

Accident/Incident Reporting and Investigation Procedure

PURPOSE

This procedure sets out the process for the reporting of accidents and incidents in relation to Health & Safety and provides guidance on their investigation.

The School, as an employer, has legal responsibilities to have effective arrangements in place to manage Health & Safety. Investigating the immediate and underlying causes of accidents and incidents and ensuring remedial action is taken will reduce the risk of a recurrence and the frequency of accidents.

In addition to the above, the School has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain types of accidents and incidents to the enforcing authorities.

SCOPE

All accidents/incidents to employees, students, visitors and contractors on Open Box Education Centre Limited's premises should be reported. Accidents/incidents involving staff and students on school excursions/trips, off-site activities and school work placements should also be reported.

Accident/Incident: An unplanned and uncontrolled event or sequence of events that gives rise to injury or harm to the health of any person or causes damage to property or equipment.

Near Miss: An unplanned and uncontrolled event that had the potential to cause injury or damage but through good fortune did not.

RESPONSIBILITIES

Principal -

- Ensuring the Governors are advised of any serious accident/incident involving a student
- Ensuring parents/carers/next of kin are advised of any serious accident involving a student or member of staff
- Ensuring all staff and students are made aware of the procedures for reporting accidents or incidents.
- Ensuring that any fatality, major injury or serious incident (e.g. fire) is reported immediately to the School Business Manager, responsible for Health & Safety

- Ensuring that all accidents/incidents (including near misses) to staff and students, occurring at work or arising from a work activity are reported, investigated and recorded on the School Accident/Incident Report Form and sent to the School Business Manager, within 24 hours
- Ensuring all qualified First Aiders are made aware that they will be expected to complete the Accident/Incident Report Form if they are in charge at the time of the accident/incident
- Ensuring any actions, resulting from investigation to prevent a recurrence, are communicated and updates as applicable are made to relevant risk assessments
- Informing the School Business Manager of any delayed absences occurring after an accident or of any update on injuries, sustained as a result of an accident, following visit to GP or hospital. See appendix A for guidance on completing the Accident/Incident Report Form

All Staff: -

- Fully completing the Accident /Incident Report Form if they are in charge at the time of any accident/incident or near miss
- Ensuring that the next, consecutive accident record number, in the top section of the Accident Book, correlates with the number being added to the Form, when fully completing the Accident/Incident Report Form
- Notifying the School Administrator of any first aid items that are utilised from the first aid kits, whether they were used for first aid in the event of an accident in school, or if they were used to assist with an existing injury not related to a school accident (See form Appendix C)

Students, Visitors, Contractors: -

- Reporting any accident/incident/near miss they have had or witnessed, to the Staff Member who is their point of contact at the time
- Assisting in any investigation

School Business Manager

- Providing advice and assistance on accident/incident reporting and investigation, to include a review of associated risk assessments based on the accident/incident details
- Contacting all staff members regarding the completion of forms
- Carrying out further investigations as deemed appropriate
- Carrying out statutory reporting under RIDDOR
- Providing regular summary reports of accident/incident statistics to the Board of Governors, Principal and Staff, as part of the Health & Safety responsibilities each half term
- Notifying the Insurance Company as applicable

First Aiders

- Providing treatment to any casualties or requests for first aid support
- Completing Accident Form information in full and signing/dating the declaration (See Appendix B)
- Advising the School Business Manager, in writing, with details of any treatment/advice given or action taken. This should be done as soon as possible, but no more than 24 hours after the incident
- Notifying the School Administrator of any first aid issues utilised from the First Aid Kits (See Appendix C)

ACCIDENT/INCIDENT REPORTING AND INVESTIGATION PROCEDURE

If an accident occurs the steps to take are as follows:

- If the person requires treatment, request or get someone else to request the assistance of a first aider. There is a list of first aiders in the Main office, Kitchen and the Medical room.
- If there is any obvious cause and it is safe to deal with immediately, then take appropriate action e.g. to mop up a spillage
- Find out what happened by speaking to injured person, if possible, and any witnesses
- Complete an Accident/Incident Report Form (see Appendix B - kept in the main office with the first aid box) and advise the School Business Manager as soon as possible
- When completing the form, it is important you provide as much factual detail of the accident/incident as possible, and include what action has been taken as a result of the accident/incident to prevent a recurrence
- **In the event of a fatality or major injury, the School Business Manager should be notified immediately.** See Appendix A for more detailed guidance on completing the Accident/Incident Reporting form

If a near miss occurs, the details must be completed in the Accident section on SMARTLOG, and categorised as a Near Miss, or sent on EMAIL at the earliest opportunity after the event.

Additional Information: -

Witnesses

- If there are any witnesses, record their names and telephone numbers. Speak to them separately and ask them what they saw. Often witnesses could be in the same room but did not actually see it happen, but can confirm an accident took place, so it is important to gather the facts.
- Advise them that they may be required to provide written statements.

Remedial Action taken/recommended to prevent recurrence

- Record any action already taken, if any. It may be as simple as reminding someone to follow procedure or spillage cleaned up
- Also record any further action/control measures to prevent or reduce risk of a recurrence in future. Examples of this are providing training for the person injured and extending to a group of other staff; reminding persons to wear PPE; review manual handling task; update or prepare a new risk assessment; increased supervision; regular checks
- If you require guidance or are unsure what to record contact the School Business Manager for advice on any of the above control measures. The School Business Manager may contact you if they decide further investigation is required and/or if accident/incident is to be reported to the HSE under RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Certain types of accident/incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be reported to the Health and Safety Executive (HSE) within certain time periods. The School Business Manager will make the report to the HSE.

Absence of more than 7 days or if the member of staff cannot perform their normal duties, will also be reported to the HSE under RIDDOR. Sometimes an absence can be delayed and take place a few days after the accident.

Accidents/incidents reportable under RIDDOR require a more detailed investigation by the School Business Manager. **These include any fatalities, major injuries, over 7-day absences, dangerous occurrences and certain diseases. For full details of RIDDOR go to www.hse.gov.uk/riddor**

Approved by: (Principal) (date)

Authorised by:..... (Chair of Governors) (date)

To be reviewed every: 1 Year

Next review date: May 2025

Date of Review	Reviewed by	Approved by Governors	Date of next review
Mar 2019 – version 1.0	Alison Dolan	02-04-19	Sep 2020
June 2021 – version 1.1	Marie Black	13-07-21	June 2022
June 2022 – version 1.2	Marie Black	12-07-22	June 2023
April 2023 – version 1.3	Marie Black	11-07-23	April 2024
May 2024 – version 1.4	Marie Black	25-06-2024	May 2025
May 2025 – version 1.5	Marie Black		May 2026

Appendix A

Guidance on Completing Accident/Incident Report Form Appendix B

It is important to provide as much factual information as possible when completing the form. Please take particular note of the guidance on completing the summary of accident/incident and remedial action taken/recommended to prevent a recurrence.

It is important to investigate accidents and the level and extent of the investigation should reflect the seriousness or potential seriousness of the accident/incident. The completed form should be sent to the School Business Manager.

PART 1 - about the person injured/involved

Provide details of name, address (including post code), age, gender and whether they are a Student, Employee, Visitor or Contractor. If a person does not wish to disclose their age, leave it blank.

PART 2 - details of the person completing the Form

Please sign and date the form and put your name in block capitals also with a contact telephone number.

PART 3 – about the accident/incident

A. Provide details of the date, time of accident/incident.

B. Provide details of the exact location (internal/external/room name/number).

If it happened outside the building on school grounds or externally then note here as clearly as possible and put any additional details on the back of the form.

C. Explain clearly how the accident/incident happened.

It is important to provide as much information as possible about the accident in this section. You should obtain information from the injured person/persons involved in the accident, any witnesses and any other person you require to speak to. If you were present, then you can include your own input.

D. Outline all factors that caused the accident/incident.

Establish the immediate cause and possible root cause(s) and if any unsafe acts or unsafe conditions occurred.

Gather information e.g. include what the person was doing; any equipment, tools, resources, ladders etc. involved and if they were faulty; how the accident happened;

whether the injured was/were running/walking; weather conditions if outside; what footwear the person was wearing if involved in a slip, trip or fall; was it light/dark; condition of floor; any observations you have made if present at the time of the accident or attended directly after accident.

The purpose of this section is to gather the facts as part of the investigation which in turn leads to the next section i.e. putting in place control measures (if necessary) to prevent a recurrence.

Note any remedial action taken if any, to make the area safe.

Record **factual information** and record the sequence of events. *Do not guess*. In some cases, information will be minimal and in more serious cases, more information will be required.

E. Details of injury and first aid

Provide exact details of the injury if an injury has occurred, e.g. cut to left arm etc. based on your observation and as described by the casualty.

Provide details of first aid if given, including use of items from the first aid kit, and if the casualty was sent/taken to hospital, and the name of the first aider. If a first aider attended, they can provide you with the information for this section.

F. Informing the parents or next of kin.

The Principal must be advised of the accident/incident and will contact the relevant parent/carer or next of kin in the appropriate manner. If that is not possible, then a designated deputy will do so instead.

G. Sign and date the form.

Please ensure that you print your name, sign and date the form, and that you have fully completed each section of the form, including the correlation number in the book and on the detachable accident form.

Appendix B

☐	Report Number (consecutive)
--------------------------	-----------------------------

☐	Report Number (consecutive)
+ Accident Record	

1. About the pupil who had the accident	
Name	_____
Year	_____
Glass or Form	_____

2. About you, the individual filling in this record	
Name	_____
Department	_____

3. Details of the accident (Continue on the back of this form if you need to)	
When it happened, Date ____/____/____ Time _____	
Where it happened, State location _____	
How did the accident happen? _____	

Give the cause if possible _____	

If the pupil who had the accident suffered an injury, give details _____	

Have the parents been informed? ☐ Yes ☐ No How? (eg. copy of Record, Verbally) _____	
Sign the record and date it:	
Print Name _____	Sign _____ Date ____/____/____

4. For the Head Teacher only	
Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).	
How was it reported? _____	
Print Name _____	Sign _____ Date ____/____/____

Appendix C



Use of First Aid Items for Non Accidents

Date:- _____

Time:- _____

Person Items are for:- _____

Items used:- _____

Taken from:- _____

Reason:- _____

Form Completed by:- _____

PRINT NAME

Office Use Only:- _____

(Items replenished date and initials)