

2025

Accident Recording and Reporting



**SOUTHCHURCH
HIGH SCHOOL**

Review Framework

The policy should be reviewed every three years

	Date
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Accident/Incident Reporting and Investigation

General

Introduction. First aid can save lives and prevent minor injuries becoming major ones. Southchurch High School has a legal duty to make arrangements to ensure that their employees, students and visitors receive immediate attention if they are injured or taken ill at work. This is met by having adequate first aid arrangements in place. This cover should include having a suitably qualified Medical Administrator, and adequate numbers of first aiders, the provision of first aid kits, first aid arrangements for offsite activities/trips out of School and out of School hours first aid arrangements.

Responsibilities.

- The Headteacher is responsible for ensuring that this policy is put into practice.
- The Director of Finance and Resources is designated the competent person responsible for ensuring, day to day, that the first aid policy is implemented and is responsible for investigating all accidents and near misses.
- The Medical Administrator is responsible maintaining a record of all accidents, as well as keeping a record of trained persons, arranging training to keep the persons in these posts in date, the provision and servicing of first aid boxes/points and the supervising of the medical room.

Accident/Incident Reporting and Investigation

Guidance

- 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 to and recorded by the Medical Administrator 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 Complete the accident book located in the Medical Administrators office located in the canteen area.

3.2 Ensure that you provide a reference number in the box provided in the book. 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 2024 the reference would simply be 2112024JB. This will assist future references to be made to the report. Any further documentation referring to the accident must bear the same reference number.

3.3 The Medical Administrator will then complete the form at Appendix A and forward this to the Director of Finance and Resources

4. Action to be taken by the Director of Finance and Resources

- 4.1** The Director of Finance and Resources will forward the completed Appendix A form to Partnership Learning HR within 24 hours.
- 4.2** Where necessary, an investigation into the accident/near miss will be conducted by the Director of Finance and Resources . The findings of the investigation will be recorded using the form at Appendix B. Following the investigation, any review/implementation of risk assessments will take place as soon as practicable to prevent similar incidents occurring.
- 4.3** The responsibility for reporting RIDDOR, (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) lies with Partnership Learning following receipt of the completed Appendix A form.
- 4.4** Fatal or major injuries should be reported to Partnership Learning **immediately**.

5 Action to be taken by the Headteacher

- 5.1** The Headteacher will review the accident report and investigation report in conjunction with the Director of Finance and Resources and agree the implementation of any measures required to prevent similar incidents occurring again.

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 Medical Administrator will keep a record of all first aid incidents, accidents and illnesses. This record may be kept electronically. This record will be shared with the Director of Finance and Resources on the last date of each term. In turn the Director of Finance and Resources will share this information with the local governing board.

Appendix A



ACCIDENT/INCIDENT REPORT FORM

The purpose of this form is to record all Adverse events. The term accident is used where injury or ill health occurs. The term incident includes near misses and undesired circumstances, where there is potential for injury. When completed your manager should email this form to HRpayroll@partnershiplearning.com, as soon as possible (ideally within 24 hours). Any serious accident/incident must be reported immediately to your manager and Partnership Learning hrpayroll@partnershiplearning.com.

PART A – ABOUT THE PERSON WHO HAD THE ACCIDENT/INCIDENT

Full Name:		Pay no:			
Job Title:		Other (pupil, member of the public): Pupil			
Home Address:					
Post code:					
Tel No:	Home:	DOB:		Sex	☐ Male ☐ Female

PART B – ABOUT THE ACCIDENT/INCIDENT

Date of Accident/Incident		Time (use 24hr format)	
School Name:			
Where did accident/incident occur? Please state room or place			
Address where accident happened or location including post code and phone number			
	Telephone number:		
If accident happened to pupil which school do they attend			

How did the accident/incident happen, give cause if you can.

If the person suffered any injury say what the injury was, i.e. cut, graze, strain and what part(s) of the body were injured?

Did the person attend hospital immediately either via an ambulance or taken there by another person eg partner, parent, carer etc?

☐ YES ☐ NO

Was the person absent from work/school?

☐ YES ☐ NO

What was the accident/incident? (Please tick only one)

A fatality	☐
A major injury or condition i.e fracture or loss of consciousness	☐
An injury to a pupil or member of the public where they had to be taken from the scene of the accident to hospital for treatment	☐
A minor injury or condition	☐
A Violent incident (physical assault, verbal abuse, threatening behaviour)	☐
A near miss	☐

PART C – ACTIONS TO PREVENT A RECURRENCE

Risk assessment completed or reviewed?	☐ YES	☐ NO
Please state action taken to prevent recurrence.		

PART D – ABOUT YOU, THE PERSON COMPLETING THE FORM

NAME (print):	
Address:	
	Post code
Designation:	

Signature:	Date:
Manager/Headteacher Signature:	Date:

Please return completed form to: HRPayroll@partnershiplearning.com

FOR OFFICE USE ONLY

Date Received (stamp)	Data entry date	Data entry by (initial)	RIDDOR Reportable?	☐ YES ☐ NO
			RIDDOR Reference	

Appendix B

Southchurch High School Accident Investigation Record			
Details of the Incident:			
Reported By:		Date and Time of Incident:	
Name of Injured Person:		Names of Witnesses:	
First Aid Required:	Y / N	Hospital Required:	Y / N
Type of Incident:	Near Miss / Accident / RIDDOR		
Brief Details (e.g. what, where, when, who and action taken):			
Investigation Findings:			
Question		Answer	
1	Where did the incident happen?		
2	Who was injured/suffered ill health, and who else was involved?		
3	What happened?		
4	What activity was taking place at the time of the incident?		
5	Was anything unusual about the circumstances at the time of the incident?		
6	Were adequate procedures in place and were they followed?		
7	What is the nature of the ill health / injury?		
8	Was the hazard / risk known?		
9	Did the arrangement and organisation of the work contribute, if yes how?		
10	Was maintenance or cleaning adequate? If not, why not?		
11	Were people involved trained / experienced?		
12	Did the workplace layout contribute, if so how?		

Question		Answer	
13	Did the nature or shape of materials contribute, if yes how?	No	
14	Did difficulties using equipment contribute, if yes how?		
15	Was safety equipment/PPE satisfactory, if no why?		
16	Did other conditions contribute, if yes how?		
17	What are the Immediate, Underlying and Root Causes of the incident?		
18	Do similar risks exist elsewhere? Or, have similar incidents happened before?		
19	Do any risk assessments and related procedures require review and updating?		
Recommendations:			
20a	What additional control measures are required / recommended for this incident?		
20b	By when?		
20c	By Who?		
Records Reviewed and Retained as Evidence:			
Additional Information	Type		Included Y / N
Appendix 1	Accident Report		
Appendix 2	Investigation Report		
Appendix 3	Witness Statements		
Appendix 4	Photographs / Diagrams		
Appendix 5	Training Records		
Appendix 6	Risk Assessments (before)		
Appendix 7	Risk Assessments (After)		
Appendix 8	Other Relevant Records		
Completed By:		Date:	
Headteacher Signature		Date	

Appendix C

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 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 introduction of the Data Protection Act 2018, the accident record book was 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								