



Annex 2

First Aid boxes/bags can be located in the following areas:

All classrooms
School office
Kitchen



Annex 3

Accident/Near Miss Investigation Form

Reason for report: (please tick)	Accident:	Incident/Near miss:	RIDDOR:
----------------------------------	-----------	---------------------	---------

Investigation date:.....

Investigation undertaken by:.....

Date and time of accident/near miss:.....

Person(s) involved in the accident/near miss:.....

Type of accident/near miss:.....

Description of accident/near miss, including location:

.....

.....

.....

.....

.....

Risk Assessments

Were appropriate risk assessments in place? **Yes/No**

Do the risk assessments need to be reviewed? **Yes/No**

Comment:.....

Equipment

Was the equipment suitable for the task? **Yes/No**

Was the equipment well maintained?

Yes/No

Any faults identified?

Yes/No

Comment:.....

Environment

Did the environment contribute to the accident/near miss?

Yes/No

Comment:.....

Notification

Has the Headteacher been informed?

Yes/No

Has the HCAT Health & Safety Lead been notified?

Yes/No

Has this incident resulted in a RIDDOR?

Yes/No

Action:

Outcome:

Signed:.....

Role:.....

Date:.....

