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Accident, incident reporting and investigation policy

Reviewed Annually

Non-Statutory

Chair of the Trust Signature:

Date: 28/11/24

Date of next review: November 2025

1. 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.

2. Definitions

ACCIDENT – An accident 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 is abused, threatened or assaulted in circumstances relating to their work (this can include verbal abuse or threats as well as physical attacks)

3. Reporting Locally

3.1 Accidents

As soon as possible after an incident, the details should be reported to the Head of School in each of the Trust Schools. The incident should also be reported immediately to the Trust Facilities Manager – Mr Warren Lovey.

Minor incidents to pupils, ie. those resulting in no significant 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 schools 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 schools own accident book and kept on site.

3.2 Violent Incidents

Violent incidents between pupils, should be dealt with in accordance with the schools policy for behaviour 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 written account should be completed and copied to the Head of School

4. 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 School of each of the Trust schools.

From 1st September 2011 statutory reporting to the HSE moved to a predominately on-line system <http://www.hse.gov.uk/riddor/report.htm>. Reporting by email, post or fax to the HSE is no longer available.

4.1 When to report to the HSE

- Fatalities
- Major Injuries to Employees (as defined by RIDDOR), including fracture (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 0845 3009923. 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 online reporting system <http://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 15days of the accident.

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

- *Exclude the day of the incident if they went home or did not return to work on the day*

- *Include the weekends, bank holidays and weekdays (whether the person would normally work on them or not)*

It is also statutory requirement that, where an employee has been injured as a result of a notifiable accident or dangerous occurrence which is a cause of 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 School / CEO should take reasonable steps to keep themselves 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 of 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 school trip)

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

5. Sporting injuries

Sporting injuries have a residual risk and injuries to children 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 sport 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 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 gym equipment whilst putting the equipment away and member of staff was not actively involved

6. Accident records

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

Accident records must be retained for at least 3 year 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.

7. 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 arrangements via the LAB meetings.

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 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.