

iWYYS
It's What You Say

CReATIVE Education Provision

Prevention of Accidents Policy

IWYS - Prevention of Accidents Policy

This policy is in conjunction with the IWYS Health & Safety Policy and health & Safety Organisational Chart

[IWYS - health & Safety Policy Statement for Schools](#)

[iwys-health-safety-organisational-chart.pdf](#)

[iwys-fire-safety-policy.pdf](#)

1. Purpose

The purpose of this policy is to establish guidelines and procedures to prevent accidents within IWYS Alternative Education Provision ensuring the safety of all pupils, staff, and visitors.

2. Scope

This policy applies to all staff, students, and visitors within the IWYS Alternative Education Provision premises and during school-related activities.

3. Responsibilities

- **Proprietor (Charmaine):** Oversee the implementation of this policy and ensure compliance.
- **Staff Members:** Follow safety procedures and report hazards.
- **Students:** Adhere to safety guidelines and report any unsafe conditions.

4. Risk Assessment

- Conduct regular risk assessments to identify potential hazards.
- Evaluate risks and implement control measures to mitigate them.

5. Safety Procedures

- **Classroom Safety:** Ensure all equipment is used safely and stored properly.
- **Corridor and Stairwell Safety:** Keep these areas free of obstructions and ensure they are well-lit.
- **Breaktime Safety:** Supervise students during breaks

6. Training

- Provide staff with regular training on safety procedures and accident prevention.
- Educate students about personal safety and accident prevention.

7. Reporting and Recording Accidents

- All accidents must be reported to the proprietor and recorded in the accident book.
- Investigate accidents to prevent recurrence and implement corrective actions.

8. First Aid

- Maintain a well-stocked first aid kit in accessible locations.
- Ensure trained first aiders are available at all times.

9. Emergency Procedures

- Develop and communicate clear emergency procedures.
- Conduct regular emergency drills (e.g., fire drills) to ensure preparedness.

10. Review and Monitoring

- Review the accident prevention policy annually.
- Monitor the effectiveness of safety measures and make necessary adjustments.

Reviewed	January 2025
Authorised	Charmaine Baines/Proprietor
Next Review	January 2026