

Annex 1

Primary School List of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Contact details	
Kayleigh Baldwin	Admin Assistant	Thoresby Primary	
Melanie McIntosh	ASA	Thoresby Primary	
Bonny Weightman	ASA	Thoresby Primary	
Lindsay Hughes	Admin Assistant	Thoresby Primary	



Annex 2

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

All classrooms	
School office	
Kitchen	



Annex 3

Was the equipment suitable for the task?

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	3		
Person(s) involved in the accident/r	near miss:		
Type of accident/near miss:			
Description of accident/near miss, i	•		
Risk Assessments			
Were appropriate risk assessments in	place?	Y	es/No
Do the risk assessments need to be re	eviewed?	Y	es/No
Comment:			
<u>Equipment</u>			

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	
Did the division of the delication from the de	100/110	
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:		
Outcome.		
Signed:		
Role:		
Date:		