

St. Antony's
C e n t r e

HEALTH AND SAFETY POLICY

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INTRODUCTION

About our policy

Our Health and Safety Policy sets out the general policy for protecting the health, safety and welfare of our employees at work and others who may be affected by the work of the Centre. It expounds the organisation and arrangements for putting policies and procedures into practice.

Under section 2(3) of the Health and Safety at Work etc Act 1974 the written Health and Safety statement must:

- State our general policy on Health and Safety
- Describe the organisation and arrangements for carrying out our policy
- Be brought to the attention of our employees
- Be monitored, reviewed and revised whenever appropriate.

Our policy consists of four main sections:

1. Statement of Intent

This describes our general aims and philosophy with regards to our employees' Health and Safety welfare.

2. Responsibilities for carrying out the policy

This details the responsibilities of Trustees, Heads of Department and employees.

3. Arrangements for Health and Safety

This details the systems, rules and procedures in place.

4. Legislation

This details relevant legislation where guidance has not been given in section 3.

Monitoring and Reviewing

The policy will be monitored on an ongoing basis and the appropriate part/s revised and updated according to any change in organisation and arrangements as and when they occur.

There is within our policy on the Statement of Intent (page 3), the date which will be our annual **review date**. This is a fixed date upon which an overall review or a full check up of the whole policy will be carried out.

SECTION 1: POLICY STATEMENT OF INTENT

1. Our policy is to provide and maintain safe and healthy working conditions for all our employees, providing appropriate equipment, tools, operational processes and safe systems of work covering all our activities.
2. Heads of Department accept the responsibility for applying the above and for providing information, instruction and training at all times and for the duration necessary to achieve this purpose.
3. Other people may be affected by our activities i.e. visitors, neighbours, contractors etc., and our management accept the responsibility to provide appropriate levels of safety for them.
4. We will provide suitable facilities and/or make the necessary arrangements for the welfare of all our employees at work.
5. Where risks to safety or health need to be 'assessed' under a specific duty or regulations, we will ensure that an 'assessment' is carried out and that all actions shown to be necessary will be implemented.
6. Should any of our activities endanger the health of any employee, such activities will be monitored and where necessary, arrangements for health surveillance made.
7. We plan to minimise the risks created by work activities, organise ourselves in a way that secures involvement and participation at all levels and measure performance.
8. Our commitment to this policy will assist us to develop a positive health and safety culture throughout all areas and activities.

SIGNATURE



POSITION Contracts Manager

DATE 18/03/20

This date will be the annual review date of our General Policy on Health and Safety.

FOR AND ON BEHALF OF

ST. ANTONY'S CENTRE TRUSTEES REGISTERED CHARITY 1164837

SECTION 2: HEALTH AND SAFETY RESPONSIBILITIES

A. INTRODUCTION

The responsibility to create and maintain a safe working environment is a shared responsibility between the Trustees, Heads of Departments and employees of the Centre. Communication and co-operation is essential to any effective health and safety policy; for those employed by the Centre a key channel of communication is between Heads of Department and employees.

The Trustees retain ultimate responsibility for Health and Safety; however, Heads of Department have a directly delegated responsibility for the implementation for Health and Safety within their Department. Each Head of Department is responsible for undertaking and following through a Risk Assessment in their department.

The effective implementation of the Health and Safety Policy requires co-operation between Heads of Department. Together they constitute the Centres' Health and Safety Committee, this body meets on a quarterly basis to monitor the Health and Safety Policy. This committee is responsible for the annual review of the Health and Safety Policy, the date of this review is set out on page 3 of this document. The results of the review are communicated to the Trustees.

This section of the Health and Safety Policy highlights the main responsibilities of Heads of Department and employees in relation to health and safety.

B. HEAD OF DEPARTMENT RESPONSIBILITIES

The following responsibilities apply to Heads of Department:

- Implement, monitor and review the Health and Safety Policy, carry out Risk Assessments within their departments and maintain safe systems of work (cf. p16-17).
- A Safety Action Plan must follow from a Risk Assessment.
- Participate in the annual review of the Health and Safety Policy.
- Communicate the Health and Safety Policy to all employees at their induction. At induction every new employee should be made aware of fire procedures, first aid and emergency procedures.
- Training needs specific to the individual's employment should be identified and carried out. These needs should be reviewed in the event of job changes, promotion, and the introduction of new technology, following an accident/incident and as a result of performance appraisal. As a minimum these needs should be reviewed on an annual basis. A log of training carried out should be maintained and be available for inspection at all times.
- Inform employees that they can raise Health and Safety concerns with them at any time and that they will be appropriately investigated within a reasonable timescale in accordance with Diocesan Health and Safety Policy (cf. p12 & 15).
- Ensure a working environment is maintained which adheres to the safety rules.
- The provision of First Aid arrangements for employees (cf. p14).
- The maintenance of all fixtures and fittings including the electrical and gas installations and all items of portable electrical equipment. Records of maintenance should be kept and be available for inspection at all times.
- The upkeep of all Fire Precautions (including the Fire Register) in their office area, including the involvement of everyone in fire evacuation practice (cf. p10-11).

C. RESPONSIBILITIES OF EMPLOYEES

The following responsibilities apply to all employees:

- Comply with the Health and Safety Policy and follow the Safety Rules.
- Follow specific safety guidelines, whether verbal or written when using equipment.
- Report safety hazards and unsafe working practices to their Head of Department (cf. p15).
- Report all work-related accidents to their Head of Department (cf. p12).
- Attend as requested any training course designed to further the need of Health and Safety.
- Report to Head of Department any unsafe working practice of any employees or subcontractors.
- If you have a visitor you must take responsibility for their safety in the event of an evacuation.
- In addition the following legal requirements are placed upon employees:

Section 7 – “Health and Safety at Work etc. Act 1974”

- a. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- b. To co-operate with Management to enable the employer to carry out his legal duties or any requirements as may be imposed.

Section 8 – “Health and Safety at Work etc. Act 1974”

No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of Health, Safety and Welfare.

Regulation 12 – “Management of Health and Safety at Work Regulations 1999”

1. Every employee must use machines, equipment, dangerous substances, transport equipment, means of production or safety device provided by the employer, in accordance with the training and instructions received (whether this be written or verbal).
2. Every employee must inform the employer or any other employee with specific health and safety responsibilities for fellow employees:
 - a. Of any work situation where it is considered that the training and instruction received by themselves or a fellow employee, could represent a serious and imminent danger to their health and safety, and
 - b. Of any matter where it is considered that the training and instruction received by them or a fellow employee, could present a failure in the employers’ protection arrangements for their health and safety, even where no immediate danger exists.

E. HEALTH AND SAFETY OF LEARNERS

This policy extends to all staff, Centre users and all learning programmes operated by the Centre. The overriding objective is to ensure the health and safety all employees, learners and Centre users.

We recognise our duty to:

- Identify risks to learners in relation to premises, equipment and the conduct of staff and other learners
- Eliminate or control risks by providing information, instruction, training, supervision and safe operating procedures for sites and equipment to ensure the health and safety of learners.

It shall be the duty of all those participating in learning, (staff and learners) to:

- Take reasonable care for the Health and Safety of themselves and others who may be affected by your/their acts.
- Report any accident or health and safety incident immediately.

It is the right of every Learner if in doubt regarding any safety matter to discuss this with their tutor or a senior member of staff. The member of staff responsible for Health and Safety in the delivery of learning courses is the Training Manager. The Director has overall responsibility for Health and Safety.

Staff and learners are required to comply with any local Health & Safety rules or regulations relating to premises used for training. Outreach premises are any venue or training area not located at St Antony's Centre, Trafford Park, Manchester. The Centre will ensure that a risk assessment has been conducted on the premises, a copy of which will be kept on our files. We will also ensure it is fit for purpose and meets current Health & Safety requirements.

Complaints or Concerns

If you have any concern about the venue you are using you must promptly report your concern to the Tutor on site. He/she will record your complaint and concerns and liaise with the Centre Training Manager and the site owners to address the issue.

We reserve the right to temporarily or permanently close training sessions at any site where in the opinion of the trainer in consultation with the Training Manager it would be unsafe to continue or the premises fail to meet our 'fit for purpose' requirements. We reserve the right to transfer learners to other suitable premises or venues to complete their learning if a solution to the problem cannot be speedily resolved with the site owners.

For further information on how to maintain a safe working environment, report an incident etc please go to www.safelearner.info.



SECTION 3: HEALTH AND SAFETY WORKING ARRANGEMENTS

A. SAFE WORKING RULES

1. Working Practice

- a) Employees must not operate any item of equipment unless they have been trained and authorised to do so. Likewise maintenance and cleaning of equipment should only be carried out by those people authorised. This includes photocopiers and computer equipment.
- b) Employees must comply with all health and safety training relevant to the equipment they use.
- c) All dangerous substances, chemicals, liquids etc. must be used in accordance with all written instructions and such substances must be stored in a safe, designated place.

2. Fire Precautions and Prevention (cf. p10-11).

- a) It is expected that all employees familiarise themselves with the Fire Procedures for their place of work. FIRE PROCEDURES (blue) are displayed at conspicuous points in the Centre.
- b) Stairways, passageways and corridors must be kept clear at all times.
- c) Fire Doors must not be wedged open at any time.

3. Accidents and First Aid (cf. p12-14).

- a) Employees must seek medical treatment for any injury they may receive at work, no matter how slight it may seem.
- b) Name of First Aider, location of first aid kits and the location of the accident book are detailed on the notices entitled FIRST AID (green) displayed at conspicuous points in all Centre premises.
- c) All accidents and dangerous occurrences must be reported to your Head of Department as soon as is practicable. The details of the accident must be recorded in the accident report book.

4. Reporting of Hazards (cf. p15).

- a) If an employee is aware of a potential or actual hazardous situation they must report the matter immediately in writing to their Head of Department.



- b) A hazard notification form (cf. Appendix A) should be completed, detailing the hazard and action taken. These forms are available from your Head of Department.

5. Hazard / Warning Signs and Notices

Employees must comply with all hazard/warning signs and notices displayed on the premises.

6. Contractors

Contractors working on site must provide suitable evidence that they follow health and safety guidelines, they should also read and sign as agreed the relevant parts of our "Safety Rules for Contractors". The procedures to be followed in appointing a contractor are set out in section 2(h) on page 18 of this policy.

7. Health

- a) Employees must report to management any medical condition which could affect the safety of themselves or others.
- b) Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

A serious breach of the Safety Rules constitutes Gross Misconduct.

B. DISPLAY SCREEN EQUIPMENT

Display Screen Equipment (DSE), for example computers, can highlight problems of physical discomfort, visual disturbance and mental stress. Problems can arise through equipment design, the work environment, aspects of work and our general state of health. It is important that employees and Heads of Department are aware of the problems that regular use of DSE can cause.

Whilst each employee has a personal responsibility for maintaining safe and healthy working conditions, Heads of Department should ensure that:

- all employees in their Department who regularly use DSE should be given adequate training in Health and Safety issues relating to DSE;
- an analysis of display screen workstations for the purpose of assessing risk is undertaken.

Regular users of DSE are entitled to an eye and eyesight test and to corrective appliances where specifically necessary for display screen work.

An additional booklet “Working with Display Screens” gives further guidance on Health and Safety in relation to DSE. This booklet is available from your Head of Department.

THE HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGS. 1992

Under these regulations the employer must carry out an analysis of display screen workstations for the purpose of assessing risks, in particular the risks of musculo-skeletal discomfort, visual disturbance and mental stress. Identified risks must be removed, as far as is reasonably practicable, as soon as possible.

The regulations also identify that the work routine of employees must be organised so as to break up periods of continuous display screen equipment work. The net effect must be to reduce total screen work.

Employees must be given adequate information about Health and Safety at the workstation so as to enable the safe use of DSE.

C. FIRE PREVENTION

1. Fire Arrangements

At conspicuous positions in all parts of the building, printed notices will be exhibited stating in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm.

All employees will receive instruction and training in the procedures to be followed in the event of a fire and in basic fire prevention measures. A record of this training is to be maintained in the Fire Register.

As part of the fire arrangements, persons have been nominated who are responsible for fire safety planning/fire precautions, evacuation drills, fire appliance checks, fire alarm tests, record keeping etc. This information will be detailed in the Fire Register.

Your Head of Department will be responsible for maintenance of the fire register. This must be kept in Reception at all times.

2. In the event of a fire a Senior Person Present should:

- a) Ensure that the FIRE SERVICE has been summoned.
- b) Ensure that a roll call for employees and visitors has been initiated.
- c) Inform the fire service of the subject or actual location of the fire, any missing persons, any dangerous substances present (including pressurised vessels), service isolation points, e.g. gas mains/valves, electricity etc.
- d) Ensure no one re-enters the building until told that it is safe to do so by the Senior Fire Officer.
- e) Ensure that all discharged fire extinguishers are replaced after the fire has been extinguished.
- f) Keep a record of the incident.

If you have a visitor on the premises you must take every reasonable measure to ensure their safety in the event of a fire.

THE FIRE PRECAUTIONS ACT 1971

Premises meeting the following criteria must have a Fire Certificate

- i) Workplaces that have more than 20 persons employed to work at any one time.
- ii) Workplaces where 10 people are employed at any one time elsewhere than on the ground floor.
- iii) The premises are part of a larger building which meets the above conditions

The Fire Authority issues Fire Certificates. To obtain a Fire Certificate the occupier must apply to the Fire Authority in the area. Responsibility for determining Fire Procedures lies with the Fire Authority.

THE FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1999

These regulations define fire safety measures for all work premises which do not have Fire Certificates and require such workplaces to include fire hazards in their risk assessment.

The substance of these Regulations is the provision and maintenance of appropriate measures to fight, detect and give warning of a fire, and to ensure the safe evacuation of persons via emergency routes and exits

Responsibility for determining the Fire Precautions for the premises lies firmly with the employer / occupier.

D. ACCIDENT/INJURY REPORTING PROCEDURES AND RECORDS

1. Introduction

- a) All work-related accidents affecting employees and others affected by the work of the Diocese must be reported.
- b) All injuries no matter how minor should be treated and a record made in the Accident Book.
- c) The location of the Accident Book is detailed on the FIRST AID notice (green).

2. Accident / Injury Notification Procedure

- a) The injured person reports for first aid treatment and completes details of the injury in the Accident Book.
- b) If the injury is serious the person who has carried out the injury treatment completes Part A of the Internal Accident Report Form (see Appendix B, copies of which are available from Heads of Department) and gives it to the injured person's Head of Department. A notifiable injury or an injury that results in an insurance claim would constitute a serious injury, for example a fracture or an injury requiring hospitalisation.
- c) The Head of Department completes part B and C of the Internal Accident Report Form. The record is kept on file.
- d) If a major accident occurs the relevant Head of Department should undertake a comprehensive accident investigation.

3. Reporting Procedures

- a)
 - i) If the injury/accident is fatal or major then the Enforcing Authority should be informed immediately by the relevant Head of Department.
 - ii) If the injury/accident causes incapacity for more than 3 days then a written report on the approved form F2508 must be submitted to the Enforcing Authority within 10 days by the relevant Head of Department. Form F2508 is available from LPMS. A completed copy of form F2508 should be forwarded to LPMS.
- b) There are about 50 occupational diseases that are reportable. The reporting of a disease is only required where the Head of Department has received a written statement prepared by a registered medical practitioner, diagnosing the disease. Form F2508A, available from LPMS, must be submitted to the Enforcing Authority (The Environmental Health Dept of the Local Authority) within 10 days by the relevant Head of Department.

4. Records

- a) The Head of Department must keep records of :
 - i) Any accident or dangerous occurrence reported to the Enforcing Authority.
 - ii) Any case of disease required to be informed to the Enforcing Authority.



- b) The records must be kept at the normal workplace of the employee.
- c) The records must be kept for 3 years from the last date of entry.
- d) If the Enforcing Authority requires it, the responsible person must supply extracts from these records.

E. FIRST AID

We recognise the varied statutory requirements covering the provision of first aid personnel, equipment and records.

Displayed throughout the premises are notices which detail:

1. The name(s) and location of first aiders.
2. The name(s) and location of appointed person/s.
3. The location of first aid kits.
4. The location of first aid/treatment/accident records.

THE HEALTH AND SAFETY (FIRST AID) REGULATIONS 1981

Employers must ensure that there is adequate first aid provision for employees who may become ill or are injured at work. A suitable person must be appointed to take responsibility for first aid provision and maintenance of the first aid box under the above regulations. A suitable person is someone who has undergone training and achieved a standard which is approved by the Health and Safety Executive.

The nature of activities at the workplace must be considered when determining the number of first aiders to be appointed. Where the work activity presents a higher risk, more first aiders must be provided. When determining appropriate numbers of first aiders, the employer must take into account possible absences of first aiders.

Adequate supplies of first aid equipment must be made available in the workplace; arrangements must be made for the maintenance and re-stocking of first aid boxes.

All boxes should be suitably marked.

Green Notice

First Aider : Carmen Goodwin

Accident Book Location : Reception

If you require assistance, please telephone extension 201 or enquire at Reception.

The First Aid Box and Accident Book are located in Reception.

All accidents on the premises or grounds should be recorded in the Accident Book promptly.

F. HAZARD PROCEDURES

1. Reporting of Hazards

- a) If an employee is aware of a potential or actual hazardous situation they must report the matter immediately in writing to their Head of Department.
- b) A hazard notification form (see Appendix A) should be completed, detailing the hazard and action taken. These forms are available from your Head of Department.

2. The Purpose of Reporting Hazards

Hazard records are provided to achieve a dual purpose:-

- a) To stimulate a greater involvement and interest of our employees towards health and safety within their working environment.
- b) To provide a method of communicating hazards and unsafe conditions, together with a suggested method for recording such details and any remedial action taken.

By maintenance of a written hazard record, evidence is provided to support the procedures that demonstrate the effectiveness of the communication channels.

Hazard notification forms are available from your Head of Department.

G. RISK ASSESSMENT

A Risk Assessment (see form at Appendix C) must be carried out on an annual basis or where there is a significant change in working practices.

1. Assessing the Risk

A risk assessment must identify the potential hazards caused by the following:

- a. Employees, visitors and contractors working on site.
- b. The current equipment and any equipment that is planned to be hired or purchased.
- c. The materials used within the working environment.
- d. The working environment of our employees and others.
- e. The fabric and amenities within the working environment.

2. Safety Action Plan

A safety action plan should follow on from a risk assessment. The risks should be prioritised in order of importance. Hazards will be classified according to the following criteria:

- a. What is the potential severity of harm from the hazard?
- b. What is the likelihood of occurrence of harm from the hazard?

The actions must be properly implemented in a structured manner; target dates should be set and the person responsible for action identified. The results of the Risk Assessment must be communicated to all employees.

3. Recording of Risk Assessment

We understand that the record of the risk assessment will need to include information regarding the following:

- a. Any significant sources of harm (hazards) to health and safety identified during the assessment.
- b. Any existing control measures currently in place and their level of effectiveness in controlling those risks (with reference and access to work manuals or other documentation if appropriate).



- c. The persons who may be affected by the risks identified in particular any personnel who may especially be at risk.
- d. The decisions taken as a result of the assessment.
- e. Training in risk assessment techniques provided to employees.

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

Regulation 3(3) requires that a formalised risk assessment be carried out to determine the risks associated with working operations. The employer should acknowledge that the assessment will need to identify risks both to employees and to any other person who may be affected.

The purpose of the assessment is to:

Enable the employer to determine remedial actions necessary to comply with the relevant statutory provisions.

Risk Assessments are to kept up to date which means any significant change which affects risk (e.g. a new employee, new equipment or working practice) should lead to re-assessment of risk.

The Regulations require employers to assess the risks to health and safety of pregnant workers, those who have recently given birth and those who are breastfeeding, ensuring that the health and safety of these employees is not put at risk.

H. CONTRACTORS

1. Legal Obligations

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities for health and safety. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor that they are competent and that their work is carried out safely.

2. Conditions on Contractors

Appointed contractors must meet the following criteria:

- a) Contractors should provide a copy of their safety policy documents to the organisation.
- b) Contractors will employ only such persons on the contract who are skilled, experienced and competent in the performance of their trade or tasks.
- c) Contractors must comply with the requirements of all legislation affecting the contract.

3. Vetting Procedure

The following vetting procedure should be carried out by the person dealing with a contractor:

- a) The contractor's Health and Safety Policy should be reviewed for reasonableness.
- b) The contractor must supply copies of their Public and Employer's Liability Insurance.
- c) The contractor must accept our own "Safety Rules for Contractors" (These should be kept at a prominent place so that contractors can be made aware of them on arrival e.g. at Reception).
- d) The contractor must sign the form "Conditions on Contractors" (These should be kept as mentioned at 3c above).

If these conditions are not met then the contractor is not allowed to work on site. The employee who appoints the contractor is responsible for ensuring the above conditions are met.

4. Documentation

- a) The documentation supplied by the contractor and the signed form is to be kept as noted at 3c above.
- b) The appropriate member of staff e.g. receptionist must ensure that the documentation is in order before the Contractor begins work. Advice should be sought from a Head of Department if in doubt.

SECTION 4: LEGISLATION

A. THE HEALTH AND SAFETY AT WORK ETC ACT 1974

This is the main Act of Parliament which aims at controlling the risks to Health and Safety of employees and any other person who might be affected by the work of an organisation.

The most important and broad ranging duty of care that must be fulfilled by the employer is described by s.2(1) of the Act:

It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees.

and under s.3

. . . to ensure the health, safety and welfare of people who are not in their employment but who may be affected by the activities of their undertaking . . .

The implied philosophy behind the Act is that of self-regulation. The regulations are built around the central requirement that the employer assesses the risk in each particular workplace and adopts the control measures necessary to deal with that degree of risk. The employer must identify, within certain minimum legal requirements, the safety standards to be achieved and the control measures required to achieve them.

An employer may incur liability for Health and Safety in one of two ways:

- a) Being personally liable for accidents that result from the acts or omissions of the employer.
- b) Being vicariously liable for accidents which result from the acts or omissions of their employees.

It is an offence not to enforce the Health and Safety at Work legislation.

B. THE MANUAL HANDLING OPERATIONS REGULATIONS 1992

Manual handling can be interpreted as:

the transporting or supporting of any load, which also includes a person....

Controls must be introduced to reduce the risk of an injury to the lowest extent reasonably practicable.

An assessment should take into consideration the task, the load, the individual, the environment and any other factors that may affect safe lifting and carrying (for example, the use of personal protective equipment). The employer is required, so far as is reasonably practicable, to minimise hazardous manual operations. Assessments should be reviewed when there is a significant change in:

1. The activity or process
2. The working environment
3. The number or abilities of personnel
4. The nature of the load(s) to be handled

Re-assessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective.

The regulations do not stipulate a maximum weight a person should handle.

An ergonomic approach to manual handling operations at the workplace should be carried out i.e. fitting the task to suit personal abilities and limitations.

ST. ANTONY'S CENTRE
HAZARD NOTIFICATION

SECTION 1: TO BE COMPLETED BY THE EMPLOYEE	
SITE: _____ LOCATION: _____	
DESCRIBE THE HAZARD OR UNSAFE CONDITION:	
HOW CAN IT BE IMPROVED OR ELIMINATED:	
NAME OF INITIATOR (print): SIGNATURE:	DATE
NAME OF SUPERVISOR / MANAGER ADVISED (print):	DATE
SECTION 2: TO BE COMPLETED BY A HEAD OF DEPARTMENT	
COMMENTS ON NOTIFIED HAZARD OR UNSAFE CONDITION:	
ACTION TAKEN (IMMEDIATE AND LONG TERM):	
ACTIONED BY: NAME (print): SIGNATURE:	DATE
REVIEWED BY: NAME (print) SIGNATURE:	DATE
SECTION 3: TO BE COMPLETED BY A HEAD OF DEPARTMENT	
HAS A RESPONSE BEEN GIVEN TO THE INITIATOR:	YES / NO
GIVEN BY: NAME (print): SIGNATURE:	DATE

ST. ANTONY'S CENTRE ACCIDENT REPORT FORM

PART A

THIS SECTION TO BE COMPLETED BY THE FIRST AIDER / PERSON ATTENDING

DETAILS OF INJURED PERSON

SURNAME	FORENAME	SEX	DATE OF BIRTH
ADDRESS			

STATUS

Employee		Self-employed		YTS		Trainee		Other	
-----------------	--	----------------------	--	------------	--	----------------	--	--------------	--

Tick (✓) as appropriate

(Specify e.g. Visitor)

DEPARTMENT	
-------------------	--

OCCUPATION

--

OCCUPATION AT TIME OF ACCIDENT

--

DETAILS OF ACCIDENT

DAY		MONTH		YEAR	
TIME OF ACCIDENT				am/pm	
TYPE OF INJURY OR CONDITION					
WHERE DID THE ACCIDENT TAKE PLACE (also specify if accident was not on the premises)					

TREATMENT

WAS THE INJURED PERSON TAKEN TO HOSPITAL FOR TREATMENT?	YES / NO
DID THE INJURED PERSON REFUSE HOSPITAL TREATMENT?	YES / NO
GIVE BRIEF DETAILS OF TREATMENT GIVEN ON THE PREMISES	
DID THE INJURED PERSON CONTINUE TO WORK ON DAY OF ACCIDENT?	YES / NO
TIME INJURED CEASED WORK	am/pm

DETAILS OF PERSON COMPLETING THIS SECTION

NAME (print)	POSITION (print)	DATE	SIGNATURE



TO BE COMPLETED BY A HEAD OF DEPARTMENT

WHAT TASK WAS THE INJURED PERSON DOING?

WAS THE INJURED PERSON TRAINED OR AUTHORISED TO DO THIS TASK?

ADD ANYTHING FACTUAL THAT YOU KNOW ABOUT THE INCIDENT / ACCIDENT

A. PART C

TO BE COMPLETED BY THE RESPONSIBLE PERSON

IMPORTANT:

BEFORE COMPLETING THIS PART OF THE FORM – REFER TO ACCIDENT / INJURY REPORTING PROCEDURES AND RECORDS (see page 12 of Health & Safety booklet), CONFIRM WHICH STEPS YOU NEED TO FOLLOW – AND CARRY OUT THE APPROPRIATE ACTION

Tick (✓) as appropriate

<input type="checkbox"/>	Fatal Accident	Notify the enforcing authority immediately by telephone confirm to Enforcing Authority within 10 days using form F2508
<input type="checkbox"/>	Major Injury	As above
<input type="checkbox"/>	Dangerous Occurrence	Send form F2508 to the enforcing authority within 10 days
<input type="checkbox"/>	More than 3 days incapacity for work	Send form F2508 to the enforcing authority within 10 days
<input type="checkbox"/>	Act of non-consensual violence	Send form F2508 to the enforcing authority within 10 days
<input type="checkbox"/>	Person other than an employee taken to hospital	Send form F2508 to the enforcing authority within 10 days

Note:

In all cases a copy of any report should be kept for file purposes and a copy forwarded to your Employers Liability Insurers

ST. ANTONY'S CENTRE RISK ASSESSMENT

LOCATION _____ NUMBER _____

ASSESSED BY _____ DATE _____

ASSESSMENT SUBJECT	AREA	REGULATIONS

IDENTIFICATION OF HAZARD(S)	(ACTIVITY/SUBJECT)

WHO AND HOW MANY MIGHT BE HARMED _____

SIGNIFICANT RISK(S) PRESENTED	SEVERITY OF RISK

WHAT CONTROL MEASURES ARE IN PLACE

ACTION RECOMMENDED TO CONTROL/REDUCE RISK	ACTION PRIORITY

EVALUATION OF RESIDUAL RISK AFTER ALL CONTROL MEASURES ARE TAKEN	
REVIEW OF ASSESSMENT (DUE BY)	

