



*The Meadow Community
Primary School and Pre-School*



Accident, Incident and Near Miss Reporting Policy

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1.0 Introduction

- 1.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers to report and keep records of serious workplace

accidents, occupational diseases and specified dangerous occurrences. The regulations include visitors, members of the public and other persons on educational premises as well as pupils, students and employees.

- 1.2 The primary purpose of accident reporting is to identify immediate and underlying causes, so that steps can be taken to prevent reoccurrence. The Meadow Community Primary School and Pre-School will encourage all employees, pupils, contractors and visitors to report all accidents and incidents so that appropriate action to prevent reoccurrence may be taken.
- 1.3 Some individuals may be reluctant to report accidents. To avoid under reporting the Senior Management Team will continuously encourage a positive health and safety culture, where the emphasis is not on blaming individuals but improving health and safety within the school.

Further guidance for reporting can be found via the HSE link below:
<http://www.hse.gov.uk/pubns/indg453.pdf>

2.0 Organisation of Accident Reporting

- 2.1 All members of staff, pupils, visitors and contractors are responsible for reporting accidents, incidents and dangerous occurrences.
- 2.2 Jane Groves is responsible for recording details of accidents within the school
- 2.3 Jane Groves is responsible for notifying the HSE of reportable injuries/incidents.
- 2.4 Jane Groves is responsible for notifying Leicestershire County Council of all major accidents/ incidents.
- 2.5 Jane Groves is responsible for collating accident statistics to report to the Health and Safety Committee.

3.0 Definitions

- 3.1 The term 'reportable' used throughout this procedure means accidents or injuries that are must legally be reported to the Health and Safety Executive.
- 3.2 Deaths and work-related accidents which cause certain serious injuries (reportable injuries);

- Any fatality arising out of or in connection with a work activity,
- fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- dislocation of the shoulder, hip, knee or spine;
- Permanent or temporary loss of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalping's (separation of skin from the head) which require hospital treatment
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- unconsciousness caused by head injury or asphyxia
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;

3.3 Over-seven-day injuries to workers

- It is a requirement to report injuries that lead to an employee or member of the public being away from work, or unable to perform their normal duties for more than seven consecutive days. These injuries must be the result of an occupational accident or incident and should not count the day of the accident but should include weekends and rest days. A RIDDOR report must be made within **15 days** of the accident / incident occurring.

3.4 Injuries to non-workers

- It is a requirement to report any members of the public or people who are not at work if a person is injured or is taken from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

3.5 Reportable Occupational diseases

3.5.1 On receipt of written diagnosis from a doctor that an employee is suffering from those conditions listed below caused or made worse by their work.

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand -arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

3.6 Reportable Dangerous occurrences

3.6.1 Dangerous occurrences are certain listed near-miss events. Reportable near misses include:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- Explosions or fires causing work to be stopped for more than 24 hours

3.7 Reportable gas incidents

- Where an injury, loss of consciousness or fatality occurs
- Accidental leak of gas

4.0 Reporting Procedure

4.1 The school uses the AssessNET reporting system which is a tool used to complete all accident/incidents and ensures that reportable incidents/injuries are submitted through to the Health and Safety Executive. Use the following link;

https://www.assessweb.co.uk/version3.2/security/login/frm_lg_entry.asp

4.1.2 The following incidents will be reported and recorded

- Deaths

- Work related accidents which cause reportable injuries (see definitions above)
- Over-seven-day injuries
- Listed occupational diseases
- Certain incidents to people not at work

4.2 Reporting Accidents/Incidents/Near Misses

4.2.1 A report form must be completed for each accident, incident, 'near miss' or dangerous occurrence which occurs. It is the responsibility of the Department/Service/School staff to ensure this form is completed.

4.2.2 It is important that incidents are reported to AssessNET promptly, as certain incidents have to be reported to the enforcing body e.g. Health and Safety Executive (HSE) within strict timescales.

4.3 Reporting of Violent Incidents

4.3.1 As with all types of incidents AssessNET allows users to report directly any incident involving physical or verbal abuse or attack. It is important that these incidents are reported to effectively monitor the safety of employees during their working activities.

4.4 Serious Incidents

4.4.1 Details for all serious accident/incidents should be reported as soon as possible using the AssessNET system. The Health, Safety & Wellbeing service can support you dealing with and investigating these serious accidents/incidents. The Health, Safety & Wellbeing service can be contacted either by phone, 0116 305 5515 or via email, healthandsafety@leics.gov.uk

5.0 School's Responsibility

5.1 The school has a responsibility to monitor health and safety issues within its establishments, including the monitoring and investigation of any accidents and three day absenteeism resulting from work related issues.

5.2 All accidents/incidents at school must be formally recorded and any serious accidents / incidents must be investigated.

5.3 Accident report forms must not be completed by the injured party. It may be

necessary for much of the factual information to be provided by the injured party, but this information should be conveyed to the person in the establishment responsible for completion of these records. Once the necessary forms have been completed they should be signed by the Headteacher.

5.4 Many accidents to children at school are trivial and include bruises, scratches, minor sprains and bumps. It is advisable in these cases to keep a local report of the incident at site in a 'site accident book'. In these situations it may still be necessary to notify parents/guardians of the child involved. Parents should always be notified by telephone or in writing if a child has suffered a bump on the head, however minor this may appear initially.

5.5 Serious accidents, however, require immediate medical attention and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief.

September 2017

Agreed by the Local Governing Body on 14th September 2017

Signed:

A handwritten signature in black ink, appearing to read 'Steve Lilley', is written over a horizontal line. The signature is enclosed within a thin black rectangular border.

Mr Steve Lilley Chair of the Local Governors

To be reviewed in September 2020