

**Durham and Newcastle Diocesan Learning Trust
Company Number 10847279**



Accident Investigation and Reporting Procedures

**SYSTEM AND GUIDANCE FOR THE INVESTIGATION &
REPORTING OF ACCIDENTS**

Policy Reviewed November 2020

Version: 2

Date of Next Review: Annual

Responsible Officer: Health and Safety Consultants/COO

Accident Reporting

PURPOSE

The recording of accidents, incidents and ill health is one of the most effective ways of managing health and safety. Information from the facts gathered during accident reporting and investigations will highlight trends and patterns. As a result of this information, measures can be put into place, which will reduce the frequency and severity of Sr Mary's CE Primary School accident rates.

Nationally the HSE collects accident statistics. To facilitate this, they are supported by the legal requirements of RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Therefore, The Academy is duty bound to report accidents that fall within the remit of RIDDOR.

SCOPE

This procedure refers to accidents to The Academy's staff and pupils, or accidents caused by their acts or omissions. Much will also apply if school personnel are closely involved in any aspect of an accident. Agency staff working for The Academy must also be included as they are considered to be employees under health and safety law.

RESPONSIBILITIES

The Head Teacher has overall responsible for the appropriate level of reporting; however, this duty is delegated to supporting members of staff. The Academy's Health and Safety Advisor, currently supplied by Avec, will complete RIDDOR notification to the HSE. The school administration staff will record accidents to pupils, staff members and visitors.

Initial investigation of incidents and accidents is usually the responsibility of the class teacher who may call upon assistance from the school Health and Safety Advisor (Tracy Metcalfe) tracy.metcalfe@avec-partnership.com Telephone 07789905393 depending on the severity of the accident. From time to time because of the nature of an incident it will be the Health and Safety Advisor who leads the investigation. The Business Manager will liaise with the Health and Safety Advisor if required.

All dangerous occurrences and lost time injuries must be reported to the Business Manager.

The Health and Safety Advisor has responsibility to retain correspondence from the HSE with regards RIDDOR reportable accidents and present such information as requested by auditing authorities.

ABBREVIATIONS

RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
HSE.	Health and Safety Executive.

GENERAL REQUIREMENTS

Accident Definitions

First Aid Treatment

A minor injury requiring treatment by a qualified first aider (minor cuts/bruises, foreign matter in the eye etc.) and resulting in no lost time beyond the school day or shift on which it occurs.

Minor Accident

A work-related injury resulting in absence from work of between 1 and 7 days beyond the school day or shift on which it occurs.

Lost Workday Case (Reportable Accident)

A work-related injury, which causes incapacity for more than seven days beyond the day on which it occurs

Accident Reporting

Accidents, injuries near misses or dangerous occurrences to any person, including contractors, should be reported to the Line Manager or nominated deputy by those persons involved in the accident. The Line Manager or nominated deputy will ensure that the schools Business Manager or the Head Teacher is informed at the earliest opportunity.

If the line manager or nominated deputy is not available, the incident must be reported to the schools Business Manager or Head Teacher by the member of staff involved at the earliest opportunity.

In the event of any injuries being sustained on Academy premises, the injured person shall notify an appointed First Aider. All injuries and treatment given will be recorded in the school Accident Book.

The Business Manager on receipt of any Accident Reports will decide whether the Accident requires further investigation i.e.

- i. If the accident is required by law to be reported to the Health and Safety Executive (HSE.)
- ii. If the accident could have resulted in serious consequences (what could have happened), and
- iii. If the accident may result in a civil claim.

Investigation findings are recorded on an Accident Investigation Report Form (See Attachment 1).

In the event that the accident/ incident was witnessed, a witness statement is to be recorded on the witness statement form (See Attachment 2).

If an accident report form is deemed necessary the Administration staff will forward a copy of the accident report form to the Health and Safety Advisor, currently Tracy Metcalfe tracy.metcalfe@avec-partnership.com Telephone 07789905393, as soon as reasonably possible.

All the above-mentioned paperwork is collated and is kept readily available for inspection by the HSE or the Loss Assessor.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as amended 2013 (RIDDOR)

Some incidents that happen in schools, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These Regulations require employers and other people to report accidents and some diseases that arise out of or in connection with work. The school Health and Safety Advisor is responsible for reporting to the HSE all Accidents/Incidents that fall under the requirements of RIDDOR. Any feedback from the HSE will be relayed to the Business Manager and Head Teacher.

Staff must report the following work-related accidents, including those resulting from physical violence, if they injure either the school's Staff, or self-employed people working on the premises:

- accidents which result in death or major injury* must be reported immediately.
- accidents which prevent the injured person from continuing at his/her normal work for more than seven days.

* **A major injury is classed as one of the following:**

- fracture other than to fingers, thumbs or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;

- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to:
 - hypothermia, heat-induced illness or unconsciousness;
 - resuscitation or requiring admittance to hospital for more than 24 hours;
 - acute illness requiring medical treatment; or
 - loss of consciousness;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

What about pupils and other people who are not at work?

You need to inform the Health and Safety Advisor if an accident that happens to someone who is not at work, e.g. a pupil or visitor, if: the person involved is killed or taken to hospital and the accident arises out of or in connection with the work activity.

How does the school decide whether an accident 'arises out of or is in connection with work'?

- An accident will be reportable if it is attributable to:
- work organisation (e.g. the supervision of a field trip);
- plant or substances (e.g. machinery, experiments etc);
- the condition of the premises.

What about sports activities?

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

Playground accidents

Playground accidents due to collisions, slips, trips and falls are not normally RIDDOR reportable unless this happens out of work or in connection with work, e.g. because of:

- the condition of the premises or equipment
- inadequate supervision.

Accident/ Incident frequency rates

The accident/ incident reports are reviewed by the Health and Advisor at the end of each term.

Accident/ incident rates are not required by any form of legislation; however, they are to monitor trends and provide a comparison to previous safety performance.

Attachment 1

ACCIDENT/ INCIDENT INVESTIGATION REPORT

Accident/incident report No:

Accident/ incident details:

Date and time of accident incident:

Name of person reporting accident:

Location of accident:

Weather conditions at the time of the incident:

Particulars of injured person:

Name:

Male/female:

Date of birth:

Pupil or staff member (if staff what is the injured person's occupation):

Employer:

Home address. Include Postcode and Tel number:

Hospital if sent:

Injuries/ loss sustained

Attachment 1 Continued

ACCIDENT/ INVESTIGATION REPORT

Factors that contributed to the accident:

Recommendations to prevent a recurrence:

Comments by Head Teacher if appropriate:

Signed..... Date.....

Comments by Health and Safety Advisor if appropriate:

Signed..... Date.....

Attachment 2

WITNESS STATEMENT

Ref accident to:

Describe fully the sequence of events leading up to the accident:

Name:

Signature:

Discipline:

Date: