

Accident Reporting/Investigation Procedure

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Accident / Incident Reporting & Investigation Procedure

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: (*See Appendix A Reporting flow chart*)

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 nominated person. (e.g. Estates Lead and / or headteacher)

Minor incidents to students, 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 schools own first aid book/Spreadsheet / Medical Tracker and kept on site.

Any incident that results in a visit to hospital is reported to the Governors.

Any incident involving an employee (no matter how minor) and Student 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. These are reported to Governors termly.

Violent Incidents Violent incidents between students, 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. (**available from the Key Stage Office/Headteacher - See Appendix E**)

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 Headteacher at Primaries and Estates Lead at Lacon.

Statutory reporting to the HSE is via an on-line System: <https://www.hse.gov.uk/riddor/>

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**.

- injuries and ill health involving employees.
- injuries involving students and other people not at work.
- dangerous occurrences

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 <https://www.hse.gov.uk/riddor/who-should-report.htm> for more detail on the reporting arrangements for self-employed people.)

What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.
- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days must be recorded in the accident book but not reported.

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 <http://www.hse.gov.uk/riddor/reportable-incidents.htm>.

Fatal and major injuries should be reported **immediately** by telephone to the HSE's Incident Contact Centre **0345 300 9923**.

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

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

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.

Incidents to students and other people who are not at work

Injuries to students 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 student 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**.

What about accidents to students 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 student 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.

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.

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://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.
- **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 students** 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 students 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 students 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 student 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, student’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 (*See Appendix B and Form C*)

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 Local Governing Body.

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.

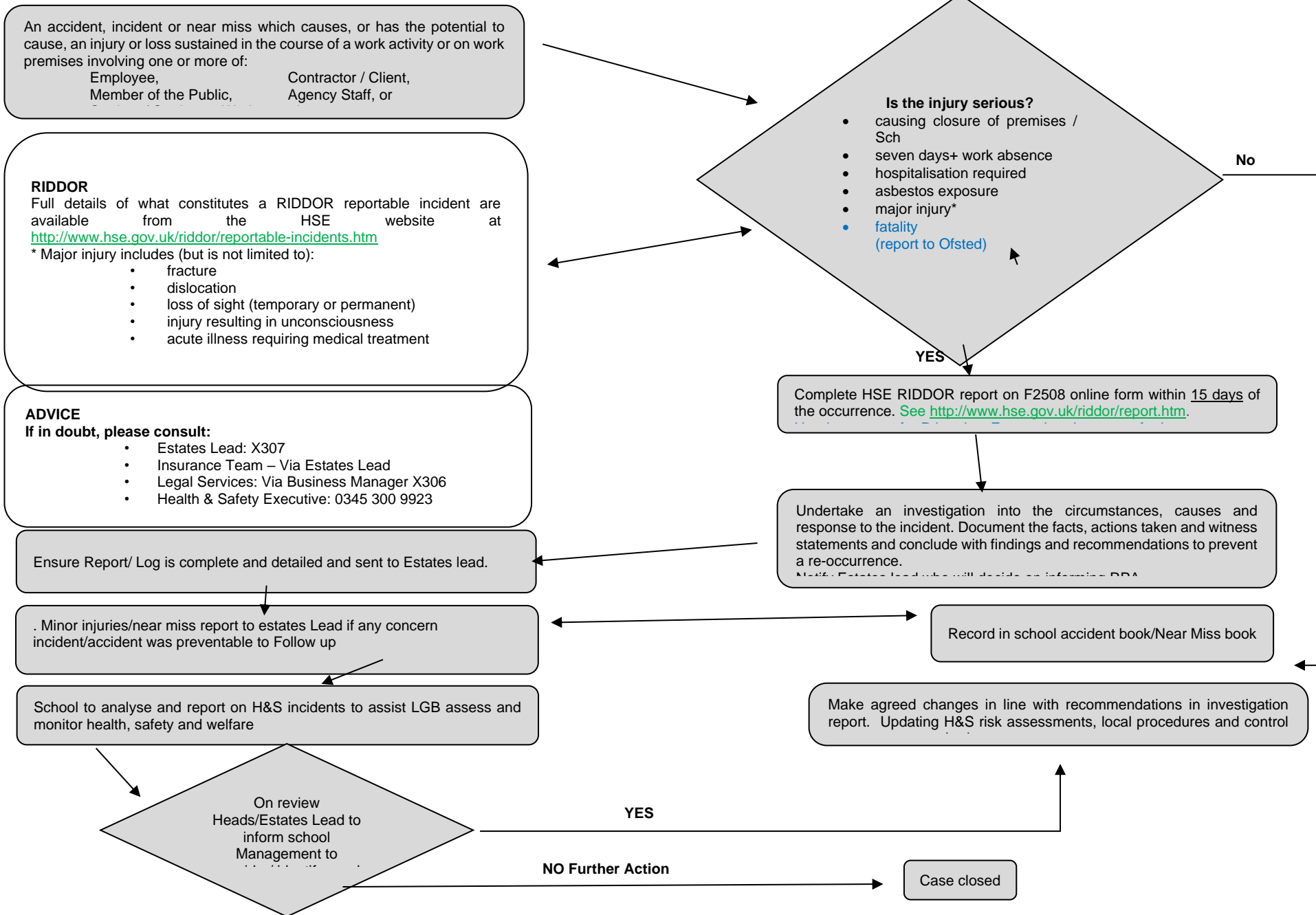
For example: a scaffold collapse may not have caused an injury but had the potential to cause major or fatal injury. When making your decision, you must also consider the potential for learning lessons. For example, if you have had a number of similar adverse events, it may be worth investigating, even 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 <https://www.hse.gov.uk/pubns/hsg245.pdf> ‘Investigating Accidents and incidents’ provides further details of a systematic approach to accident investigation.

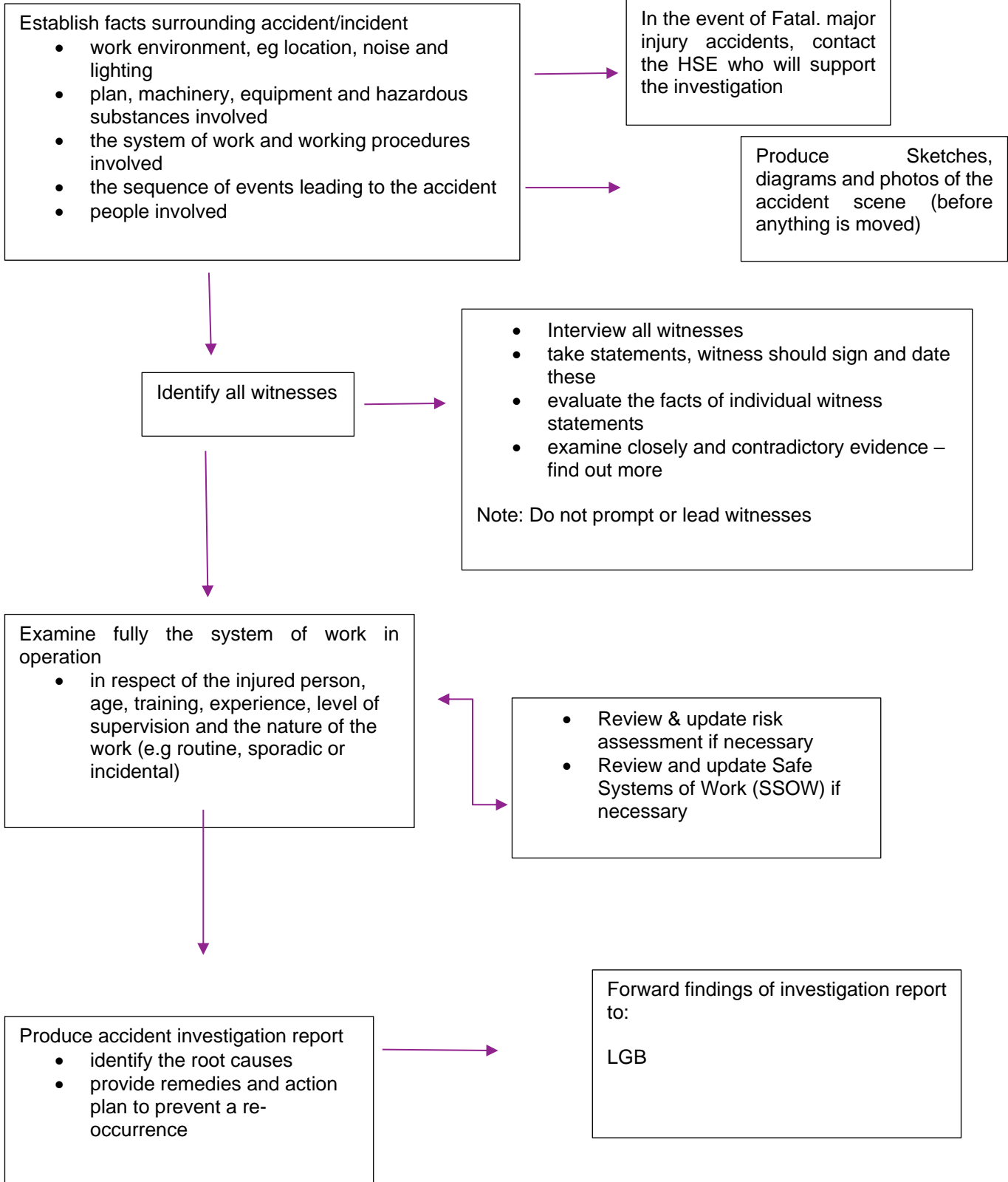
The attached form outlines the type of questions to consider as part of the investigation process.

Appendix A - Shropshire Gateway Education Trust - Health & Safety accident / incident reporting flow chart



Appendix B INVESTIGATION FLOW CHART

Accident, incident, violence or near miss



Appendix C - 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 of 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

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

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

Type of event

Actual/potential for harm

Injury			Fatal or major	
Ill health			Serious	
Near-miss			Minor	
Undesired circumstance			Damage only	

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

Investigation level

High level		Low level	
Medium level		Basic	

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 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 the 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?

Analysis and further action

18 What were the immediate, underlying root causes?

19 What risk control measures are required/recommended?

20 Do similar risks exist elsewhere? If so, what and where?

21 Have similar adverse events happened before? Give details.

Part 4 The risk control action plan

22 Which risk control measures should be implemented in the long and short term?

Control measures	Completion date	Person responsible

23 Which risk assessments and safe working practices need to be reviewed and updated?

Name of risk assessment Safe working procedure	Completion date	Person responsible

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

Name	Signature

26 Members of the investigation team

Name	Position

27 The findings of this investigation need to be communicated to the following Staff:

Position	Signature	Date

Violent Incident Report Form

This form is for reporting ASSAULTS and VIOLENT Incidents to any employee of Shropshire Gateway Education Trust or any student on any educational premises.

All relevant parts should be completed and emailed to the Ceo - CEO@SGET.org.uk within 10 days of the incident and reported immediately to the Headteacher.

In cases where a member of the public – but not a student- is violent or aggressive and the school wishes details to be forwarded to the police – discussion should be had with the Safeguarding lead in the first instance.

PERSON SUBJECT TO VIOLENCE

Surname							
Forename(s)							
Date of Birth							
Address							
Gender	Male		Female		Prefer not to say		Non-Binary
Category of Person	Employee		Student		Visitor/Parent		Contractor
Occupation (if applicable)							
Name of School							

DETAILS OF INCIDENT

Date of Incident:	Time of Incident: a.m./pm (Delete as appropriate)		
Was the Person injured?	YES		NO
If yes please provide details of the injury sustained (e.g. bruise, sprain, mark, fracture etc)			
Will the injury prevent the member of staff from normal working capacity for more than 7 days following the date of the incident?	YES		NO
Exact location of incident (e.g. Classroom, playing field, dinner hall, sports hall, corridor etc)			

DETAILS OF ALLEGED ASSAILANT (IF KNOWN)

Surname:							
Forename:							
Age: (If known)							
Address: (If known)							
Male		Female		Non-Binary		Prefer not to say	
Has there been any previous incidents concerning this person	YES			NO			
Witness Name:							
Give details of First Aid treatment given and by whom:							

Please give more detailed account of what happened including any relevant events leading up to the incident and any property damage, verbal abuse, anti-social behaviour etc – use additional sheets if necessary and attach them to this form.

Type of incident:					
Verbal abuse		Threat		Physical Assault	

Part of body affected if physical assault:

Arm <input type="checkbox"/>	Finger <input type="checkbox"/>	Internal <input type="checkbox"/>	Neck <input type="checkbox"/>	Ankle <input type="checkbox"/>	Eye <input type="checkbox"/>	Leg <input type="checkbox"/>	Wrist <input type="checkbox"/>
Back <input type="checkbox"/>	Hand <input type="checkbox"/>	Multiple <input type="checkbox"/>	Torso <input type="checkbox"/>	Foot <input type="checkbox"/>	Head/Face <input type="checkbox"/>	Muscular <input type="checkbox"/>	If other, please state.
Left				Right			

Investigation Details:

Has an investigation been carried out to establish the cause of the incident? Yes No

If yes, please provide details of who to contact for further information:

Has any action been taken or is action being proposed to be taken to prevent a recurrence?

Yes No

If yes, please provide details (eg school has excluded student or Police informed):