

Accident Reporting Policy

(Accident, Incident, Near Miss and Occupational Disease Reporting and Investigation)

Aim

Our primary aim is to prevent all accidents, incidents and occupational disease from occurring. We want to protect all employees, pupils, visitors, and others that may be affected by our activities so that everyone goes home safely at the end of the working day. In our efforts to achieve this, we record all accidents and occupational diseases, and actively encourage the reporting of incidents and near misses.

This policy applies to all staff, pupils, parents and visitors to the school and should be read alongside these other policies:

- First Aid Policy
- Visitors Policy
- Allergy Policy

Scope and Purpose

This accident reporting policy applies to occurrences involving pupils, staff, visitors and any other user of the school premises.

All accidents that occur on the school premises must be dealt with and reported as soon as possible in accordance with the procedures detailed in **Appendix A**.

Timely reporting of accidents enables the school not only to deal with matters rapidly to ensure the best outcomes for those involved but also to expedite any investigations and increases the likelihood of important findings. The sooner the cause of details of an accident are identified, the sooner the school can establish preventative or mitigating measures for the future.

Definitions

ACCIDENT: An accident can be defined as any unplanned, unwanted event (including an act of non-consensual physical violence) that results in personal injury or; damage to, or loss of, property, plant or materials; or damage to the environment. All accidents, no matter how trivial they may seem, need to be reported and recorded. This can range from a small cut or bruise, to the fracture or amputation of a limb, or death.

INCIDENT: An incident can be defined as any unplanned, unwanted event that is not an accident or near miss but that has negative consequences e.g., an incident of verbal abuse or threatening behaviour against an employee.

NEAR MISS: A near miss can be defined as an unplanned event that does not result in personal injury, death or damage, but has the potential to do so. For example, a shelving unit coming away from the wall and falling, narrowly missing a pupil or member of staff.

OCCUPATIONAL DISEASE: An occupational disease is a work-related disease or condition as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which has been confirmed by a medical practitioner, e.g., occupational dermatitis. For a summary of reportable occupational diseases, please visit:

<http://www.hse.gov.uk/riddor/occupational-diseases.htm>



What should I report?

The school expects staff to report all pupil accidents no matter how minor.

Minor injuries to staff such as small cuts or non-extensive bruises etc., that would not normally require action on behalf of the school, do not have to be reported (although staff may choose to do so should they wish).

All accidents that involve (or could have involved) more severe injuries and require actions of investigation by the school must be dutifully reported. Staff are obliged to report any of the following;

- All accidents involving pupils
- Any injury that requires medical care or hospitalization
- If an ambulance is called (e.g., where the School Nurse is not involved – at an away fixture)
- Any blows or injuries to head, skull or face
- Occurrences of loss of consciousness, being knocked out, concussion
- Damage to any of the senses (i.e., partial or complete loss of hearing, sight, etc)
- Incapacitation, dislocation of or breaks to limbs that hinders functionality and movement (including paralysis and amputation)
- Damage to the skin (burns, bruises or cuts)
- Blows or injuries to the spine, back or ribs
- Harm to the nervous system or loss of consciousness
- Poisoning
- Contamination from hazardous substances or transmission of disease

Near Misses

Staff are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:

- Slippery surfaces
- Uneven surfaces (i.e., paving slabs, paths, curbs etc.)
- Broken or cracked windows/glass and or door and window frames
- Water leaks
- Gas leaks
- Collapses of walls, ceilings etc
- Inadequate electrical insulation of circuits

These occurrences should be reported as soon as possible using the following email link:

maintenance@silcoates.org.uk

Occupational Diseases

Staff must report any suspected work-related ill health to the Bursar, who will ensure that a record is kept. This will then be investigated in a similar way as other untoward incidents, with further medical advice being sought where necessary.



Reporting Procedure

When a member of staff witnesses, is involved in or becomes aware of an incident, they must report it as follows:

- To the School Nurse
- To their line manager, Head of Faculty or Department, or a member of the SLT

Staff should familiarise themselves with, and follow, the Accident Procedures outlined in **Appendix A**.

Accident Form

An Accident Form must be completed by the relevant member of staff for all pupil accidents and for all reported accidents involving adults.

If an accident is serious (i.e. if the injured person has been taken to hospital, or an employee is likely to require time off work, the Bursar must also be informed as soon as possible.

The relevant member of staff should complete, and sign, a school Accident Form, **Appendix B**, in a timely fashion and as soon as possible following an occurrence. Information should be provided, in as much detail as possible, on the following:

- Place of the incident
- Date and time of the incident
- Pupils/individuals/staff involved or injured
- Their position or involvement in the accident
- Their actions immediately after the accident
- Prevailing weather conditions, if outdoors

Training

Staff are instructed on this policy as part of the induction process.

RIDDOR

There are legal requirements, **Appendix C**, placed on employers, and schools, to report certain specified accidents, dangerous occurrences and occupational diseases to the enforcing authorities under the *Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995* (RIDDOR).

Information on the types of accidents, incidents, near misses, and occupational diseases that are reportable under RIDDOR 2013 is available at: <http://www.hse.gov.uk/riddor/reportable-incidents.htm> and advice specific to schools is available at: <http://www.hse.gov.uk/pubns/edis1.pdf>

Generally, RIDDOR 2013 requires the reporting of work-related accidents that result in:

- The death of any person;
- Specified or Major injuries to workers (e.g., fractures, amputations etc. Please refer to above links for full guidance);
- Over 7-day incapacitation of a worker; and
- An injury to a member of the public (or any other person not at work) whereby the person is taken directly from the scene of that accident to a hospital for treatment to that injury. N.B. this includes pupils.



RIDDOR also requires the reporting of:

- Occupational diseases as outlined in the regulations (please refer to above links for details); and
- Dangerous occurrences as outlined in the regulations (please refer to above links for details).

The School Nurse, in conjunction with the Bursar, shall ensure that the school is compliant with these obligations.

Investigations

All reported accidents, incidents, near misses and occupational disease are reviewed by the Bursar, to determine the immediate, underlying and root causes, with a view to ensuring that effective remedial actions are taken to prevent recurrence. An example of the Investigation Form can be found at **Appendix D**.

Where the accident/incident/near miss caused, or had the potential to cause, serious injury, an investigation is conducted by the Bursar together with other relevant staff and recorded on the Accident/Incident/Near Miss Investigation form (appendix A). The investigation includes taking photographs (where relevant), obtaining signed witness statements, and collating copies of all relevant documentation (e.g., training records, risk assessments, maintenance records etc.).

Findings of the investigations will be communicated to relevant staff, and discussed at Health and Safety Committee meetings.

Data Protection Act 2018

The data supplied on the school's Accident Form is covered by the Data Protection Act 2018 and as such will be treated as confidential data used to enable the school to comply with its statutory obligations, to process insurance claims, to monitor health and safety and to implement appropriate remedial actions. Summary Data (anonymised, wherever possible) will be presented in a termly report to the School's Health & Safety Committee of the Board of Governors.

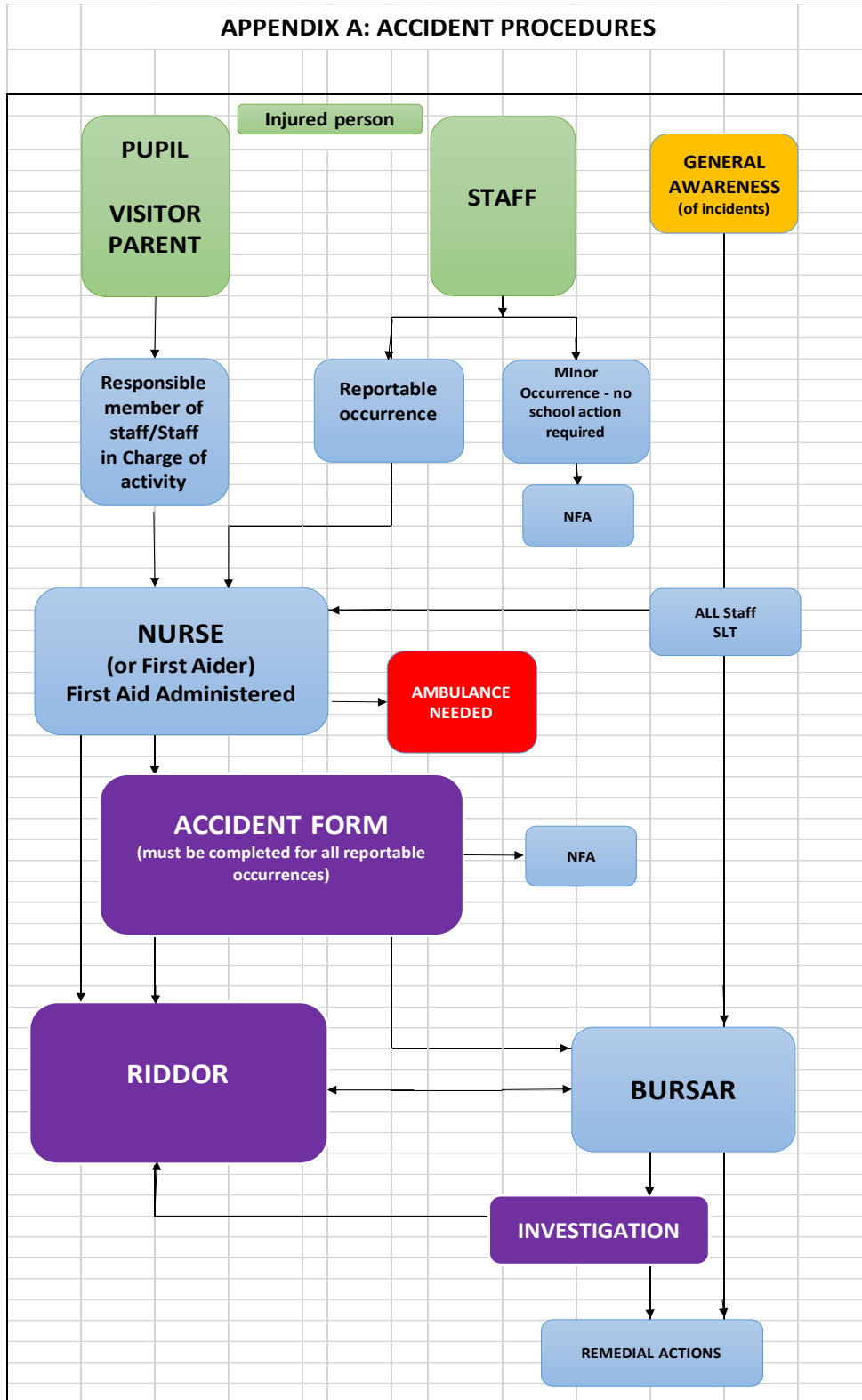
Record Keeping

All records relating to accidents, incidents, near misses and occupational disease are filed confidentially and retained for a minimum of three years, with records of accidents involving children (i.e., those under the age of 18) being retained for a period equal to their date of birth + 22 years.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

Reviewed by:	Mrs Alkadi – School Nurse Mrs Sanderson – Bursar		
Date of last review:	October 2024	Date of next review:	June 2025







APPENDIX B

Accident Report Form

Fill out the form to report each accident that has taken place.

All original completed forms must be given to the School Nurse on the day of the accident to store in the Accident Log File.

Date of Accident		Time of Accident	
Name of injured Pupil/Adult			
Pre-School/Class/Form/Staff/Visitor/Parent			
If Pre-School to Year 2 – Signature of Parent			

Person completing this form		Position	
Signature of person completing this form			
Date form completed		Copy of completed form to Nurse	Y/N

Description of accident: [Slip/Trip/Fall, Collision with other child, Collision with object, Sports Injury, Injury from equipment, Other]

Location of accident: [i.e. Playground, Classroom, Hall, Climbing Frame, Pitches, MUGA etc]
Prevailing weather conditions: [i.e. Raining, wet, slippery, dry, sunny, windy, overcast etc]

Treatment given: [i.e. ice pack, plaster applied, sterile cleansing wipe, dressing applied etc]



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Circle and mark as appropriate:

Bump to head

Enclose Bump to Head letter to parent

Bump/bruise

Cut/graze

Damage to teeth

Irritation to eye

Nosebleed

Splinter

Sprain/strain

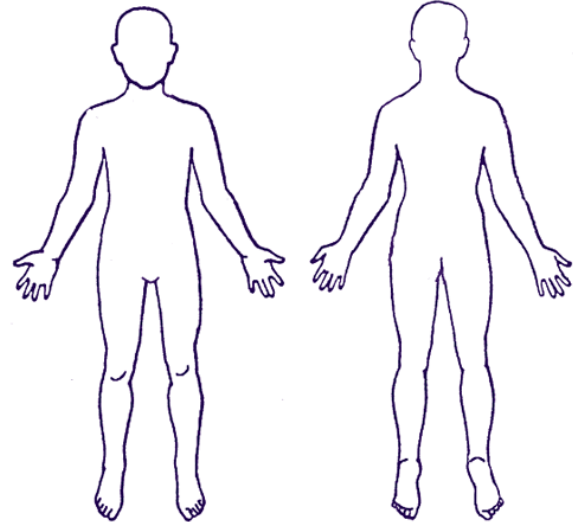
Break

Bite/sting

Other:

FRONT

BACK



Follow up – Please indicate one, or more, of the above as appropriate.

- Returned to (class/playground etc) as child well enough to remain at school
- Sent to School Nurse
- Parent/Guardian contacted. Time of contact..... Staff name.....
- Collected by Parent/Guardian and taken home. Time collected.....
- Collected by Parent/Guardian and taken to Doctors/Walk in Centre/Hospital.
Time collected
- Ambulance transfer from School to Hospital. Time transferred
- Taken to Hospital by staff. Names of staff.....
- Other

Post-accident events (to be completed by Nurse, Bursar, SLT)

Please indicate one, or more, of the above as appropriate.

- Reported to HSE under RIDDOR [School Nurse]
- Accident investigation report completed [Bursar]
- Remedial Actions Remedial Actions Taken
.....
.....
- Other



APPENDIX C



Health and Safety
Executive

Incident reporting in schools (accidents, diseases and dangerous occurrences)

Guidance for employers

HSE Information sheet

Education Information Sheet No1 (Revision 3)

Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting

may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self-employed people.)

Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;

1 of 4 pages



- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries

These include:

- 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), which:
 - cover more than 10% of the body; or
 - cause significant damage to the eyes, respiratory system or other vital organs;
- 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.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.



Section 2: Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose 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 (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

How do I decide whether an accident to a pupil '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 (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus
If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.



However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips
RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements
If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- 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.

Supplementary information

Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm.

Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at:
www.hse.gov.uk/pubns/edis1.htm.

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APPENDIX D

ACCIDENT INVESTIGATION FORM

Please use this form if any of the following applies:

- the accident/incident or near miss could happen again;
- the accident/incident or near miss on the online accident form requires further investigation;
- the accident/incident or near miss requires further investigation if it is not clear what the cause was, whether sufficient control measures were in place, or what could be done to prevent a reoccurrence.
- The accident is reportable to HSE under RIDDOR

Name of injured person:

Date of accident/incident:

Accident report submitted (date)

a) Brief details of the incident

(What, where, when, who and any emergency action taken.)

b) Background information

(Has a similar occurrence happened before, have there been previous concerns?)



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c) **How did this happen?**

(Note any equipment involved.)

d) **Yes** **No**

Was the immediate response adequate?

e) **What activities were being conducted at the time?**

f) **Yes** **No**

Was there anything unusual or different about the working conditions?

Were there safe adequate working procedures?

g) **How did the injury occur and what caused it?**



h) Was the risk known? What control measures were already in place?

(For example, risk assessment, care plan or training.)

i) Which factors may have contributed to the accident, incident or near miss?

(Select all that apply.)

- Alcohol or medication
- Errors of judgement (rule based, knowledge based or violation)
- Failure to appreciate risks.
- Faulty plant, equipment, tools or materials
- Faulty premises
- Human factors (fatigue, pressure, time management, competence)
- Human failings (errors, violations)
- Lack of care and attention
- Lack of client information (personal risk assessments not current)
- Lack of suitable supervision
- Lack of training, knowledge or skills
- Plant and equipment factors (incorrect or faulty plant, equipment, tools or materials, lack of or incorrect use of PPE)
- Poor environment (heating, ventilation, noise or lighting)
- Work factors (inadequate procedures, time available, multi-tasking, quality of supervision, resource availability)



j) What risk control measures do you think are needed or recommend?

k) What could the individual improve to prevent a reoccurrence?

l) **RECOMMENDATIONS**

Review Risk Assessment in light of accident

Investigation conducted by:

Signature:

Manager/headteacher name:



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Date:

Telephone number:

Other documentation attached:

(Accident form, witness statements, plan of accident/near miss location)



Head: Mr Chris Wainman
BA (Leeds) PGCE (Sheffield) MA (Warwick) NPQH (UCL)