

**ACCIDENT/INCIDENT REPORTING  
& INVESTIGATING PROCEDURE**

**Policy Number: HBS013**

**Governor Committee: H,S&P**

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## Policy Review

This policy will be reviewed in full by the Governing Body no less than annually.

The policy was last reviewed and agreed by the Governing Body on 09/02/2022.  
It is due for review in 24 months from the above date.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Head Teacher**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Chair of Governors**

## **Introduction**

There is a duty to report accidents, incidents and dangerous occurrences which occur on School premises or which arise from work carried out on behalf of the School. This responsibility extends to incidents involving students, contractors, visitors and other members of the public as well as to employees.

## **Definitions**

**ACCIDENT** – An incident where an employee or other person is injured as a result of work and/or there is damage to equipment, property or premises.

(The term “employee” includes part-time, temporary or casual staff; trainees and other self-employed person working on site)

**NEAR MISS** – An event that while not causing harm had the potential to cause injury or ill health.

**DANGEROUS OCCURRENCE** – A serious incident with the potential to cause injury to a person and/or damage to equipment, property and premises which must be reported to the HSE.

**VIOLENT INCIDENT** – Where a person on the premises is abused, threatened or assaulted in circumstances relating to their work (this can include verbal abuse or threats as well as physical attacks).

## **Reporting Procedure**

There are two levels of reporting for schools:

- a) locally within the school;
- b) to the Health and Safety Executive (HSE) who are the enforcing authority for health and safety within schools.

## **Reporting Locally**

### **Accidents**

As soon as possible after an incident, the details should be reported to the school’s Reception staff.

Minor incidents to pupils, i.e. those resulting in no / insignificant injury **AND** having no potential for more significant injury. e.g. Playground collision requiring no or only nominal first aid treatment etc. should be recorded in the school’s own accident book and kept on site.

Any incident involving an employee (no matter how minor) and Pupil incidents (and those to visitors, members of the public etc) requiring more significant first aid and/ or linked to the condition of the premises, equipment or as a result of a curriculum session; should be recorded in the school’s own accident book and kept on site.

### **Violent Incidents**

Violent incidents between pupils, should be dealt with in accordance with the school’s policy for behaviour management and do not need to be reported unless serious in nature i.e. (severity of injury, police involvement etc.)

Where an employee is abused, threatened or assaulted in accordance with their work a violent incident form should be completed & copied to the head teacher.

### Reporting to the HSE

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report serious incidents to the HSE.

The responsibility for reporting such incidents is delegated to the Head of the establishment.

From 12<sup>th</sup> September 2011 statutory reporting to the HSE moved to a predominantly on-line system <http://www.hse.gov.uk/riddor/report.htm> **Reporting by email, post or fax to the HSE will no longer be available.**

### When to report to the HSE

- **Fatalities**
- **Major Injuries to Employees;** (as defined in RIDDOR), including fractures (other than fingers or toes), amputations, loss of sight, a burn or penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours;

Fatal and major injuries should be reported **immediately** by telephone to the HSE's Incident Contact Centre **0345 300 9923**. Do not wait until you have carried out a thorough investigation before you report it.

**The following incidents should be notified to the HSE as soon as practicable via their on line reporting system** <http://www.hse.gov.uk/riddor/report.htm>

- **over-7-day injuries** where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days. Such incidents must be reported within 15 days of the accident.

*To calculate whether the absence classifies as 'over 7-day':*

1. *Exclude the day of the incident if they went home or did not return to work on the day*
2. *Include weekends, bank holidays and weekdays (whether the person would normally work on them or not).*

It is also a statutory requirement that, where an employee has been injured as a result of a notifiable accident or dangerous occurrence which is a cause of their death within one year of the date of the incident, the HSE must be informed in writing as soon as this is known. Although such cases are likely to be rare, the Head of establishment should take reasonable steps to keep him/herself informed of the progress of any seriously injured employee or former employee

- some **work-related diseases**
- **dangerous occurrences** – e.g. explosion or fire causing suspension of normal work for over 24 hours, accidental release of any substance which may damage health, unintended collapse of: any building or structure under construction.

- **injuries to members of the public, including pupils** where they are taken from the scene of an accident to hospital for treatment **and** the accident arose in connection with 'work activities.

The essential test here is whether the accident was caused by factors such as the condition, design or maintenance of the premises or equipment (e.g. slippery flooring, poorly maintained play equipment, trailing cable etc.) or as a result of inadequate arrangements for supervision of an activity (e.g. inadequate supervisory levels on a field trip).

Many of the common incidents that cause injuries to pupils at school are **not** reportable under RIDDOR as they do not arise directly from the way that the school undertakes a work activity.

### **Sporting injuries**

Sporting activities have a residual risk and injuries to pupils within PE arising from the 'normal' contact nature of a sport are not automatically reportable under RIDDOR.

Examples of reportable incidents would include:

the condition of the premises or sports equipment being a factor in the incident, for example a pupil slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports; or

there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event. For example, pupil's arm being struck by a trampoline whilst folding the equipment away and member of staff was not actively involved.

### **Accident Records**

The school **will** maintain accident records. This will include a 'minor' accident book and completed HSE forms which could be stored either as hard copies or electronically.

Accident records must be retained for at least 3 years after the date of the accident, if the person is above 18 years old. If the person who had the accident is under the age of 18 then accident records have to be kept until they are 21.

### **Accident Investigation**

It is a legal requirement for employers to monitor and review their health and safety arrangements, accident investigations form an essential part of this process. The school will review these arrangements via the Governors' Resources Committee.

All accidents should be investigated at the earliest opportunity to determine what (if any) action is needed to prevent a recurrence. The level of investigation should be proportionate to the severity of the incident, it is the potential consequence and likelihood of the incident recurring that should determine the level of investigation, not simply the injury suffered on this occasion.

For example: a scaffold collapse may not have caused an injury but had the potential to cause major or fatal injury. When making your decision, you must also consider the potential for learning lessons. For example, if you have had a number of similar adverse events, it may be worth investigating, even if each single event is not worth investigating in isolation.

The investigation findings should form the basis of an action plan to prevent the incident from recurring, improving your overall management of risk and identifying areas of your risk assessments that may need to be reviewed.

The HSE guide [HSG 245](#) 'Investigating Accidents and incidents' provides further details of a systematic approach to accident investigation.

The attached form outlines the type of questions to consider as part of the investigation process.

**Adverse event report and investigation form**

The purpose of this form is to record adverse events where the event is significant and requires further investigation. The term **accident** is used where injury or ill health occurs. The term **incident** includes **near misses** and **undesired circumstances**, where there is the potential for injury now or in the future.

**Part 1 Overview**

<b>Reported by:</b>			<b>Date/time of adverse event</b>	
<b>Incident</b>	<b>Ill health</b>	<b>Minor injury</b>	<b>Serious injury</b>	<b>Major injury</b>
<b>Brief details (What, where, when, who and emergency measures taken)</b>				

**Part 2** Initial assessment (to be carried out by the person responsible for health and safety)

Type of event

Actual/potential for harm

<b>Injury</b>	
<b>Ill health</b>	
<b>Near-miss</b>	
<b>Undesired circumstance</b>	

<b>Fatal or major</b>	
<b>Serious</b>	
<b>Minor</b>	
<b>Damage only</b>	

<b>RIDDOR reportable?</b>	Y/N	<b>Date/time reported</b>
<b>Entry in accident book?</b>	Y/N	<b>Date entered/reference:</b>

**Investigation level**

<b>High level</b>		<b>Low level</b>	
<b>Medium level</b>		<b>Basic</b>	

**Part 3 Investigation information gathering**

1. Where and when did the adverse event happen?

2. Who was injured/suffered ill health or was otherwise involved with the adverse event?

3. How did the adverse event happen? (Note any equipment involved)

4. What activities were being carried out at the time?

5. Was there anything unusual or different about the working conditions?
6. Were there adequate safe working procedures and were they followed?
7. What injuries or ill health effects, if any, were caused?
8. If there was an injury, how did it occur and what caused it?
9. Was the risk known? If so, why wasn't it controlled? If not why not?
10. Did the organisation and arrangement of the work influence the adverse event?
11. Was maintenance and cleaning sufficient? If not, explain why not.
12. Were the people involved competent and suitable?
13. Did the workplace layout influence the adverse event?
14. Did the nature or shape of the materials influence the adverse event?
15. Did difficulties using the plant and equipment influence the adverse event?
16. Was the safety equipment sufficient?
17. Did other conditions influence the adverse event?
<b>Analysis and further action</b>
18. What were the immediate, underlying and root causes?
19. What risk measures are required/recommended?
20. Do similar risks exist elsewhere? If so, what and where?
21. Have similar adverse events happened before? Give details.

<b>Part 4 The risk control action plan</b>		
22. Which risk control measures should be implemented in the long and short term?		
<b>Control measures</b>	<b>Completion date</b>	<b>Person responsible</b>
23. Which risk assessments and safe working practices need to be reviewed and updated?		
<b>Name of risk assessment</b>	<b>Completion date</b>	<b>Person responsible</b>
<b>Safe working procedure</b>		
24. Have the details of the adverse event and investigation findings been recorded and analysed? Are there any trends or common causes which suggest the need for further investigation? What did the adverse event cost		
25. Signed on behalf of the investigation team		

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<b>Name</b>		<b>Signature</b>	
26. Members of the investigation team			
<b>Name</b>		<b>Position</b>	
27. The findings of this investigation need to be communicated to the following Staff			
<b>Position</b>	<b>Signature</b>	<b>Date</b>	