

2020

Accident Recording and Reporting





Review Framework

The policy should be reviewed every three years

	Date
This policy was created in:	August 2014
It was ratified by the Governing Body on:	15 September 2014
This issue released on: Academisation and name change to Southchurch High School	01 September 2017
Amended and updated	22 January 2020



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Accident/Incident Reporting and Investigation

Brief guidance for recording, reporting and investigation of accidents/incidents

Injured Person: (or another person on his/her behalf)

Ensure the injured employee's line manager is aware of the accident/incident and any absence, unsafe condition arising from the accident/incident.

That action is taken as necessary to deal with the immediate risks and to ensure that prompt (emergency) action is recorded.

Record as much detail of the accident/incident on the following form as soon as possible after the accident and forward it to the employee's line manager for their comments/action and investigation.

Headteacher/Line Manger:

Inspect the accident/incident scene and carry out the investigation.

Serious accidents and incidents or those with a serious potential should be investigated by senior members of management.

Complete the details required on the form.

Check that the requirements of **RIDDOR** are met. (See Appendix B for further details).

- Injury results in death, hospital admittance for 24 hours, Unconsciousness, inability to conduct normal work duties for over 7 days (including weekends, but not counting the day on which the accident happened).
- **Fatal and Major incidents:** Notify HSE immediately and complete form F2508 online at <http://www.hse.gov.uk/riddor/> or 0845 300 9923 (opening hours Monday to Friday 8:30 am to 5:00 pm).
- **Over 7 day incapacitation:** Report on form F2508 at <http://www.hse.gov.uk/riddor/> within 15 days of accident.

Forward the form (and any associated paperwork) for the attention of the Headteacher or his/her designated person, (according to school procedures).

- **Accident Data needs to be kept for at least three years after the accident if the person is above the age of eighteen.**
- **If the person who has had the accident is under the age of eighteen the accident records have to be kept until they are of the age of eighteen and three years thereafter.**



Accident/Incident Reporting and Investigation

Guidance

1. General

- 1.1** The following procedures should be followed for all accidents occurring at the School premises or where an accident involves an employee during the course of their duties. They refer only to the procedures for the recording and reporting of accidents. They do not replace or amend any existing instructions or procedures for emergency action or treatment that may be necessary, but should be operated in parallel.
- 1.2** An accident is defined as an unplanned, uncontrolled event that may or may not result in injury or damage.
- 1.3** A near miss is an unplanned event that did not result in injury, illness or damage – but had the potential to do so. Near misses are warnings of potential accidents and must be reported.
- 1.4** All accidents, to employees and non-employees, including near misses with the potential for injury, or damage should be reported and recorded as soon as possible. Agency staff, contractors, etc. should also inform their own employer of any accidents. Furthermore an investigation into the causes of all accidents should be carried out to establish the likely cause(s) of the accident and to identify any action that can be taken to eliminate or reduce the likelihood of further similar accidents occurring. The level of detail recorded and the extent of any investigation should always be commensurate with the level of severity of the accident.
- 1.5** An accident may be defined as serious if it is either reportable under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995, (RIDDOR) or if any of the following has occurred.
- ◆ Excessive loss of blood
 - ◆ Any broken limb
 - ◆ Unconsciousness
 - ◆ Injured person taken to hospital for treatment
 - ◆ Any other incident at the discretion of the person reporting the incident and/or in accordance with departmentally agreed procedures.

2. Action to be taken by employee(s) at the scene of an accident

- 2.1** Following an accident / incident, the first response should be to deal with the resulting situation by:
- Make the situation safe and prevent further injury or damage,
 - Administering first aid to the injured as necessary,
 - Instigate critical incident procedures as necessary.
- 2.2** Try to remain calm and find out what has happened and, where appropriate, take details from any witness(es) present at the scene.
- 2.3** Ensure that the line manager responsible for any employee who is prevented from working as a result of the accident is informed.



3. Action to be taken by the person reporting the accident

- 3.1 Obtain an accident **report form** from the person responsible for maintaining the accident record book. This person is the Medical Administrator located in the Admin area.
- 3.2 Please ensure that you provide a reference number in the top left hand corner of the form. The reference should comprise the injured person's initials followed by the date. For example if the report was for John Brown who was injured on the 21 December 2019 the reference would simply be JB211219. This will assist future references to be made to the report.
- 3.3 The completed reports should then be forwarded to the line manager/Headteacher as soon as is reasonably practicable.

4. Action to be taken by the line manager/Headteacher

- 4.1 Complete the form as appropriate. The level and extent of detail recorded should be commensurate with the seriousness of the consequences of the accident.
- 4.2 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report serious incidents to the Health and Safety Executive (HSE). (Please see Appendix C, **RIDDOR** for details).
- 4.3 The responsibility for making any report directly to the HSE rests with the manager/Headteacher of the injured employee.
- 4.4 Fatal or major injuries should be reported to the HSE **immediately**. It is also necessary to report certain dangerous occurrences and occupational diseases. <http://www.hse.gov.uk/riddor/> for further details.
- 4.5 If the accident does not result in a fatal or major injury but the employee is incapacitated from her/his normal work for more than 7 days (excluding the day of the accident), a form F2508 must be completed and sent to the HSE within 15 days of the accident.
- 4.6 Incidents can be reported to the HSE by :

- Online: <http://www.hse.gov.uk/riddor/>

The form will then be submitted directly to the Incident Contact Centre. You will be sent a copy for your records.

- Telephone: All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on **0845 300 9923** (opening hours Monday to Friday 8.30 am to 5 pm).
- 4.7 In accordance with departmental/school procedures, forward the report to your Headteacher or their designated officer/H&S Coordinator for their comments/action.
- 4.8 Please ensure that the reference number is copied to any additional and separate sheets of information, i.e. details taken from witnesses, etc.



5 Action to be taken by the Headteacher

- 5.1 To establish a departmental procedure that meets his/her requirements in terms of those accidents that should be brought to their attention, for example, those that fall within the scope of RIDDOR.

6 Action by Person Responsible for the Safe Keeping of Accident Records

- 6.1 Ensure that the reference number is copied to all separate pieces of paper comprising the entire report.
- 6.2 Make a copy of the report and ensure that it is placed in a secure file. The report will contain personal data that must not be disclosed to any other person unless it is absolutely necessary to do so, for example to enable an investigation to be carried out.
- 6.3 **Statistical Return.** The statistical return at **Appendix F** should be completed on the last working day of each term and forwarded to the Director of Finance and Resources



Appendix A

Reference Number: ARF

Accident, Incident Investigation and Report Form

1. Details of injured person or who was nearly injured (i.e. near miss accident).

Full Name: Age: (if known)

Contact Number: Male Female

Address (if not an employee)

Was the injured person:

Employee Contractor

Student Visitor (incl. parents)

2. About the Incident

Where did the incident occur

In which department, or where on the premises did the incident happen?

Date of Incident: Time of Incident: am/pm

Date Reported: Time Reported: am/pm

Reported to: Reported By:

Details of all other persons involved in accident, (name & position held and contact number).



Describe what happened. Give as much detail as you can. For instance: • the name of any substance involved • the name and type of any machine involved • the events that led to the incident • weather conditions (where appropriate) and the underlying causes of the incident. If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident.

Brief description of any injuries and state whether injury is suspected or actual.

3. Details of damage, injury or ill-health

Was First-Aid Administered?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes by whom?	<input type="text"/>
Was the person sent to hospital?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		<input type="text"/>



Was injured person sent home?

Yes

No

Other

First-Aid Treatment Given:

Please ✓ one of the following where applicable:

Number of days lost

(includes weekends/non workdays)

Is the absence continuing?

(not yet returned to work)

Yes

No

Has the HSE (RIDDOR) been informed (please ✓)

If Yes Please attach report

Yes

No

4. About the kind of accident.

Please tick the one box that best describes what happened,

Contact with moving machinery or material being machined	
Hit by a moving, flying or falling object	
Hit by a moving vehicle	
Hit something fixed or stationary	
Injured while handling, lifting or carrying	
Slipped, tripped or fell on the same level	
Fell from a height, How high was the fall?	
Exposed to, or in contact with, a harmful substance	
Contact with electricity or an electrical discharge	
Injured by an animal	
Physically assaulted by a person	
Another kind of accident (Please describe in part 2)	

5. Results of the investigation and any actions necessary to prevent a similar occurrence.



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Witnesses Details: Name, Address and Telephone.

1.	2.
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6. Details of the person completing this form

Print Name:	<input type="text"/>	Job Title:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>



Comments of Headteacher:

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Print Name:	Job Title:
Signature:	Date:

This form should be completed as soon as possible after the accident/incident and forwarded to your Line Manager/Headteacher. The Completed form should be kept by the Medical Officer



Appendix B

B1 Accident Investigation

All accidents, however minor, need to be investigated to determine what action is needed to prevent a recurrence.

Not all accidents will warrant further action.

Accidents which are a result of, for example, faulty equipment or damage to buildings or furniture may require one or more of the following to prevent recurrence:

Removal of the damaged or faulty item

Isolation of the damaged or faulty item and the surrounding areas

Repair of the damaged or faulty item

Where an accident is the result of unsafe practices, those practices need to be reviewed and changed. Risk assessments should be immediately reviewed to ascertain whether additional control measures or changes are required.

The result of an accident investigation and of the remedial or preventative action, if any, should be recorded.

Investigating Accidents

Factual information is essential and must be obtained through interviews, inspections and written statements. Investigations are vital for establishing why, how, when an incident happened to determine how to prevent future incidents occurring.

Minor incidents and near misses may not warrant a full and in-depth investigation but it can indicate the future development of severe incidents and prompt you to introduce actions to prevent such incidents arising. Therefore all incidents (near misses, minor and severe accidents, and dangerous occurrences) should be investigated and the details recorded and kept on site.

How to Investigate

Step 1

First you need to establish:

- ◆ How the incident occurred?
- ◆ Who was involved?
- ◆ What happened?
- ◆ Where did the incident occur?
- ◆ When did the incident occur?
- ◆ What was happening when the incident occurred? (i.e. what activity was being completed or what piece of equipment was being utilised at the time?)
- ◆ Were there any witnesses? If so gather names and addresses and ask at a later date for witness statements to accompany your investigation.
- ◆ It may be necessary to sketch or photograph the scene to assist the investigation.



Step 2

- ◆ Look for possible immediate causes?
- ◆ Did any unsafe acts or conditions cause the event?

Examples of which could be:

- If equipment was being used at time of incident – was the equipment faulty?
- Bad housekeeping or inadequate lighting, weather conditions in the area where the incident occurred, water on the floor following cleaning, etc.?

Step 3

- ◆ Determine if any underlying causes were apparent?

For example:

- Lack of knowledge or skill of staff?
- Inappropriate supervision?
- Inadequate maintenance?
- Was the person trained to use the piece of machinery?
- Was suitable and sufficient instructions and information given to the person to complete the task or activity?

Step 4

After assessing what happened, why it happened and what were the possible causes both direct and indirect determine what remedial actions should be implemented to prevent a recurrence of the incident. Record when these actions should be completed by and review on a regular basis.

For example:

- ◆ Do staff need to be retrained? When?
- ◆ Does the faulty piece of equipment need to be removed from use and labelled accordingly? If so should this be done immediately?
- ◆ Does the work environment need to be reorganised?
- ◆ Do working procedures need to be reviewed?

Step 5

Record all investigations, and attach to the incident report form



Appendix C

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

There is a duty to inform the HSE of certain types of serious accidents, using the HSE report form F2508 (for disease F2508A). <http://www.hse.gov.uk/riddor/>

For an incident (other than a specified Dangerous Occurrence) to be reportable under RIDDOR it must satisfy **both** of the following tests:

- It must have arisen “out of or in connection with work” **and**
- It must have resulted **only** in those injuries or disease in RIDDOR.

Incidents involving **employees** should be relatively straightforward to judge:

- They will be at work, i.e. at their normal or alternative place of work, or driving on SBC business. (Although it should be noted that Road Traffic Accidents are not reportable).

And

- Their injuries must result in death, or major injury (e.g. fracture, hospitalisation for more than 24 hours), or absence as a result of an injury for more than 7 days, or a specified disease. (Please note: “Stress” is not reportable under RIDDOR).

People not at work, e.g. students, clients

Incidents involving people not at work, e.g. students, clients are not so straightforward.

Incidents which might “arise out of, or in connection with, work”

- Work organisation (e.g. lack of supervision on a field trip, access to “dangerous” areas in the school).
- Plant or work equipment (e.g. faulty lift, D&T machinery, playground equipment).
- A (chemical) substance (e.g. access to unsecured chemical store) **or**
- The condition of the premises (e.g. uneven floors, deteriorating playground surface).

Note: If a pupil was injured in the playground solely attributable to the “rough and tumble” of play, that would not be connected with work, but if it was because of the poor condition of the playground, it would be.

And

They were **taken direct** from the school to **hospital** for treatment in respect of the injury. (Note: going home first, and then to hospital is not reportable).

Definition of Major Injuries, Dangerous Occurrences and Diseases

A report must be made to the HSE if there is a work related:

- Death or major injury (includes if a member of the public is killed or taken to hospital)
- Dangerous occurrence
- Disease
- Over seven-day injury



Types of reportable injury

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- ◆ 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:
 - covers more than 10% of the body
 - causes 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
 - requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on [specified injuries](#) is available.

Reportable dangerous occurrences include:

The list of dangerous occurrences in [Schedule 2 of RIDDOR](#) is designed to obtain information primarily about incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. Collecting the information allows the enforcing authorities to learn about the circumstances and their causes. This provides valuable information which both regulators and business can use to help prevent accidents.

Reportable diseases include:

Regulation 8 requires employers and self-employed people to report cases of certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The reportable diseases and associated hazards are set out below.

- **Carpal Tunnel Syndrome:** where the person's work involves regular use of percussive or vibrating tools
- **Cramp of the hand or forearm:** where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- **Occupational dermatitis:** where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- **Hand Arm Vibration Syndrome:** where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- **Occupational asthma:** where the person's work involves significant or regular exposure to a known respiratory sensitiser
- **Tendonitis or tenosynovitis:** in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements

The full list of reportable diseases and the work activities they are related to is available at <http://www.hse.gov.uk/riddor/>



Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Violence

If an employee dies or suffers a major or over-seven-day physical injury caused by a non-consensual act of physical violence while they were at work the death or injury must be reported to the HSE.



Appendix D

Accident Reporting – Data Protection Act

Additional Guidance for Schools

The Data Protection Act requires personal details contained in records of reported accidents to be treated as personal data and therefore they must not be disclosed to any other person unless it is necessary to do so. The HSE advises that to comply with this it would normally be necessary to record details of each accident on a separate sheet, thereby ensuring that persons making the record are not able to access personal details contained in previous records.

There are a large number of relatively minor, every-day, accidents that are reported in schools. Usually these accidents require only very basic First Aid or TLC. It is therefore necessary to consider how we can comply with this requirement whilst also ensuring that we do not create a paper mountain or dissuade persons from making a report simply because it is considered too onerous.

It is advised that the groups identified above should continue to record details of minor accidents in an accident record book even where this may contain details of more than one incident on each page (**Record of Minor Injuries to Students**). However, it is important that the task of maintaining and securing the records is delegated to named persons and only those persons have access to the completed reports. They must therefore complete the record on behalf of the injured person. If it is considered necessary for the injured person to complete the record themselves the previous records must be covered from view whilst this is done. To ensure compliance with the requirements of the Data Protection Act the records must be classed as confidential and kept secure and personal details contained in the records must not be disclosed to any person other than on a need to know basis.

Prior to the recent amendment accident record book were to be available for inspection by employees, their representatives and inspectors. The purpose of this was to provide information that could be used to reduce the likelihood of further similar occurrences. It is therefore critical that whoever is responsible for the safe keeping of such the records carries out an analysis of the accidents reported to identify any trends or simply where action should be taken to remove hazards.

If it necessary to discuss details of specific accidents for example to determine what action may be necessary, this should always be carried without unnecessarily disclosing personal details that were not previously known.

The cause of a single accident and therefore identification of action necessary to reduce likelihood of further similar occurrences may not always be apparent. Whereas knowledge that more than one accident has occurred in similar circumstances would most likely provide additional information and the impetus for appropriate action.



Appendix E

Record of Minor Injuries to students

Incident		Name of injured or ill student	Location of incident	Brief Description of incident	Details of injury/injury	Details of treatment Given	Student returned to class/home	Signature	
Date	Time								



Appendix F

Statistical Analysis of Reported Accidents

Period covered by this return (*Please Circle*): **Autumn Term** or **Spring Term** or **Summer Term**
(Sep – Dec) (Jan – March) (April – July)

Please record the total number of accidents in the following categories:

All Accidents	
Reported to HSE on Form F5208	
Non-accidental injury (i.e. fights/assaults)	
Accidents resulting in injury to non-employees	
Accidents involving sporting activities	

Number of students treated for Injury during this period	
Number of students treated for illness during this period	
Number of students referred to hospital during this period	
Number of students sent home during the school day	
Number of students sent back to class	

Medical Officer's comments

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