

Re: School Self-Assessment

Tracey Sims <Tracey.Sims@swinderby.lincs.sch.uk>

Fri 03/05/2024 09:27

To: Zoe Longstaff <Zoe.Longstaff@swinderby.lincs.sch.uk>

Useful to know re: EVOSafe.

Kind Regards

Tracey Sims

Senior Administrator

Swinderby All Saints C of E Primary School

High Street

Swinderby

Lincoln

LN6 9LU

Tel: 01522 868287

Email: Tracey.sims@swinderby.lincs.sch.uk

From: Zoe Longstaff <Zoe.Longstaff@swinderby.lincs.sch.uk>

Sent: 03 May 2024 09:24

To: Tracey Sims <Tracey.Sims@swinderby.lincs.sch.uk>; Sharon Feast <Sharon.Feast@swinderby.lincs.sch.uk>

Subject: Fw: School Self-Assessment

Zoe Longstaff

Head Teacher

Swinderby All Saints Primary School

From: Sophie Grove <Sophie.Grove@lincolnshire.gov.uk>

Sent: 03 May 2024 09:18

To: Zoe Longstaff <Zoe.Longstaff@swinderby.lincs.sch.uk>

Subject: RE: School Self-Assessment

Morning Zoe,

Thank you for your email.

According to our G4 Accident reporting policy ([g4-accidents-incidents-and-dangerous-occurrences \(lincolnshire.gov.uk\)](https://lincolnshire.gov.uk/g4-accidents-incidents-and-dangerous-occurrences)) all accidents, incidents and near misses involving employee, services user, member of the public, pupils or contractor, whilst on an LCC site or during an LCC-organised activity should be recorded on our accident reporting system – EvoSafe.

However, when it comes to schools, we appreciate that a lot of accidents happen during play time or from children just being children. Therefore, we don't need to know the everyday issues of falling over on the playground and grazing a knee, which results in a cold compress, ice packs or reassurance to the child. These can continue to be recorded locally e.g. in accident books on site.

What we do ask though, is if the child experiences a head injury or received more significant first aid treatment from a first aider for example, you will let the parent know and advise they look out for concussion

symptoms or any worsening if their condition/injury, then we would also like that reporting onto EvoSafe ideally. This way if anything were to occur post-accident, and action is bought upon LCC, the first thing legal do is come to us for our records.

EvoSafe is also used to record accidents or incidents:

- That occur due to / involve LCC property
- That occur based on our activities
- That end in attending hospital

These occurrences may also form part of a RIDDOR report as well, although not always.

To aid in the reporting process, the CHST has created a flow chart to try and help with where occurrences should be reported, please see the link below:

<https://forms.office.com/e/zAuw2hN93K>

Apologies regarding links not working, converting the document into a PDF seems to have made the links disappear unfortunately. Please see the template attached to the email.

The link regarding Driving for School, also disappeared so I've included it, just in case it could be useful: [Road traffic – Professional resources \(lincolnshire.gov.uk\)](#).

No, don't worry about sending the COSHH assessments through, unless you wanted me to have a quick look at them to make sure they're complete, but you don't have to do that.

I hope that is some help,

Kind regards

Sophie

From: Zoe Longstaff <Zoe.Longstaff@swinderby.lincs.sch.uk>

Sent: Friday, May 3, 2024 8:17 AM

To: Sophie Grove <Sophie.Grove@lincolnshire.gov.uk>; Sharon Feast <Sharon.Feast@swinderby.lincs.sch.uk>; Tracey Sims <Tracey.Sims@swinderby.lincs.sch.uk>; CorporateHealth&Safety <CorporateHealthAndSafety@lincolnshire.gov.uk>

Subject: Re: School Self-Assessment

Some people who received this message don't often get email from zoe.longstaff@swinderby.lincs.sch.uk. [Learn why this is important](#)

Caution external: This email originated from outside of the council. Do not click on links or open attachments unless you are confident the email is legitimate

Dear Sophie,

Thank you for the Health and Safety audit. I have met with my Site Manager to look at areas that needed addressing as a result of the audit.

I have the following questions:

Please can you give me a definite answer about how we use Evosafe. We currently use it to record 'near misses' and 'serious incidents.' Should we be logging ALL incidents involving First Aid, this would be a high number e.g children bumping their head etc.

Also, we will complete a RA for 'Driving for Work'. Are you able to resend the template please as the link didn't work.

My Site Manager is going through ALL products used and will have COSHH sheets sorted for them. Do we need to send these to you?

Finally, I have amended the lone working RA and attached it. This hopefully clarifies the signing in/ out part.

Please let me know if I need to do anything else?

Kind regards,

Zoe Longstaff
Head Teacher
Swinderby All Saints Primary School

From: Sophie Grove <Sophie.Grove@lincolnshire.gov.uk>
Sent: 23 April 2024 17:01
To: enquiries <enquiries@swinderby.lincs.sch.uk>
Subject: School Self-Assessment

Good afternoon,

The Corporate Health and Safety team would like to thank you for taking the time to complete the 2023/24 Schools Self-Assessment form.

Please find attached the report, within the report you'll find areas of non-compliance along with accompanying recommendations.

If you have any question or require further assistance, please don't hesitate to get in touch with us.

Kind Regards,

Sophie

Sophie Grove TechIOSH
Assistant Health and Safety Advisor
Lincolnshire County Council
County Offices, Newland, Lincoln LN1 1YL

Email: sophie.grove@lincolnshire.gov.uk
Teams: [Available here](#)
Website: www.lincolnshire.gov.uk

If your email is a request under the Freedom of Information Act then please send this to customerinformationservice@lincolnshire.gov.uk



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