



Accident/Incident Reporting and Investigation Procedure



Accident/Incident Reporting and Investigation Procedure

1. Purpose

1.1 The purpose of this procedure is to set out the process for the reporting of accidents and incidents, and to provide guidance on their investigation.

1.2 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.

1.3 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.

2. Scope

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

2.2 This procedure does not include theft.

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.

3. Responsibility

3.1 Principal

- Ensuring the governors are advised of any serious accident/incident involving a student.



- Ensuring parents/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 Health & Safety Officer.
- Ensuring that all accidents/incidents (including near misses) to their 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 Health & Safety Officer within 3 days.
- Ensuring teachers and learning support staff 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.
- Ensure any actions, resulting from investigation to prevent a recurrence, are completed.
- Inform the Health & Safety Officer if any delayed absences occur after 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

3.2 Teachers and employees.

- Completing Accident /Incident Report Form if they are in charge at the time of the accident/incident.

3.3 Students, Visitors, Contractors

- Reporting any accident/incident/near miss they have had or witnessed to their School point of contact.
- Assisting in any investigation

3.4 Health & Safety Officer

- Providing advice and assistance on accident/incident reporting and investigation.
- Contacting Principal, teachers, employees or first aiders re 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 Principal and Board of Governors



3.5 First Aiders

- Providing treatment to any casualties.
- Advise the Health & Safety Officer 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.

4. Procedure

4.1 Accident/Incident Reporting and Investigation Procedure

4.1.1 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 school office.
- 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 School Accident/Incident Report Form (kept in the office with first aid box) and advise the Health and Safety Officer as soon as possible.
- When completing the form, it is important to provide as much factual detail of the accident/incident as possible and 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 Health and Safety Officer should be notified immediately.** See Appendix A for more detailed guidance on completing the Accident/Incident Reporting form.

4.2 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.
- It is important if it is a member of staff that we get information on length of absence, if any. If the absence is over 7 days or the member of staff cannot perform



their normal duties, we need to report the accident to the HSE under RIDDOR. Sometimes an absence can be delayed and take place a few days after the accident.

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 Health and Safety Officer.
- The Health and Safety Officer may contact you if they decide further investigation is required and/or if accident/incident is to be reported to the HSE under RIDDOR

4.2 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

4.2.1 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.

4.2.2 Accidents/incidents reportable under RIDDOR require a more detailed investigation by the Health and Safety Officer. **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: 2 Years

Next review date: Sep 2020



Appendix A

Guidance on Completing Accident/Incident Report Form

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 can be sent to the Health and Safety Officer.

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 person does not wish to disclose age leave it blank.

PART 2 - details of 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 date, time of accident/incident.

B. Provide details of the exact location (floor and room name).

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 injured person/person involved in 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 immediate cause and possible root cause(s) and if any unsafe acts or unsafe conditions occurred.

Gather information e.g. include what person was doing; any equipment, tools, trolleys, ladders etc involved and if faulty; how accident happened; were they running/walking; weather conditions if outside; what footwear 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 time of 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 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, 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 parents 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 sign and date the form.