



“Respect Your Achievements Now”

HEALTH & SAFETY POLICY

Approved by: Mrs. Harris and Mr. Hoque
Approval Date: 21/09/2026
Review Date: 21/09/2027



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HEALTH & SAFETY POLICY

Under the obligation of the Health & Safety at Work Act 1974, its related regulations and in line with law enforcement the R.Y.A.N Education Academy commits to maintaining the highest practical standards of safe working practices, conditions, and environment.

The intention of the Health and Safety at Work Act (HASAWA) 1974 states that all employees, regardless of occupation or type of employment contract, should be subject to the same safety environment and health and safety method.

LOCATION

The policy covers the premises of R.Y.A.N Education Academy – Vocational Centre at: YMCA Building **301 Reservoir Road, Birmingham, B23 6DF** and their environment.

RESPONSIBILITY

Employer Responsibilities:

The **Proprietor** of R.Y.A.N Education Academy – Vocational Centre has overall responsibility for ensuring that appropriate health and safety arrangements are in place and implemented across the school. The Proprietor will ensure that staff receive appropriate health and safety information, instruction, training and supervision, and that suitable risk assessments and control measures are maintained.

The Headteacher / Head of Curriculum and Education will: -

1. Provide information and training.
2. Consult with all staffs to establish procedures with balanced participation.
3. Designate competent personnel for health and safety.
4. Identify employees at risk and adopt appropriate measures.
5. Assess risks and implement preventative measures.
6. Ensure employees are informed they must care for their own safety and that of others, and to co-operate with the employer.
7. Maintain a place of work, in a condition that is safe and without risk, and ensure entrances exits are safe and without risk to health.

8. Ensure that people not employed (*e.g., members of the public, clients, and young people*) are not exposed to risks to their health and safety.
9. Ensure lighting, space, ventilation, equipment, heat in office is adequate to working conditions.
10. To carry out regular inspections to ensure that standards set by the safety audit are being met.
11. Display a map of the school outlining fire exits, fire equipment, warning notices and first aid box.
12. To ensure First Aider has received appropriate training in emergency First Aid at Work and holds a recognised certificate e.g., the St. John's Ambulance or Chartered Institute of Environmental Health and refresher courses are attended.

Employee Responsibilities:

All staff are responsible for acting in a safe manner whilst at work. By understanding our responsibilities and following the safety rules of the R.Y.A.N Education Academy – Vocational Centre staff will be helping with our legal duties and contributing to the safe running of our school and its environment.

Under section 7 and 8 it is the responsibility of all employees of R.Y.A.N Education Academy – Vocational Centre:

1. To take responsible care for their own safety and of other people who may be affected by his/her acts or omissions by what we do or fail to do.
2. To co-operate with the Head of Curriculum and Education so far as it is necessary to enable R.Y.A.N Education Academy – Vocational Centre to promote health and safety.
3. Not interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.
4. To co-operate so that we as staff and our Centre can fulfil our legal duties e.g., comply with our safety rules.
5. To set a good personal example in relation to health & safety.
6. Bring to the attention of the Head of Curriculum and Education of any unsafe equipment detrimental to health and safety and welfare of self/others.

First Aid Personnel Responsibilities:

1. Administer First Aid in accordance with the current Legislation and approved code of practice
2. Record all accidents that are reported to them in the CRONER Accident Book.

3. Re-stock first aid boxes at regular intervals and when necessary.

Fire Marshall Responsibilities:

1. Carry out the duties for which they are trained when emergency evacuation of the school is required.

ACCIDENT, INCIDENT, HAZARDS, REPORTING

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), R.Y.A.N Education Academy – Vocational Centre will report to the Health and Safety Executive (HSE) any work-related fatalities, specified injuries, occupational diseases, dangerous occurrences, and injuries resulting in an employee being absent from work for more than seven consecutive days (excluding the day of the accident). Reports will be submitted within the required statutory timeframes. Over-seven-day injuries will be reported within 15 days in accordance with statutory requirements.

Injuries to pupils, visitors or other non-workers will also be reported where they arise out of or in connection with a work activity and result in the individual being taken directly from the premises to hospital for treatment.

FIRST AID

The R.Y.A.N Education Academy-Vocational Centre recognise that by providing suitable first aid facilities, having regard to the nature of our undertaking and the number and location of our staff, we may reduce the immediate impact of any accident.

It is our policy to:

- Appoint and train suitable numbers of first aid personnel. All staff were first aid trained on the **4th September 2024**.
- Provide and maintain suitable and sufficient first aid facilities.
- Ensure that first aid facilities, equipment and personnel are readily available.
- Provide additional training for first aid personnel as necessary to consider any specific hazards.

R.Y.A.N Education Academy – Vocational Centre - First Aid Reporting Procedures are as follows:

CIRCUMSTANCES

*An accident **not** requiring professional medical treatment e.g., sprains, small cuts, bruising, grazing knee etc.*

PROCEDURE

1. Basic First Aid procedure must apply, e.g., wash and clean small cuts and cover with sterile plaster if appropriate.
2. Details must be reported in the 'Accident Reporting' Book provided by R.Y.A.N Education

3. Head of Curriculum and Education must be informed of any absence resulting in absence following accident/incidents.
4. First Aid box is kept in the bottom draw of the filing cabinet in the office.
5. Qualified First Aider – **Atikul Hoque and Nasser Mustifa**.
6. First Aid information will be displayed in the general office.

Accident/incident requiring professional medical attention e.g., Hospital, Doctor.

In the First instance the welfare of the patient MUST be paramount. Details of the incident MUST be recorded in the Accident Reporting Book. If this is not complied with could be in breach of HASAWA and may lead to prosecution.

Any 'incident' which requires an employee or Client to receive professional medical treatment MUST be recorded in the CRONER 'Accident Report Book' A telephone call should be made to Next of Kin as soon as it is practicable e.g., spouse, relative if the situation warrants such action.

*Treatment of Hospital
(Or by local GP)*

Note: Scissors, creams should not be placed in the First Aid Box.

ADMINISTRATION OF MEDICATION

A Pupil Care Plan must be completed before any medication is administered in school. Medication must only be administered in accordance with the information recorded on the Pupil Care Plan and the instructions provided with the medication. One witness is required whenever medication is administered. The member of staff administering the medication and the witness must both complete and sign the Pupil Medication Form, recording the date, time, medication and dosage administered. Any concerns, errors or adverse reactions must be reported immediately to the Headteacher / Head of Curriculum and Education and appropriate medical advice sought where necessary.

REPORTABLE INJURIES TO RIDDOR

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), R.Y.A.N Education Academy – Vocational Centre will report qualifying work-related deaths, specified injuries to workers, occupational diseases, dangerous occurrences and over-seven-day injuries where the statutory criteria are met. An over-seven-day injury is reportable where a worker is away from work or unable to carry out their normal duties for more than seven consecutive days, excluding the day of the accident; the report must be made within 15 days.

Specified injuries to workers include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to cause permanent loss of sight or reduction in sight;
- crush injuries to the head or torso causing damage to the brain or internal organs;
- serious burns, including scalding, covering more than 10% of the body or causing significant damage to the eyes, respiratory system or other vital organs;
- scalping requiring hospital treatment;
- loss of consciousness caused by head injury or asphyxia; and
- injuries arising from work in an enclosed space which lead to hypothermia or heat-induced illness, or require resuscitation or admission to hospital for more than 24 hours.

For pupils, visitors and other non-workers, an injury is reportable where it arises out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment. Examination or diagnostic tests alone do not constitute treatment for this purpose.

REPORTING ACTION FOR ALL INJURIES

All injuries, accidents and incidents must be reported promptly to the **Headteacher / Head of Curriculum and Education** and, where appropriate, to a qualified First Aider.

The welfare of the injured or unwell person must be the first priority. Appropriate first aid should be provided by a trained member of staff within the limits of their training and competence.

Where there is a **life-threatening or serious emergency, 999 must be called immediately**. Staff must follow any instructions provided by the emergency services. NHS guidance confirms that 999 is for life-threatening emergencies.

Where urgent medical advice is required but the situation is **not life-threatening**, staff may contact **NHS 111**, which can advise on the most appropriate service or course of action.

Parents, carers or next of kin should be informed as soon as reasonably practicable where appropriate.

All accidents and incidents must be recorded in the school's **Accident Reporting Book / appropriate incident form**. The Headteacher / Head of Curriculum and Education will determine whether the incident requires further investigation or reporting under **RIDDOR**.

Where the incident involves blood or body fluids, the appropriate **Blood and Body Fluid Spillage Incident Form** must also be completed.

INJURIES TO BE TREATED ON-SITE (SCHOOL) AND THOSE TO BE DEALT WITH AT THE HOSPITAL

The duty to notify and report rests with the 'responsible person'. For incidents involving young people and school staff, this is normally the main employer at the school.

INJURIES THAT CAN BE TREATED ON SCHOOL PREMISES:

- Sprains and strains
- Minor wound infections
- Minor burns and scalds
- Minor head injuries i.e., small cut

- Insect and animal bites
- Minor eye injuries i.e., speck of dust in eye

If the school cannot deal with any of the above injuries these can be treated by the Accident and Emergency Department at the nearest Hospital.

INJURIES TO BE TREATED BY THE ACCIDENT AND EMERGENCY DEPARTMENT - HOSPITAL:

- Chest pain
- Broken Bones
- Breathing difficulties
- Problems usually dealt with by a GP
- Severe stomach pains
- Gynaecological problems
- Pregnancy problems
- Allergic reactions
- Overdoses
- Alcohol related problems
- Mental health problems
- Conditions likely to require hospital admission

How to decide whether an accident to a young person 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- A failure in the way a work activity was organised (*e.g inadequate supervision of an off-site activity*).
- The way equipment or substances were used (*e.g lifts, machinery, experiments in a science lab etc*); and/or
- The condition of the premises (*e.g poorly maintained or slippery floors i.e., signs were not displayed*).

Therefore, if a young person is taken to hospital because of breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a young person is taken to hospital because of their medical condition (*e.g., asthma attack, epileptic seizure*) this would not be reportable as it did not result from the work activity.

YOUNG PERSON CARE PLAN

Young person Care Plan detailing medical information will be available to key personnel which will identify:

- (a) Personal Details
- (b) Medical Condition e.g., Asthma, Epilepsy, Diabetes
- (c) Allergies e.g Nuts, Hay fever, Insect bites
- (d) Types of Symptoms that will occur

(e) Emergency Treatment

The Young person Care Plan will state what levels of injury can be treated onsite and what levels automatically trigger and emergency call out (*See Appendix 2.*)

EMERGENCY TELEPHONE NUMBERS

Dial 999 in the event of an emergency or dial 112 as an alternative to 999.

Tell the operator which service you want at which point you will be connected

Tell the emergency service:

- Where the incident is
- What the incident is
- Where you are and the phone you are calling from

FIRE PROCEDURES

Fire extinguishers are positioned in the corridor as follows:

- CO₂ extinguishers
- Foam spray extinguishers
- Two of each type

EXTINGUISHERS

CARBON DIOXIDE CO₂

Safe to use on flammable liquid fires, electrical fires. (*Not be used on wood, paper, textiles etc.*).

Aqueous Film Forming Foam (AFFF) Foam Spray

Safe to use on wood, paper, textile, flammable liquids. (*Not to be used on electrical equipment, flammable metal fires*).

WHO IS RESPONSIBLE FOR USING A FIRE EXTINGUISHER?

- (a) It must be a responsible person. It can be an employer or a designated employee, e.g., 'Fire Marshall.'
- (b) The person and or 'Fire Marshall must be competent in using the fire extinguisher.
- (c) Training, must be undertaken an extinguisher in the event of an emergency when, e.g., evacuating a building or as a first aid firefighting appliance.

FIRE DRILL

- In the event of a fire employees are required to leave the building immediately (do not waste time looking for personal belongings).
- Assemble at the fire assembly point:
Rear car park **across the Coppice building**.
- Close all doors before leaving the building if it is safe to do so (*This will prevent the fire from spreading.*)
- Call fire emergency services, **dial 999** or **112** from any phone.
- You are required to follow the procedure in external venues when working outside of R.Y.A.N Education Academy – Vocational Centre.

WARNING NOTICES

Warning notices will be displayed on equipment where appropriate and on the walls in the General Office/Classroom for information purposes.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

In line with COSHH Regulation R.Y.A.N Education Academy will assess risk, and control measures to be used when dealing with specified chemicals. It is in the interest of the Project to identify chemicals (if any) in the location of work and to take hazard avoidance measures when appropriate.

Under the COSHH legislation R.Y.A.N Education Academy – Vocational Centre will: -

1. Assess the risk to health arising from substances at work and what precautions are needed.
2. Introduce appropriate measures to prevent or control risk.
3. Where necessary, monitor the exposure of employees and carry out an appropriate form of surveillance of their health.
4. Ensure that control measures are used, and that equipment is properly maintained and procedures observed.
5. Inform, instruct, and train employees about the risks and the precaution to be taken (this task will be undertaken by a qualified person).

MANUAL HANDLING

Manual handling refers to “*transporting*” of a load by one or more workers, including, putting down, lifting, pulling, carrying, or moving a load. In the case of back injuries, the R.Y.A.N Education Academy – Vocational Centre will ensure: -

- The avoidance of the need for manual handling where practicable
- Arrange work stations to reduce risk of back injury.
- Provide adequate training on lifting and handling loads.
- Where manual handling cannot be avoided ensure to reduce the risks i.e., taking into consideration the person, task, load, working environment, individual capability, and other factors such as the employees’ height.

PROTECTIVE CLOTHING

1 PROTECTIVE CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

R.Y.A.N Education Academy – Vocational Centre recognises that certain activities, particularly vocational and practical activities, may require the use of Personal Protective Equipment (PPE).

Where risks are identified through risk assessments, appropriate PPE will be provided and must be worn.

Examples of PPE may include:

- Safety goggles
- Protective gloves
- Dust masks
- Protective clothing or aprons

Staff must ensure that pupils understand when PPE must be worn and how to use it safely.

WOODWORK / WORKSHOP ROOM SAFETY PROCEDURES

R.Y.A.N Education Academy – Vocational Centre provides vocational learning opportunities which may include the use of woodwork tools, hand tools, and workshop equipment. Due to the potential risks associated with these tools, strict safety procedures must be followed at all times.

- Access to the Workshop
- The woodwork/workshop room must remain locked at all times when not in use.
- Access to the workshop is restricted to authorised staff and supervised pupils only.
- Pupils must never enter the workshop without direct staff supervision.
- The responsible staff member must ensure the room is securely locked when the session has ended.
- Supervision
- Pupils must be directly supervised by a trained member of staff at all times when using workshop tools or equipment.
- Staff must ensure pupils understand the safe use of tools before beginning any activity.
- Pupils must follow all safety instructions given by staff.
- Tool and Equipment Safety
- All tools and equipment must be stored securely when not in use.
- Only appropriate tools for the pupil’s ability and task should be issued.

- Staff must check equipment before use to ensure it is safe, maintained, and not defective.
- Any damaged or unsafe equipment must be removed from use immediately and reported to the Headteacher / Head of Curriculum and Education.
- Personal Protective Equipment (PPE)

Where appropriate, pupils and staff must wear suitable protective equipment including:

- Safety goggles
- Protective gloves (where appropriate)
- Dust masks when required
- Protective clothing or aprons

Loose clothing, jewellery, or long hair must be secured before using equipment.

- Behaviour Expectations
- Pupils must behave responsibly and follow all safety instructions.
- Running, horseplay, or misuse of equipment in the workshop is strictly prohibited.
- Any unsafe behaviour will result in the activity being stopped immediately.
- Risk Assessments
- A specific risk assessment must be completed for the workshop and all woodwork activities.
- Risk assessments will consider the needs of pupils with SEND, including autism and ADHD, ensuring activities are adapted appropriately.
- Emergency Procedures
- Staff must know the location of first aid kits and emergency equipment.
- Any accident or near miss must be reported and recorded in the Accident Reporting Book in accordance with RIDDOR procedures.
- Equipment must be switched off immediately if a hazard occurs.
- Maintenance and Inspection
- Workshop equipment will be regularly inspected and maintained.
- Staff will report faults immediately to the Headteacher / Head of Curriculum and Education.
- Tools must be returned to their designated storage after use.

USE OF DISPLAY SCREEN VDU EQUIPMENT

The **R.Y.A.N. Education Academy – Vocational Centre** is committed to ensuring the health and well-being of its employees when using **Display Screen Equipment (DSE)**, including laptops and desktop computers.

To support this, the academy will:

1. Require employees who regularly use **laptop or desktop computer equipment** to undergo an **eye screening test** as part of their employment conditions.
 - a) R.Y.A.N Education Academy – Vocational Centre will contribute to the cost of annual eye test (note not exceeding (£29.95), for any employee eligible. The contact lens check normally costs £50. Employees should submit receipts for authorisation of payment.
 - b) Where the eye test shows that spectacles will be needed by the employee specifically for the use of computer-based work, they are asked to provide a copy of this in writing by the Optician. A contribution of the cost (**£50.00**) of spectacles

adequate for use of a laptop or computer will be met by R.Y.A.N Education Academy – Vocational Academy and a receipt must be provided for payment.

R.Y.A.N Education Academy will also meet the costs of extra eye tests if users are described as: -

- 1) Suffering from any form of visual impairment which may be reasonably considered to be related to use of laptop or computer-based work.
 - 2) If more frequent testing recommended by an optician/optometrist.
2. The designs of work equipment, such as tables, chairs are arranged in order that the employee can work at ease and in comfort.
 3. Employees are trained on how to use computers properly and how they must be seated.
 4. Employees are allowed to take periodical breaks from using computer equipment to alleviate eye strain, headaches, fatigue, stress, and possible lime disorder.



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INCIDENT/ACCIDENT/DAMAGE/LOSS/REPORT FORM

Please complete this form including all relevant details, e.g., witnesses, suspects, etc. and then pass to the Head Teacher as soon as possible after the incident. Each incident of loss or damage **MUST** be reported and filed. Failure to do this will fall in breach of the HASAWA 1974.

Report on Accident/Damage/Loss/Incident

Action Taken:

Report Completed by:	Signature:
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Date of Incident:	Date of Report:
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Health & Safety Executive Informed	Yes	No
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Comments (Official Use Only)



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YOUNG PERSON CARE PLAN

Name: _____

YOUNG PERSON

PHOTO

D.O.B: _____

Year Group: _____



This young person has an allergy to:

This young person takes the following medication:

Emergency Contact Number & Address:

Medical Condition:

Signed: _____ Date: _____

Describe the condition and give a description of individual symptoms /
Side effects of medication:

Signed: _____ Date: _____

Emergency Treatment: (On-site or Hospital)

Signed: _____ Date: _____

IF THIS CARE PLAN IS TO BE DISPLAYED ELSEWHERE THEN PARENTAL CONSENT
MUST BE OBTAINED

Parental Consent: to be displayed YES / NO

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PUPILS MEDICATION FORM

Name of PUPIL -

NAME OF MEDICATION	DOSAGE TO BE GIVE	WHEN TO BE GIVEN

Side affects:

STAFF MEMBER WHO HAS ADMINISTERED THE MEDICATION	STAFF (WITNESS)	TIME MEDICATION WAS ADMINISTERED	DATE

MANAGEMENT POLICY OF BLOOD AND BODY FLUID SPILLAGE

PURPOSE

Blood and body fluids may contain bacteria or viruses capable of causing infection. R.Y.A.N Education Academy – Vocational Centre will therefore apply appropriate infection prevention and control procedures whenever staff or pupils may come into contact with blood or body fluids.

All blood and body fluids will be treated as potentially infectious and appropriate precautions will be taken.

BLOOD AND BODY FLUID SPILLAGES

Blood or body fluid spillages must be dealt with promptly by a member of staff who understands the appropriate cleaning procedures.

When cleaning a spillage:

- Eye and face protection should also be used where there is a risk of splashing.
- Disposable gloves and a disposable apron must be worn.
- Disposable paper towels or appropriate absorbent material should be used to contain the spillage.
- The affected area must be cleaned and disinfected using an appropriate product effective against bacteria and viruses, following the manufacturer's instructions.
- A suitable blood/body fluid spillage kit should be readily available.
- Any broken glass or other sharp material must not be picked up by hand and should be dealt with using suitable equipment.
- Contaminated waste must be disposed of safely in accordance with the school's waste-disposal arrangements.
- Hands must be washed thoroughly with soap and water after gloves and other PPE have been removed.

FIRST AID FOLLOWING EXPOSURE TO BLOOD OR BODY FLUIDS

If blood or body fluids come into contact with a person:

- Intact skin: wash the affected area thoroughly with soap and running water.
- Broken skin, cuts or sharps injuries: wash the area with soap and running water. Do not scrub or suck the wound. Cover it with a waterproof dressing.
- Eyes: rinse immediately and thoroughly with clean running water or an appropriate eyewash.
- Mouth or nose: rinse thoroughly with plenty of clean water and do not swallow the water.

- Contaminated clothing should be removed as soon as practicable and handled appropriately.

Where there has been a needlestick/sharps injury, exposure to another person's blood, or significant contamination of broken skin, eyes, mouth or nose, urgent medical advice must be sought. HSE specifically advises prompt medical assessment because post-exposure treatment may sometimes need to be started quickly.

REPORTING

Any significant blood or body fluid exposure incident must:

- be reported immediately to the Headteacher / Head of Curriculum and Education;
- be recorded in the school's Accident Reporting Book;
- have the Blood and Body Fluid Spillage Incident Form completed where appropriate; and
- be considered for further investigation and RIDDOR reporting where the statutory reporting criteria are met.

Appropriate medical advice must be sought following any exposure where there may be a risk of infection.

EQUIPMENT

R.Y.A.N Education Academy – Vocational Centre will ensure that suitable blood/body fluid spillage equipment is readily available and that relevant staff know how to access and use it safely.

REVIEW PROCESS FOR POLICIES AND PROCEDURES
BLOOD AND BODY FLUID

NO.	DETAILS OF POLICY	COMMENTS
1.	Title of Policy	Management Policy of Blood and Body Fluid Spillage.
2.	Drafted by:	Catherine Elizabeth Harris
3.	Who does the policy affect?	Every staff member of the R.Y.A.N Education Academy – Vocational Centre
4.	Are the National Guidelines / Codes of Practice given?	Yes
5.	Has the consideration been given to equal opportunities when developing the policy and have key personnel being involved where appropriate?	Yes
6.	Where was policy information obtained from?	Health and Safety Executive - Incident reporting in schools (<i>accidents, diseases, and dangerous occurrences</i>) <i>Guidance for employers</i>
	Policy Management	
7.	Is there a requirement for a new revised management structure for the implementation of the Policy?	No
8.	If No Why?	All key personnel and are involved in the Policy and staff are aware of its

		implementation.
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	Consultation Process	
9.	Was there external / internal consultation	Internal Only
10.	If external / internal comments have not been included	The Head of School, together with key personnel, was confident through research to develop the policy and therefore external consultation was not required.
11.	Does the policy have any attachments etc? If so, state their function.	The Policy will have a copy of the Incident form for reporting Blood and Body Fluid Spillage
	Risk Management	
12.	Name / Job Title of who submitted the policy for agreement Is a review of the Policy required by Ofsted	Catherine Elizabeth Harris – Head Teacher / Head of Curriculum and Education Yes
	Policy Review <i>(For use only when the policy is for review)</i>	
13.	Policy Name:	Management Policy of Blood and Body Fluid Spillage.
14.	Are any changes required of the Policy	No – will look at this at the next review date
15.	Review of Policy will be undertaken by:	Catherine Elizabeth Harris – Headteacher / Head of Curriculum and Education
16.	Date of Next Review	September 2027

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BLOOD AND BODY FLUID SPILLAGE – INCIDENT FORM

Please complete this form including all relevant details., e.g., witnesses, suspects, etc. and then pass to the Head Teacher soon as possible after the incident. Failure to do this will fall in breach of the HASAWA 1974.

Name of Staff Member: _____ Position: _____

Name of Young person: _____ Year Group: _____

Home Address: _____

Home Telephone No: _____ Mobile: _____

Parent (s) / Guardian (s) Carer (s) Telephone No: _____

A. Description of incident:

B. Complete all the sections below:

1. Wound

(a) Did the incident cause a wound on the young person / employee? ☐ Yes ☐ No

(b) Did the wound result in visible bleeding? ☐ Yes ☐ No

(c) Was the wound caused by: ☐ Needle ☐ Human Bite ☐ Insect Bite?

☐ Other sharp instrument (specify) _____

(d) Was the object causing the wound potentially contaminated with blood/body fluids? ☐ Yes ☐ No

2. **Blood/Body Fluid**

(a) Did the individual's blood / body fluid come in contact with your body?

☐ Yes ☐ No

(b) What was the substance to which you were exposed? ☐ Blood ☐ faeces

☐ Urine ☐ Vomit ☐ Saliva ☐ Sexual Fluids

(c) If the substance was anything other than blood was there any blood visible in the fluid? ☐ Not Applicable ☐ Yes ☐ No ☐ Unknown

(d) What part of the body was exposed to the substance? (Tick all that apply) ☐ Mouth ☐ Eyes ☐ Nose ☐ Ears ☐ Skin (specific Location)

_____ other (Specify) _____

C. How long was you body part in contact with the substance? _____

(a) If the exposure was to your skin, was your skin abraded in any way?

☐ Yes ☐ No

(b) If yes, what was the nature of your skin abrasion? ☐ Acne ☐ Eczema ☐ Cracks due to dry skin ☐ unhealed cuts / scratches ☐ other (specify) _____

D. Which of the following procedures were being used at the time of the incident?

(Tick all that apply) ☐ cuts / open wounds covered with bandages ☐ Gloves

(vinyl/latex) ☐ Mask ☐ Goggles / glasses ☐ Other (specify) _____

E. Intervention applied – after exposure what did you do? ☐ Washed hands / exposed

area ☐ Changed clothes ☐ Flushed eyes / rinsed mouth ☐ Showered ☐ other

(specify) _____

F. Medical Intervention – in the event of contact with blood and / or body fluid it is required that you discuss with trained physician or school nurse (if applicable)

- HBV antibody or previous vaccination status for HBV
- The need for HIV/HBV antibody testing
- Notifying your doctor or health care provider of the exposure to blood or body fluids immediately.

Date such discussion occurred: _____

Signature: _____ Date: _____ Time: _____

Name: _____

School Nurse/ First Aider: _____ (if applicable)