



Highams Park Academy Trust

Health and Safety Policy and Procedure

Date of Review	SLMT Lead	Trustees Approval
15 th July 2019	Summaya Aziz	
1 st July 2021	Jacob Adeshina (Summaya Aziz) & Phil Grundy	15 th July 2021 – Full Board

Date of next review: July 2022



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1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, Students and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [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 Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [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 and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

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

3. Roles and responsibilities

3.1 The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Principal.

The Board of Trustees has a duty to take reasonable steps to ensure that staff and Students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Board of Trustees as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them

Ensure that adequate health and safety training is provided

The Trustee who oversees health and safety is Tracy Penfold. The Resources Committee will report to the Full Board on Health and safety matters.

3.2 Principal

The Principal is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise Students
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Board of Trustees on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principals absence, one of the Deputy Principal's (Nick Hyde) assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is Richard Palmer, Chief Operations Officer.

3.4 Staff

School staff have a duty to take care of Students in the same way that a prudent parent/carer would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person (Richard Palmer, Chief Operations Officer) of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for Students
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Students and parents

Students and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the Chief Operations Officer before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

The Site team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site manager acts as key holders and will respond to an emergency and will contact the Principal regarding the incident.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised once annually. – Information is provided to new members of staff and students who join during the year.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a term.

The fire evacuation procedures are updated termly and issued at the beginning of the academic year and is given to new starters on their first day.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and Students will congregate at the assembly points. These are detailed in Appendix A.
- Form tutors/class teachers will take a register of Students, which will then be checked against the attendance register of that day
- Appendix A outlines the staff responsible for taking registers.
- Staff and Students will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by our senior Science

Technician and circulated to all employees who work with hazardous substances.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used. The School appoints an RPA to manage all radioactive substances.

6.1 Gas safety

- Gas safety is checked annually.
- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

6.2 Legionella

- The site manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book, a digital copy of this is held on the schools Estates Management Portal, overseen by the COO.
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers.

6.3 Asbestos

- Arrangements are in place to ensure that all contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site. This is recorded in the asbestos register, a copy of which is held in the Estates Management portal. The site manager or COO will make this available to any contractor working on site before they commence work.

7. Equipment

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- D&T, Science, PE equipment are tested annually by external contractors in liaison with the site manager.= and appropriate pass certification is supplied.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents
- PAT test are carried out annually.

7.1 Electrical equipment



- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any potential hazards will be reported to the Site Manager immediately
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The site manager retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons and Safe Man system must be used.

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feel that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and Students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- Please see the separate manual handling procedures held in the polices sections of Firefly.

11. Off-site visits

When taking Students off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of Students along with the parents' contact details

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any Site will be made aware of the content of the school's health and safety policy, and Evacuation Procedure and make applicable risk assessments and will have responsibility for complying with the policies.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Principal immediately. This applies to violence from Students, visitors or other staff.

14. Smoking

A designated area for smoking is provided for staff in a secluded area away from student's and the public's visibility.

16. New and expectant mothers

Risk assessments will be carried out by the HR Manager. whenever any employee or pupil notifies the school that they are pregnant

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Risks involved with Covid.

17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

18. Accident reporting

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18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- 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.

18.2 Reporting to the Health and Safety Executive

The Chief Operations Officer 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 Chief Operations 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. These 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 scalping 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

Where an accident leads to someone being taken to hospital

- Where something happens that does not result in an injury, but could have done
- 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>

19. Training

Staff receive details via Firefly to ensure they are aware of Health and Safety in the workplace.

Staff who work in high risk environments, such as in science labs or with woodwork equipment are given additional training based on the equipment they are required to use.

20. Monitoring

This policy will be reviewed by the Resources Committee, annually before recommending approval to the Full Board..

At every review, the policy will be approved by the Board of Trustees.

21. Links with other policies

This health and safety policy links to the following policies:

- Accessibility plan
- Staff sickness management
- Manual Handling Policy

Appendix 1. Emergency Evacuation procedures

EMERGENCY EVACUATION PROCEDURE

GUIDANCE FOR STAFF – SEPTEMBER 2021

When the fire alarm sounds or the school bell rings continuously, the school is to be evacuated. Students must remain seated and await instructions from their teacher to evacuate. Teachers must check that their classroom windows are closed and then instruct students to stand quietly. Teachers must lead their class out of the room ensuring the classroom door is closed when the last person has left the room. Teachers must escort their class to the designated muster point (see diagram attached) using the nearest or most appropriate fire exit. Teachers must ensure their students move to the muster point in a calm and orderly manner. **ALL STUDENTS**, including those in the Inclusion Room, Student Services Area, Medical Room and Music Practice Rooms must evacuate to their muster point. Any students from Joseph Clarke School or Whitefield's School who are on site must assemble with their support staff at the staff muster point. If the fire alarm sounds when students are not in lessons, all students must go directly to their muster point.

The muster points are the field (Years 7 to 10), the area between the P block and the Astroturf (Year 11) and the playground (6th Form). Students must assemble at the muster points in their tutor groups. They should line up on the grass facing the pathway with their tutors on the path. Year 11 should line up in their Tutor Groups on the grass by the Astroturf facing the back of the P block. Their Tutors should stand on the pathway. Each Tutor should line up his/her tutor group in two lines (boys/girls) in alphabetical order. This will help when checking students' names against a register. If the ground is dry, all students on the field in Years 7 to 10 should sit on the grass in their lines. If a Form Tutor is, absent from school, the member of staff who covered that Tutor Group that morning should once again register them at the muster point. If a Form Tutor is off site when an evacuation takes place the HOY, DHOY or member of SLMT attached to the Year Group will arrange for the register to be taken. All teachers who are not Form Tutors will be allocated to a particular Year Group.

HOYs must report to the Pastoral Secretary (Elisabeth Buckland in her absence) at the rear of the South Block to collect Tutor Group Registers for their Year Group. The Pastoral Secretary will be wearing a high visibility jacket so they can be identified quickly. HOYs must then go to their Year Group muster point and hand out these registers to their Form Tutors. Form Tutors must register the students in front of them **BUT ONLY RECORD ANY ABSENTEES**. They should do this by marking a **CAPITAL N** next to the student's name on the register. Form Tutors should also circle any **N** to indicate any students they believe to be in school, but not currently lining up in front of them. If all students are present in a Tutor Group, **ALL PRESENT** should be written on the register. Students should be silent whilst registers are being taken. Whilst this is taking place, Val Simm, Attendance Secretary who will also be wearing a high visibility jacket (Sharon Klysz, Library/Attendance Secretary's Assistant in her absence), will arrange the distribution of an up to the minute absence record to each HOY at their muster point. HOYs must check the absentees from their registers with this absence record and note the names of any absent students that are not showing up as

being absent on the school record. When this checking process has been completed, HOYs should return their registers and the absence record with the names of all students unaccounted for to Val Simm at the rear of the South Block. All Year Groups should aim to return their registers to Val Simm within ten minutes of the alarm sounding. HOYs should then return to their Year Group to help with control and supervision.

The following members of support staff will be assigned to help Val Simm with register collection. If absent, the member of staff (Floating reserves) in brackets should take their place:

Year 7	Eira Quick (Floating reserves)	Year 10	Paula Bullen (Floating reserves)
Year 8	Ling Pang (Floating reserve)	Year 11	Bernie Pardoe (Floating reserves)
Year 9	Sabina Mughal (Floating reserves)	6 th Form	6 th form team to do this

Floating Reserve staff; Molly Hulme / Lisa Clarke / Angela Brockway (M.W.F) / Julie Adolphus (T.TH)

James Lampshire	Supervising Inclusion Room / Floating senior member of staff
Brian Dooley	Supervising Learning Centre & Joseph Clarke
Desi Clancy	Supervising the welfare students

It is the responsibility of all Tutors to stay with their Tutor Group and ensure their students line up and behave in a sensible and responsible manner throughout the time of the evacuation. Tutors must not allow students to leave their line for any reason, unless instructed to by their HOY. It is the responsibility of each HOY to add influence to the control and supervision of their Year Group.

The Principal (Phil Grundy), Site Manager (Colin Lane) and Chief Operations Officer (Richard Palmer) will assemble in reception to ascertain the location of the fire. They will liaise with the fire brigade when they arrive.

The Chief Operations Officer (James Hooper, Senior ICT Support Technician in his absence), will then check that all external gates are closed and leave the school premises to direct the fire service to the most appropriate entrance for their vehicles.

The Main School Receptionist, Juliette Newell (receptionist on duty in her absence) should exit the main building by the front doors with any visitors that are in Reception and prevent anyone from coming on site through the front gate.

Jenny Browne, 6th Form Secretary will act as the 6th Form Block Receptionist and escort any visitors in that reception area to the nearby front gate and prevent anyone from coming on site through that gate.

Gina Deen, PA to the Principal (Molly Hulme, PA's Assistant in her absence) must collect the visitor's book and any registers of students on off-site educational visits from Reception and give them to Val Simm when at the staff muster point.

On hearing, the fire alarm or the school bell ringing continuously, all support staff working in offices and not supervising students must leave their working area and head for the staff muster point. The most senior person working in each area must ensure the door is closed and the area vacant before moving to the muster point.

All support staff not involved with any of the procedure above must report to Patricia Tompkins, known as Tricia, the Office Manager (Sharon Croft, HR Manager in her absence), support staff or department leads may be asked to help with registers.

They will be at the staff muster point to the rear of the South block. Tricia Tompkins will also be wearing a high visibility jacket for ease of identification.

Support staff should form a line to make it easier for Tricia Tompkins to register them. Once accounted for, support staff can sit by the tables to the rear of the South Block.

In the event of a fire in the P Block or S Block, all students and staff will have evacuated the buildings they are in and assembled at their muster points within ten minutes of the alarm sounding. They will all therefore be able to reach their muster points before the fire takes hold. If such a situation arises, Years 10 and 11 will be moved onto the Astroturf and assemble in Tutor Groups in the far corners, Year 11 nearest the Sports Hall, Year 10 nearest the field. The 6th Form will be moved to the centre of the field. The staff muster point will be moved away from the South Block to the edge of the field adjoining the Astroturf. All other procedures will remain as stated.

No member of staff or student should leave their muster point and enter any building until told to do so by the Principal or Tim Morris, Vice Principal.

SLMT should help supervise Year Groups as set out below:

Year 7	Cally Halkes (Alison Riches)	Year 10	Nick Hyde
Year 8	Tim Jolly	Year 11	Tom Capewell
Year 9	Nigel Armsby	6 th Form	Danielle Stephens

When it is safe to return to the school buildings, Tim Morris will dismiss Support Staff first allowing them to return to their duties. He will then inform SLMT to dismiss their Year Groups, starting with the 6th Form, to clear the playground.

If any areas of the school are unable to be occupied, the classes scheduled for those buildings will be kept at their muster point until alternative accommodation can be found for them. If Tim Morris is, absent from school, Nigel Armsby, Vice Principal or another member of SLMT will perform these tasks.

Any member of SLMT should take responsibility for the above tasks when Tim Morris and Nigel Armsby are not in school.

Subsidiary Notes

Tackling a fire

At no stage should anyone put themselves at risk when tackling a fire. However, a member of staff who have been trained on how to use a fire extinguisher should attempt to put a small fire out if it is at no risk to themselves or others.

Students taking Exams

Where formal exams are being carried out, a separate Fire Evacuation System will be followed for these



students as there is the need to keep them separate from the school and each other. Students undertaking an exam during a Fire Evacuation will be escorted and supervised by the exam invigilators on the Astroturf. Supervising staff will be made aware of the procedure by Hazel Morris prior to invigilators starting their role.

Students in Inclusion

Any student who is in the Inclusion room will be escorted to behind the S block (Staff muster point). James Lampshire should supervise the students. If he is unavailable, Tim Morris will allocate a member of staff who is not a form tutor to carry out this role.

Out of hours and holidays

If an alarm sounds out of hours or during a holiday the following procedures should be followed.

If students are on site e.g. Period 6 or revision lessons, they must be escorted and supervised by the class teacher at their usual muster point (kept in their class), behind the P or S Block (Years 7-11) or on the Playground (6th Form). They should remain here until they are dismissed by a senior member of staff or Site Manager. If no students are on site, the muster point will be at the front of the school. The Site Staff / Richard Palmer should carry out their usual fire procedure.

All site visitors must be informed of the Fire Procedure and muster at the front of the school.





Appendix 2. Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	