assist the Principal in the implementation, monitoring and development of the Health and Safety Policy within the Academy.
- Monitor general advice on safety matters given by the DfE and other relevant bodies and advise on its application to the Academy.
- Co-ordinate arrangements for the design and implementation of safe working practices within the Academy.
- Investigate any specific health and safety problem identified within the Academy and take or recommend (as appropriate) remedial action.
- Order that a method of working ceases on health and safety grounds, subject to further consideration by the Trust and Principal.
- Assist in carrying out regular safety inspections of the Academy and its activities and make recommendations on methods of resolving any problems identified.
- Ensure that staff with control of resources (both financial and other) give due regard to safety.
- Co-ordinate arrangements for the dissemination of health and safety information in regard to employees, pupils and visitors and make recommendations on the extent to which staff are trained.

#### **5.0 Responsibilities of Staff towards Pupils and Others in their Care**

All employees are responsible for the health and safety arrangements in relation to staff, pupils and volunteers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils.
- Be aware of and implement safe working practices.
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap and/or accident.

- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide written job instructions, warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training.
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

**When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the matter to the Principal.**

### **5.1 Safe Working Practices for the Protection of Children and Staff**

The DfE have produced an advisory document - [Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings](#) with which all Academy staff should become conversant. The guidance includes information on dealing with:

- Infatuations.
- Social contact.
- Physical contact.
- Physical Education and other activities which require physical contact.
- Showers and changing.
- Pupils in distress.
- Behaviour management.
- Care, control and physical intervention.
- Sexual contact with young people.
- 1:1 situations.
- Overnight supervision and examinations.
- Transporting children.
- Educational visits and after school clubs.
- First aid and administration of medication.
- Intimate care.
- Sensitive areas of the curriculum.
- Photography, videos and other creative arts.

### **5.2 Responsibilities of all Employees**

All employees have a responsibility under the [Health and Safety at Work Act 1974](#) to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Co-operate with the Trust, Principal, DfE and others in meeting statutory requirements.
- Not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal.
- Ensure that tools and equipment are in good condition and report any defects to the Principal.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that offices, general accommodation and vehicles are kept tidy.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Principal.

**Whenever an employee is aware of any possible deficiencies in health and safety arrangements, they must draw these to the attention of the Principal.**

### **5.21 Occupational Health Services and Work-Related Stress**

This is detailed in the Sickness-Absence Policy.

### **5.22 Staff Grievances**

This is detailed in the Grievance Policy.

### **5.23 Staff Misconduct**

This is covered in Disciplinary Misconduct Policy.

## **5.3 Responsibilities of Pupils**

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe all Academy rules relating to safety including: following the instructions of staff in the event of an emergency, not wearing unsuitable footwear and not bringing non-permissible items onto the premises e.g. aerosols, unnecessary electronic equipment and offensive weapons.
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

The Pupil Planner contains a plethora of information concerning -road, personal, internet and fire safety and a Code of Conduct covering the basic precepts associated with health and safety. This information is disseminated through assemblies and during form time.

## **5.4 Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the Academy.

## 5.5 Lettings

This is detailed in the Lettings Policy. The Trust and Principal must ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Principal knows of any hazard associated with the above, he should take action to make hirers aware of it.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures should be prominently displayed.
- Hirers using any equipment or facility provided by the Academy are familiar with its safe use and, if necessary, briefed accordingly.
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

## 5.6 Fire and Emergency Evacuation Procedures

- The Academy's procedures for fire and emergency evacuation are in **Appendix 1** and also posted in prominent areas.
- The log book for the recording and evaluation of practice and evacuation drills is available for inspection and resides with Mr. S. Sterling.

### 5.61 Fire Risk Assessment

The current Fire Risk Assessment is held with Mr. S. Sterling.

### 5.62 Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire and intruder alarm system.

## 5.7 Health-Related

### 5.71 Health-Related Risk Assessment

Employees who suffer from health-related conditions (including pregnancy), which could impair their ability to effectively and safely undertake their duties, should meet with Mr. S. Sterling who, in turn, will undertake a risk assessment and make arrangements to implement agreed reasonable adjustments.

### 5.72 First Aid Provision

According to the [Health and Safety \(First-Aid\) Regulations 1981](#) employers need to ensure that they provide access to sufficient training, to allow the identified first aid personnel to perform their roles safely and adequately.

A qualified first aider at work is someone who holds a current first aid certificate gained from a course approved by HSE. There are currently 12 staff that hold this certificate (overleaf).

Name	Status	Position
Mrs. M. Chance (Lead)	Support Staff	Senior Science Technician
Mr. C. Clark	Teacher	Head of Science
Mr. S. Wheeler	Teacher	Head of Richmond
Mr. D. Bracknell	Teacher	Head of Kielder
Mrs. E. Chadbourne	Teacher	Head of Whinfell
Mr. S. Alcorn	Teacher	Maths Lead Practitioner
Mrs. L. Randell	Support Staff	DT Technician
Mrs. G. Cassidy	Support staff	LSA
Mrs. M. Pacey	Support staff	Cover Supervisor/LSA
Ms. O. Stead	Support Staff	LSA
Mrs. L. Rutter	Support Staff	Cover Supervisor/LSA
Ms. K. Jones	Support Staff	LSA

For regulatory purposes, successfully completing a First Aid at Work (FAW) course or Emergency First Aid at Work (EFAW) course enables a person to act as a qualified first aider.

### 5.73 Supporting Pupils with Medical Conditions

Refer to the Supporting Pupils with Medical Conditions Policy.

### 5.74 Accident Reporting Procedures

The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences, is Mr. S. Sterling.

All incidents and accidents are logged using *Smartlog*.

Injuries arising from incidents at work (including non-consensual violence to employees) must be reported to the HSE under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995- \(Appendix 2\)](#)

### 5.8 Education Visits and Transport

Refer to the Educational Visits Policy and Minibus Policy.

## 6.0 The Workplace (Health, Safety and Welfare) Regulations 1992

[The Workplace \(Health, Safety and Welfare\) Regulations 1992](#) cover a wide range of basic health, safety and welfare issues that apply to most workplaces. Broadly the issues covered are ventilation; temperature; lighting; cleanliness; room dimensions; workstations/seating; floors and traffic routes; windows; doors; gates; escalators; sanitary conveniences and washing facilities; drinking water; accommodation for clothing and facilities for changing and facilities for rest and to eat meals.

[The Workplace \(Health, Safety and Welfare\) – a short guide to managers](#) provides a comprehensive overview of the issue outlined above.



## **7.0 Dealing with Health and Safety Emergencies**

### **7.1 Critical Incidents**

Refer to the Critical Incident Policy.

### **7.2 Severe Weather**

Refer to Severe Weather Policy.

### **7.3 Acts of Trespass**

The Trust has a responsibility to safeguard the welfare of pupils and staff on, or in, the immediate vicinity of the school premises. In the case of adults unlawfully entering the premises and, causing a nuisance or disturbance to the annoyance of the persons who lawfully use the premises, they are escorted off by the Principal and/or Vice Principal (and/or removed by the police) and banned in accordance with Section 547 of the [Education Act 1996](#), (as amended by the [Education Act 2002](#)).

### **7.4 Abusive, Threatening or Violent Conduct**

In the case of pupils, these issues are dealt with under the Behaviour and Discipline Policy.

In the case of staff these issues are dealt with under the – Code of Conduct Policy, Disciplinary Misconduct Policy, Whistleblowing Policy and Safeguarding Policy.

In the case of adults visiting the Academy, the Principal and/or Vice Principal are called to tend to such incidents. If the matter cannot be resolved with an acceptable level of civility, then the adult is directed to leave the premises. If they refuse to leave, the police are contacted and arrangements are made for the adult to be removed.

## 8.0 Asbestos

### 8.1 What is Asbestos?

Asbestos is a naturally occurring fibrous mineral which has been used for about 150 years, on a commercial basis, principally for fireproofing and insulation. It was used extensively as a building material from the 1950s through to the mid-1980s and it is estimated that more than 500,000 non-domestic premises, including schools, still contain some form of asbestos.

Serious, often fatal diseases can be caused when asbestos fibres are released from materials, become airborne, and are inhaled.

Asbestos and asbestos containing materials (ACMs) may be found in schools built or refurbished before blue and brown asbestos were banned in 1985. Some asbestos containing materials such as asbestos cement were still used up until 1999.

High-risk ACMs include:

- Asbestos moulded or preformed lagging used as thermal insulation on pipes and boilers.
- Sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts.
- Asbestos insulating board used for fire protection, thermal insulation, partitioning and ducts.
- Ceiling tiles.
- Asbestos insulation board (AIB).

Lower risk ACMs include:

- Asbestos containing floor tiles.
- Asbestos cement roofing and guttering.
- Textured coatings.

### 8.2 Employee Responsibility

The most likely way ACMs in schools are disturbed or damaged is through maintenance, repair or construction activities. If staff believe that such disturbance or damage has occurred and, corrective action is necessary, they have a responsibility to promptly notify the Principal.

### 8.3 Employer Responsibility

Under Regulation 4 of the [Control of Asbestos at Work Regulations 2002 \(CAW\)](#) the employer (Governing Body) is the designated 'duty-holder' and is required to:

- Take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises.
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials.
- Prepare a plan setting out how the risks from the materials are to be managed.
- Take the necessary steps to put the plan into action.
- Review and monitor the plan periodically.

- Provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them i.e. maintenance workers and teachers.

The regulation **does not** require the automatic removal of ACMs. If the material is in good condition, and is likely not be disturbed, then it is usually left in place and managed.

If the material is damaged or disturbed, and cannot be repaired or protected, arrangements are made to remove it. The Academy ensures that any contractor undertaking any sort of work on ACM's is licenced, competent, adequately trained and use safe working methods.

A full asbestos survey report can be obtained from Mr S. Sterling. A copy is held in front reception, as does the asbestos file (red folder) which is a record of the Academy's compliant actions and is made available to all contractors who undertake work on the site.

## 9.0 Control of Substances Hazardous to Health Regulations 2004 (COSHH)

Using chemicals, or other hazardous substances at work, can put people's health at risk, causing diseases including asthma, dermatitis or cancer. The [Control of Substances Hazardous to Health Regulations 2004 \(COSHH\)](#) requires employers to control substances that can harm workers' health.

The above regulations came in to force on 6 April 2005 and they focus on good practice that help employers protect their employees' health from being harmed by chemicals or hazardous substances that are used in the workplace.

Eight principles of good practice have been introduced by the regulations which apply regardless of whether a substance has an Occupational Exposure Standard (OES) or Maximum Exposure Limit (MEL) – now replaced by the Workplace Exposure Limits' (WELs').

As of 6<sup>th</sup> April 2005 employers are required to:

- Apply the eight principles of good practice to control substances hazardous to health.
- Ensure that the WEL is not exceeded - [EH40 \(the list of exposure limits\)](#).
- Ensure that exposure to substances which can cause occupational asthma, cancer or damage to genes that can be passed on from one generation to another are reduced as low as is reasonably practicable.

### 9.1 The Principles of Good Practice

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- Take into account all relevant routes of exposure- inhalation, skin absorption and ingestion- when developing control measures.
- Control exposure by measures that are proportionate to the health risk.
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.
- Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- Ensure that the introduction of control measures does not increase the overall risk to health and safety.

Further information and advice on good practice can be found on from the HSE web site at [www.hse.gov.uk/coshh](http://www.hse.gov.uk/coshh) and HSE's COSHH Essentials web site at [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk).

## 10.0 Electrical Testing

The HSE states that 25% of all reportable electrical accidents involve portable appliances. [The Electricity at Work Regulations 1989](#) places a legal responsibility on employers, employees and self-employed persons to comply with the provisions of the regulations and take reasonably practicable steps to ensure that no danger results from the use of such equipment. This in effect requires the implementation of a systematic and regular program of maintenance, inspection and testing. The [Health and Safety at Work Act 1974](#) places such an obligation in the following circumstances:

- Where appliances are used by employees.
- Where the public may use appliances in establishments such as schools.
- Where appliances are supplied or hired.
- Where appliances are repaired or serviced.

The level of inspection and testing required is dependent upon the risk of the appliance becoming faulty, which is in turn dependent upon the type of appliance, the nature of its use and the environment in which it is used.

The Institution of Electrical Engineers' [In-service Inspection and Testing of Electrical Equipment](#) forms the basis for portable appliance testing (PAT) in the U.K. The Senior Science Technician is currently responsible for PAT.

## 11.0 Security

Refer to the Security Policy.

Refer to the Data Protection Policy.

Refer to the E-Safety Policy.

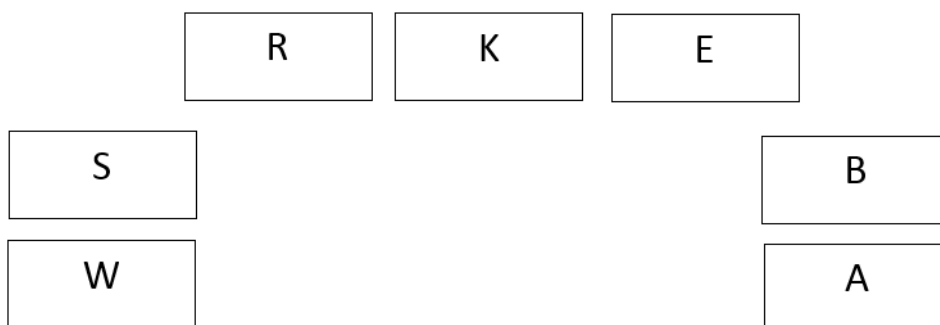
## Appendix 1- Emergency Evacuation Procedures

### In the Event of any Fire

- If you discover a fire activate the alarm using the nearest alarm point.
- The Fire Alarm is a continuous sounding of the lesson change signal.
- Do not attempt to fight the fire; lives are more valuable than buildings.
- Ensure the safe exit of any class or pupil under your supervision.
- Take with you only those items close at hand.
- Shut, but do not lock, any doors.
- Do not stay too close to windows.
- Check any classroom with an open door that you pass as you make your way out.
- Stay calm and be vigilant.

### Emergency Evacuation Assembly Points

- The arrangement of the Houses is in the shape of a horseshoe (see below).
- Ashdown and Bowland line up at right angles to the west fence (The Bungalows).
- Elveden, Kielder and Richmond line up at right angles to the south fence (The BMW Garage).
- Sherwood and Whinfell line up at right angles to the east fence (The Astro Turf).
- All pupils face into the cup of the horseshoe.



### Staff Assembly Points

- Unassigned staff and visitors assemble in the cup formed by the horseshoe and report to the Emergency Evacuation Administrator, Mrs. Susan Allen or Mrs. Paula Matthews\*
- Form Tutors stay with their forms until instructions are given to return to the building.

### Form Tutors

- Form Tutors check that all members of the form are present using paper copies supplied by the Emergency Evacuation Administrator.
- Form Tutors report any 'missing pupils' to the relevant Head of House.
- The Head of House reports any 'missing pupils' to the Fire Marshall, Mr. S. Sterling\*\*
- Heads of House notify the Fire Marshall of any 'missing Tutors'. A check is made initially to determine if the Tutor is absent. The Head of House completes the register in this instance.

\*Deputy Emergency Evacuation Administrator is Mrs Susan Lynn.

\*\*Deputy Fire Marshall is Mr. D. Piercy.

### **Teaching Staff (who are not Form Tutors)**

- Unallocated staff will be assigned to supervise a form.
- Unallocated staff report to the Emergency Evacuation Administrator, who will note their names and check them off on a staff register.
- Any obvious or suspected absence must be reported immediately to the Fire Marshall.

### **Non-Teaching Staff**

- Technicians report to the Head of Department.
- Administrative staff in the front office assemble on the playground and report to Mrs. S Lynn.
- Caretakers, and any cleaners on site, report to the Emergency Evacuation Administrator
- Canteen staff assemble on the field and report the Emergency Evacuation Administrator.
- Invigilators and students during examinations evacuate to the astro turf and report to the Examinations Officer. Ms R. Haywood.
- Supply staff report to the Emergency Evacuation Administrator on the field.

**The Fire Marshall, in the absence of the Fire Brigade, will decide when staff and pupils can return inside.**

### **Scenario 1**

- Fire alarm sounds.
- Evacuation begins.
- Site of possible fire identified by lead caretaker and Health and Safety Officer.
- Fire Marshall and Emergency Evacuation Administrator to the field.
- Identify any missing persons.
- Lead caretaker investigates site of fire, reports back and decides to call the Brigade.
- Brigade arrives and takes over.

### **Scenario 2**

- Lead caretaker investigates site of fire.
- No imminent threat of fire or spillage.
- Report to Fire Marshall who makes a decision to return staff and pupils to rooms.
- Alarm turned off.
- Blakes called.

## **Appendix 2 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**

The following events are deemed so serious that they must be reported to the Health and Safety Executive (HSE) by the quickest possible means e.g. by telephone.

1. Fatality.
2. Major injuries including:
  - Fracture (except fingers or toes) or dislocation.
  - Amputation.
  - Loss of sight (temporary or permanent) or injury to the eye.
  - Electric shock or electrical burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
  - Loss of consciousness.
  - Acute illness from exposure to a biological agent or its toxins or infected material.
  - Hypothermia or heat induced illness where resuscitation is required or admittance to hospital for more than 24 hours.
3. Someone who is not at work (e.g. member of the public) suffers an injury because of an accident and is taken from the scene to a hospital.
4. Dangerous occurrences including:
  - Incident caused by a lift, hoist, crane, mobile powered access platform, access cradle, excavator or forklift truck.
  - Incident involving overhead electric line, electrical short circuit or overload.
  - Collapse of scaffolding, building, more than 5 tonnes of material, floor or wall.
  - Incidents involving flammable liquid or gas.

**Other accidents must be reported to the HSE within 15 working days, via the HSE web site.**

5. An employee is unable to carry out their normal duties for more than seven days. This does not include the day of the accident, but does include weekends.
6. Specified diseases include:
  - Traumatic inflammation of the tendons of the hand or forearm.
  - Carpal tunnel syndrome.
  - Hand-arm vibration syndrome.
  - Avian chlamydiosis.
  - Hepatitis, legionellosis, leptospirosis, tetanus or tuberculosis.
  - Any infection reliably attributable to exposure to blood or body fluids.
  - Mesothelioma, lung cancer or asbestosis.
  - Cancer of the nasal cavity or associated air sinuses.
  - Occupational asthma or dermatitis.