



Health & Safety Policy

Renewed: 18.11.2021

Review Date: 18.11.2022

Signed: 

Chair of Governors

1. **INTRODUCTION**

The maintenance of a healthy and safe school is the result of a partnership between all members of staff, Governors and the Local Authority (LA). The prime legislation for health and safety is the Health & Safety at Work, etc Act 1974.

1.1 **Health and Safety at Work, etc Act 1974**

The Health and Safety at Work, etc Act 1974 places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by the work activities such as pupils and visitors.

The LA retains the above responsibilities under Local Management of Schools with the Headteacher and other staff having a legal duty to co-operate with their LAs and Governing Bodies so far as is necessary to enable health and safety requirements to be complied with.

1.2 **General Statement**

Presfield High School accepts its responsibilities under the Health and Safety at Work, etc Act 1974 for providing a safe and healthy work place and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Headteacher and School Governors will take all reasonable steps to ensure that the Local Authority's Safety Policy is implemented and that Codes of Practice and Guidance notes are followed and monitored throughout the school.

It is essential for the success of this Safety Policy that all employees recognise their responsibilities under Section 7 of the Act in co-operating with management on Health and Safety issues. They should also appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school activities.

2. **ORGANISATION & PROCEDURES**

The responsibility for the day to day implementation and monitoring of Sefton LA's Health and Safety Policy lies with the Headteacher so far as is reasonably practicable.

However, the LA recognises that some of these duties may be successfully allocated to other members of staff under guidance from the Headteacher.

2.1 **Health and Safety Responsibilities - Responsible Persons.**

Circulation of Health & Safety Information Guidance Codes of Practice issues by the LA.

Health and Safety Co-ordinator – Debbie Davis, SBM

2.2 Accident/Incident Reporting

(a) Pupils:

Lesson time - Teacher or Teaching Assistants report to First Aider and/or Admin staff and complete the appropriate accident report sheet/book.

Playground - Duty teacher/welfare assistant reports to First Aider and First Aider completes accident report.

(b) Adults:

All accidents to adults including staff, students, workmen and visitors, to be reported to First Aider who is to ensure the appropriate accident report is completed and a copy kept on file. The site manager to report all accidents that occur outside the Admin Manager's hours to the SBM Mrs D Davis at the earliest time possible.

Note - The following procedures must be followed:

Procedures for Employees, Members of Public

Details of minor injuries to be entered in the accident file in the Medical Room.

Procedure for Pupils

Details of minor injuries to be entered in the accident file in the Medical room in the Pupil Accident Report Form. Parents to be informed either by phone or home school book.

Procedure for Pupils, Employees, Members of Public with regard to Fatalities, major injuries and dangerous occurrences (Appendix 1 & 2) to be notified immediately to the Headteacher who is to inform Human Resources by telephone on 0151 934 3205.

2.3 Hospital Treatment

Parent/Guardian to be contacted immediately as advised by SLT.

Member of staff to accompany pupil if parent/guardian is not available.

Where transport is provided by school for a pupil with an injury two members of staff must accompany the pupil.

2.4. First Aid - see item 4

All staff are qualified First Aiders:

Mrs. Gray (Parent Support Adviser) has overall responsibility for the supply of stock to each first aid box, including the minibuses.

Mrs. Gray to monitor the completion of the accident book and forms kept in the medical room.

Mrs. Gray also has overall responsibility for the maintenance of the school defibrillator (located in the School Office) and conducts regular maintenance checks.

Mrs D Davis SBM to ensure, where appropriate, that accidents are reported to the L.A.

2.5 Fire Precautions

Regularity of checks:

Fire doors	- weekly Mr. D. Winfield (Site Manager)
The operation of the fire alarms	- weekly Mr. D. Winfield (Site Manager)
Visually the firefighting equipment	- weekly Mr. D. Winfield (Site Manager)
Firefighting equipment	- yearly by Chubb
Emergency lighting and alarms	- quarterly by Rigby's & weekly check by Mr D. Winfield (Site Manager)

2.6 Fire Drill -

Evacuations to be held in the first four weeks of each term.

The Site Manager to record effectiveness of drill procedure and keep records in Fire log book.

2.7 Building Safety

Mr. D. Winfield to carry out fortnightly site walks. Any issues are recorded and dealt with.

Mr. D. Winfield to deal with/make safe any minor problems.

Mr. D. Winfield to report any major problems to the Mrs D Davis SBM and Mr. T. Fay (Headteacher).

Staff to report any concerns of unsafe conditions to the SBM.

L.A. Maintenance	Sefton LA
Day to day maintenance	Mr Joe Hart 07815 092930
Senior Maintenance Officer	Mr Steve Reilly 0151 934 4315

2.8 Safety Inspection

Monthly - Mrs D Davis & Mr. D. Winfield

Yearly - Mrs D Davis & Mr. D. Winfield

Governor walk around to assess H&S issues in school and to report back to Governors on his findings (TERMLY)

- Mr. C. Baumber (Governor)

2.10 Staff using any type of equipment, electrical or otherwise, are responsible for regularly carrying out visual risk assessment and inspection before use. All Portable appliances to be tested when first brought into school and annually thereafter (Mr. Winfield – records kept in fire log book).

2.11 Any member of staff intending to take pupils on off site visits; including school led adventurous activities must consult with Mrs Dawn Sealey (Educational Visits Co-ordinator) prior to any trip or visit. Risk assessments are completed using the Evolve system.

2.12 **Health and Safety Communication**

A successful Health and Safety Policy relies heavily on effective communication channels to convey information concerning health, safety and welfare to all members of staff, governing bodies, safety representatives and visitors.

This school has identified the following as being the most appropriate to both disseminate and receive matters on health and safety:

Daily liaison between Mr. D. Winfield and Mrs D Davis. Any major issues are reported to Mr. Fay.

- Staff meetings - issues to be raised and discussed. Feedback from fire drills.
- Senior Management meetings - issues raised from Staff meetings.
- Governors meetings (termly).

Relevant Health and Safety Information, Guidance, Codes of Practice and associated literature distributed to co-ordinators.

2.13 **Management**

Responsibilities are at the following three levels:

Level 1 LA, Governors, Head, Deputy, Health & Safety Co-ordinator.

Level 2 Curriculum Co-ordinators

Mrs I Evans – Core Curriculum
Mrs. L Elston - Science
Mr. S. Summerfield - P.E.
Mrs. Smith. - Food Technology
Mrs. S Clayton - Art.

Level 3 All teaching and non-teaching staff, site manager, cleaners, welfare staff and pupils.

Responsibilities

- Level 1 take day-to-day responsibility for all health and safety matters in the school Mrs D Davis/Mr D Winfield in the first instance.
- Liaise with Governors/LA on policy issues.
- Ensure that problems implementing the health and safety policy are reported to the L.A.
- Level 2 Draw up procedures and review annually.
- Ensure staff are informed of procedures.
- Level 3 check classroom/work area is safe.
- check equipment used is safe before use
 ensure safe procedures are followed.
- ensure protective equipment is used where necessary.
- Report defects to Mrs Davis/Mr D Winfield

3. **EMERGENCY CONTACTS**

- 3.1 In case of an emergency outside school hours contact:

Site Manager
Mr. Winfield
Tel: 07525 171 796

- 3.2 Useful Numbers

Sefton Security.	0151 922 6107
Health & Safety Officer (LA) Mrs. Anne Mason	0151 934 3652
Senior Maintenance Officer (North Area)	
Mr Steve Reilly	0151 934 4315

Police	0151 709 6010
Fire Service	0151 296 4000

4. **FIRST AID**

The Health & Safety (First Aid) Regulations 1981 apply to all teaching and non-teaching employees in school and education establishments.

Although pupils are not covered by the regulations, in line with DFE Guidance first aid facilities and appointed first aid persons will be available in school. The location of First Aid Boxes is as follows:

Medical room opposite heads office
Science Lab
Art room
Minibus
Post 16/The Bistro
Staff room
School House
External Mobile Classroom (14-19)
First Aid bags are available for groups to take out on visits.

A Defibrillator is also located in the Front Office area of the school.

Accident reporting

For over 3 day incapacity of an employee following an accident.

Telephone LA Health & Safety Officer, Mrs. Anne Mason, on the 4th day of incapacity/absence from work. Ensure normal accident reporting procedure has been followed.

Procedure for Pupils:

For all accidents

Enter details of the accident on Form - Pupil Accident Report. Copies of these completed forms are kept in the First aid room.

1. Very minor accidents are treated by a responsible adult using items contained in first aid boxes.
2. If pupils are deemed unfit to be in school parents/guardians are informed.
3. If hospitalisation is necessary parents and headteacher to be informed immediately. If parents are not available a member of staff will accompany the pupil and wait until parent/s arrive.
4. Any pupils with a suspected head injury or fractured bone is taken to hospital.

Note: Measures to be taken in the event of head injury to a pupil:

- i) Seek advice from qualified first aider immediately.
- ii) Never leave the injured pupil unsupervised.
- iii) Pupil to be taken to hospital.
- iv) If concerned about the pupil's welfare call for an ambulance.
- v) Complete accident report form.

5. FIRE DRILL AND EVACUATION PROCEDURES

5.1 Fire Drill

Evacuation to be held within the first four weeks of each term.

Mrs D Davis/Mr D Winfield to record the effectiveness of the drill procedure in the fire log book.

5.2 Evacuation Procedure

see Appendix 3 and 4 for procedures staff, students/visitors and pupils.

5.3 Fire Fighting Equipment

This equipment should only be used by staff who are trained to extinguish a very small fire. In most cases staff should leave the area immediately and sound the alarm.

5.4 Fire Precautions Checklist

All checks below will be carried out by the appointed person.

- | | |
|-----------|--|
| 1. Daily | Site Manager, Mr. D. Winfield to check on opening the school all exit doors and emergency routes are free from obstruction. |
| 2. Weekly | Mr. D. Winfield to test fire alarm via different call alarm point.

Mr. D. Winfield to ensure fire extinguishers are in correct locations and that their tamper devices have not been disturbed. |
| 3. Termly | Mr D Winfield to arrange fire drill/evacuation. |
| Quarterly | Rigby's to carry out checks on emergency lighting as per rolling year contract (copies of certificates in fire log book) |
| Annually | Chubb Engineers to check firefighting equipment. (copies of certificates in fire log book) |

6. ELECTRICAL SAFETY

The Electricity at Work Regulations 1989 place a duty on the employer to eliminate danger from electric shocks, electric burns, electrical explosion arising from fires and explosion caused by electrical energy.

6.1 General Guidance

1. No appliance will be used within the school if it has been deemed unsafe. If awaiting repair the appliances will be identified by red tape around the plug.
2. Visual checks should be made prior to the use of any portable electrical appliance.

3. All faulty appliances will be reported immediately by the user to Mr. Winfield/ Mrs D Davis.
4. Appliances should be taken out of use if there is any suspicion of a fault.
5. No appliances from home are to be used unless permission is granted from Mr. Fay and the necessary PAT testing carried out by Mr. Winfield.

6.2 Visual Inspection Checklist

- i) Check equipment casing/body for signs of damage i.e. cracks or holes that may give rise to a break-down of insulation.
- ii) Check mains supply cable for signs of damage or wear that may compromise insulation.
- iii) Check mains supply plug for damage to the pins, cover or cable clamp.
- iv) Check the point of cable entry to the equipment: - this may be a grommet or clamp entry or a plug and socket.
- v) Check on/off switch for signs of damage or malfunction.

6.3 Electrical Faults other than appliances

These should be reported immediately to Mr. D. Winfield who will contact the Approved LA Contractor after assessing the situation.

7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1988 (COSHH)

7.1 Regulations

The COSHH Regulations place a duty on the employer to assess the risks to Health of employees and other persons posed by the use of toxic, harmful, irritant and corrosive substances. They mainly concern materials used in Science, Art and cleaning. The school is guided by Sefton Health & Safety Department as to safeguards, procedures and manner of storage. The Site Manager and cleaners have received COSHH training.

8. GENERAL POINTS RE: HEALTH AND SAFETY - ALL PERSONNEL

1. Remove or secure anything which may cause a slip, trip or fall.
2. Keep all access points clear of furniture, boxes; paper etc. in particular fire and emergency exits.

3. Lock away all cleaning or other hazardous products at all times.
4. Regularly clear storage rooms and classrooms of combustible materials.
5. Avoid trailing wires and leads.
6. Keep boiler room tidy.
7. Keep flammable liquids etc, in a cool area, preferably in a metal cabinet.
8. Report any building hazards at once to Mr. Winfield or Mrs Davis.
9. Any breakages or damage to buildings should be reported at once to Mr. Winfield or Mrs Davis.

9. **SCHOOL MINIBUSES**

9.1 **In the case of a road traffic accident**

1. Stop.
2. Ensure the safety and well being of your passengers. Where there is concern of injury, however minor, to the passengers, immediate medical advice should be sought. School should be contacted as soon as possible in order that parents may be informed of the situation.
3. Do not admit liability.
4. Give your name, address and registration details of your vehicle to persons involved in the accident.
5. Give your insurance details -
Sefton MBC,
Insurance Section,
Finance Department,
Magdalen House, Bootle, Liverpool.
6. If the third party does not stop, or is not available you should report the accident to the police as soon as possible (and in any case within 24 hours).
7. Write down details of the accident:
 - a) Third party name/address.
Registration number of vehicle.
Type of vehicle.
Insurance name/address/policy number.
 - b) Witness/police - name/address.

- c) Circumstances of the accident.
- d) Draw a sketch or take a photograph
 - show position of vehicles before/after impact.
 - road signs, traffic signals.
 - comment on weather/lighting.

8. Report the accident to the headteacher immediately.

9. Claim forms to be completed by Mrs D Davis SBM.

Mini buses used in connection with Sefton M.B.C. Business.

The following guidance applies to all Sefton owned mini buses, but it is also recommended as good practice for all mini bus users.

Mini buses not insured by the Council may have different conditions imposed and Departments/Schools should check with the relevant company/broker.

1. Drivers must be 25 years of age or older.
2. Drivers must hold a full car driver's licence with at least 3 years experience.
3. Drivers who held their licence after 1st January 1997 must have further training in order to ensure the correct category is on their licence unless minibus has a weight of less than 3 tons.
4. Drivers must declare all driving convictions. (This is not required if convictions cover parking or speeding not resulting in a driving ban and are over 5 years old).
5. Mr Winfield/Mrs Davis are responsible for checking that all drivers comply with the above conditions.
6. Mr. D. Winfield is responsible for checking the following:
 - a) The vehicle has a current road fund vehicle licence, insurance certificate and where applicable, an M.O.T. certificate.
 - b) The vehicle receives regular safety checks, e.g. brakes, lights, water, oil and brake fluid levels.
 - c) The vehicle is serviced regularly preferably in accordance with the manufacturer's recommendations.
 - d) A log is kept of vehicle journeys.

7. All drivers of the minibus are advised to FLOWER (Fuel, Lights, Oil, Water, Electrics & Rubber) check before each journey.

NOTE:

The vehicle should be securely parked whilst not in use.

If the vehicle is to be taken to an employee's home overnight, they must receive specific permission.

It will be the responsibility of the employee to ensure that the vehicle is parked in a safe place. All valuables must be removed from the vehicle before it is locked.

APPENDIX 1

NOTIFIABLE MAJOR INJURIES

A notifiable injury is defined as:

- a) The death of any person as a result of an accident.
- b) Any person suffering any of the following injuries or conditions as a result of an accident:

fracture of the skull, spine or pelvis;

fracture of any bone in the arm or wrist, but not a bone in the hand: or in the leg or ankle, but not a bone in the foot;

amputation of a hand or foot, or a finger, thumb or toe, or any part thereof if the joint or bone is completely severed;

the loss of sight of an eye, a penetrating injury to an eye or a chemical or hot metal burn to an eye;

either injury (including burns) requiring immediate medical treatment or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact;

loss of consciousness resulting from lack of oxygen;

Decompression sickness (unless suffered during an operating to which the Diving Operations at Work Regulations, 1981 apply) requiring immediate medical treatment;

either acute illness requiring treatment or loss of consciousness, resulting in either case from absorption of any substance by inhalation, ingestion or through the skin;

acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material;

any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

APPENDIX 2

DANGEROUS OCCURRENCES

These can be summarised as:

1. Collapse or overturning of a lifting appliance.
2. Explosion or bursting of a pressure vessel.
3. Major electrical fault causing fire or explosion.
4. Major explosion or fire of process materials.
5. Uncontrolled release of a large quantity of highly flammable liquid or liquefied petroleum gas.
6. Major collapse of a high scaffold.
7. Unintentional collapse of a building under construction, alteration or repair.
8. Unintentional release of anything likely to cause injury or damage to health.
9. Medical treatment due to exposure to any substances or lack of oxygen.
10. Medical treatment due to pathogens or infected material.
11. Unintentional ignition of explosives.
12. Failure of any freight container while being moved.
13. Explosion etc., of a pipe line or its contents.
14. Overturning or serious damage to a road tanker containing a hazardous substance.

APPENDIX 3

EVACUATION PROCEDURE

This procedure is to be followed in the case of fire or any other occurrence that warrants the evacuation of the building.

>> THE ALARM (a continuous high pitched 'whine') WILL SOUND <<

.....
A. IF YOU ARE WITH A GROUP / CLASS OF CHILDREN AND A MEMBER OF STAFF.

1. Stop whatever you are doing
2. Assist with the orderly 'lining up' and movement of the children to the nearest exit.
3. Assist in escorting the children to the MAIN PLAYGROUND – EVERYONE SHOULD WALK.
4. Assist in 'lining up' the children away from the building, ready for the roll call to be taken.

.....
B. IF YOU ARE WITH A CHILD / GROUP OF CHILDREN WITHOUT A MEMBER OF STAFF

Follow the procedure as above DO NOT GO BACK TO THE CLASSROOM OR TRY TO FIND THE OTHER MEMBERS OF THE CLASS. This time you will not be ASSISTING with the evacuation you will be IN CHARGE of those children who are with you.

.....
C. IF YOU ARE ON YOUR OWN

Go to the nearest exit. Proceed to the MAIN PLAYGROUND. Wait for the roll call.

.....
>>>> IF YOU DISCOVER A FIRE <<<<<

Break the glass on the nearest Fire Alarm.

Follow the procedure as described above.
.....

APPENDIX 4

EVACUATION PROCEDURE – STAFF

This procedure is to be followed in the case of fire or any other occurrence that warrants the evacuation of the building.

.....
>>>> **THE ALARM** (a continuous high pitched 'whine' **WILL SOUND** <<<<

.....
A. IF YOU ARE WITH A GROUP/CLASS OF CHILDREN

1. Ensure the children stop what they are doing.
2. Reassure the children and get them to form a line; in an orderly manner.
3. Instruct the children to WALK at all times throughout the evacuation.
4. Escort the children to the nearest exit and proceed to the MAIN PLAYGROUND.
5. Assemble the group/class away from the main building - facing Peterhouse School.

The roll will be called and classes will ONLY return to the building when given the 'all clear' by the Headteacher or the person deputising for the Headteacher.

B. IF YOU ARE WITH A CHILD OR VISITOR/S IN ANOTHER PART OF THE SCHOOL.

DO **NOT** GO BACK TO THE CLASSROOM OR TRY TO FIND THE OTHER MEMBERS OF THE CLASS.

Escort the child or visitor/s to the nearest exit. Proceed to the MAIN PLAYGROUND.

If you are a class teacher or teaching assistant rejoin your class and await the roll call.

.....
C. IF YOU ARE ON YOUR OWN

Go to the nearest exit.

Proceed to the MAIN PLAYGROUND. Wait for the roll call.

If you are a class teacher, or teaching assistant rejoin your class.

.....
>>>>>>>>> **IF YOU DISCOVER A FIRE** <<<<<<<<<<

Break the glass on the nearest Fire Alarm. You should attempt to extinguish the fire ONLY

- IF the children are being evacuated safely and
 - IF you consider you are able to do so without putting yourself or others at risk.
- IF these two conditions do not apply proceed with the evacuation as directed.
RELAY A MESSAGE TO THE HEADTEACHER AS SOON AS POSSIBLE.

APPENDIX 5

METROPOLITAN BOROUGH OF SEFTON

ASSAULTS UPON EMPLOYEES: CODE OF PRACTICE

1. Statement of Policy

1.1 The Council is not prepared to tolerate:

- (a) Verbal or physical harassment of its employees, including racial and sexual harassment;
- (b) Physical assault upon employees by clients or other members of the public which are as a result of their employment by the Council;
- (c) Attacks on, or damage to, the property of employees of the Council which result from their employment.

The following procedure has been drawn up in order to provide guidance to employees and managers.

2. General

- 2.1 All employees are asked to read and note the following advice which may enable the avoidance of distressing circumstances.
- 2.2 The advice is not meant to be an exhaustive list of do's and don'ts since the response to awkward situations can vary enormously depending upon the circumstances of the particular occurrence. It is essential, therefore, that you use your common sense and judgement to avoid such difficulties occurring.

3. Prevention

- 3.1 Employees should be perceptive and 'read' situations. Other than attempts at robbery, assaults most often follow oral exchanges and result from an escalation of an argument. Every attempt should be made to avoid arguments and, if necessary, interviews with members of the public should be terminated if it appears likely that a row will develop. Employees must not be confrontational and caution should be exercised in what is said and how it is said.
- 3.2 Provocation should be ignored as responding to it may lead to physical assault.
- 3.3 Whilst a reasonable amount of force to restrain an attacker may be sometimes necessary, retaliation by way of physical assault is unacceptable. Such action may lead to disciplinary action.

3.4 Any specific anxieties must be discussed with the employee's supervisor.

4. In the Event of an Assault

4.1 If robbery appears to be the motive, employees should not needlessly expose themselves to danger by attempting to protect cash/commodities.

4.2 If the danger of serious assault is present, resistance should not be offered and employees should always call for assistance, if necessary, from the police. In certain situations, a threatened call to the police may deter an assailant.

4.3 If assaulted and injured, ensure prompt medical attention as the first priority. Where an assaulted employee requires medical attention, arrangements should be made by the Line Manager/Supervisor for him/her to be seen by a qualified first aider and/or taken to hospital as necessary. Arrangements should also be made for the individual to be taken home as necessary.

(a) In the event of assault of a more serious nature employees/employer should call the police. Calling the police immediately after a violent incident enables an immediate enquiry and makes the interview of the person responsible more likely. Where possible, the employee should inform a senior officer of his/her intention to contact the police and he/she may wish such an officer to call the police on their behalf. In any event, the reporting of a serious incident to the police must be notified to a senior officer who will arrange to inform the Chief Personnel Officer of the action taken.

(b) In the event of an assault of a less serious nature the employee should notify a senior officer as soon as possible. He/she should then decide in conjunction with that senior officer, who may wish to confer with the Chief Personnel Officer, whether or not the matter should be referred to the police. If it is decided to involve the police, the senior officer should inform the Chief Personnel Officer who will then make the necessary arrangements.

(c) If there is no police prosecution or involvement, the Authority will advise on private prosecution including the remedies available.

4.5 As soon as possible after an assault or any incident involving threat, verbal abuse, anti-social behaviour etc., the incident must be logged on the Sefton Council Incident Reporting System. If you are not a registered user of this system and wish to use it, please contact the Health & Safety Team on 0151 934 3438/3652 or 4309.

4.6 Where there is no police action or private prosecution, or where incidents less than assault occur, the Head of Service will determine if any action is appropriate (e.g. letter of rebuke) in consultation with the employee concerned and having regard to any possible adverse reaction.

4.7 Hate Crime reporting

4.8 The hate crime reporting scheme supports people living and working in Sefton who have experienced any form of hate crime.

4.9 It offers anybody who has experienced or witnessed an incident the opportunity to report in an alternative location than a police station or to report it anonymously on Sefton's web page.

4.10 Sefton Council is aware that some victims may wish to remain anonymous and respect their wishes. Fill in the online Hate crime Incident reporting form:

<https://forms.sefton.gov.uk/hatecrimereport/>

It will be emailed automatically to Sefton Council. The information will be stored and used only for monitoring purposes by the Sefton Safer and Stronger Communities Partnership.

5. Availability of Legal Assistance and Advice

5.1 The Chief Personnel Officer, in appropriate cases, will arrange for the provision of representation for employees who have been assaulted in the course of their duties.

5.2 It must be emphasised that serious assaults are a matter for investigation and prosecution by the police. The kind of assault in respect of which representation may be made available is common assault, where the police decide to take no action and the assaulted person brings a private prosecution in their own name in the Magistrate's Court.

6. Financial Allowances and Compensation

6.1 Where there has been permanent physical injury, a claim can be made on the Authority's Personal Accident Policy (Assault). Cover is also available in respect of loss, destruction or damage of or to clothing and/or personal effects arising out of assault. Advice on this matter is available from the Finance Service Manager.

6.2 Serious injuries can attract financial compensation from the Criminal Injuries Compensation Board. As appropriate initial advice can be sourced for the employee.

6.3 Where appropriate, sickness absence as a result of assault would normally be treated as an industrial injury for the purpose of the sick pay scheme i.e. it may not count against normal sick pay entitlement. The normal reporting procedure in relation to sickness absence must be observed and an Incident Report Form must be completed. Advice on this matter is available from Corporate Personnel.