

# **HEALTH AND SAFETY POLICY – APPENDIX 3 ACCIDENT and INCIDENT REPORTING AND INVESTIGATION PROCEDURE**

**Initio Learning Trust**

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Reviewed Annually

# ACCIDENT and INCIDENT REPORTING AND INVESTIGATION PROCEDURE

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## **SECTION 1: ACCIDENT and INCIDENT REPORTING AND INVESTIGATION PROCEDURE**

This document outlines the procedures that are to be adopted when any student, employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on any Trust school's premises.

In order to avoid misunderstanding, the Trust deem an accident and near-miss to be defined as:

Accident: "any unplanned or uncontrolled event that results in personnel injury or damage to property or equipment".

Near-miss: "an unplanned or uncontrolled event which does not cause injury or damage, but could have done so."

## **SECTION 2: STATEMENT OF INTENT**

In order to comply with legislation and fulfil statutory responsibility, the Trust require that:

- All accidents and incidents are reported, recorded and investigated in accordance with this policy.
- All notifiable incidents are reported to the Health and Safety Executive (HSE).
- Appropriate corrective and preventive action is taken to ensure the safety of employees, students, contractors, visitors and members of the public.

The CEO is the recognised responsible person for the Trust. In practice, the responsibility is delegated to each school's Headteacher who is the responsible person for their school.

## **SECTION 3: ORGANISATION AND RESPONSIBILITIES**

All accidents and incidents must be reported, however minor. To achieve this, the following procedure should be adopted and all staff should fulfil their responsibilities.

### **●3.1 HEADTEACHER**

#### Oversight

- Ensure systems and resources are in place to report and investigate accidents/incidents, in accordance with this procedure.
- Bring to the attention of all employees and contractors the accident/incident reporting procedure.
- Consider the recommendations made in accident/incident and investigation reports to prevent the re-occurrence of similar accidents.
- Assess accident/incident statistics on a regular basis to identify any trends, and ensure appropriate remedial action is taken.
- Monitor the implementation of this procedure and take appropriate action to ensure it is followed.

#### Implementation

- Consult with Judicium on the level of investigation required in line with [Section 5.3](#).
- Consult with Judicium on the number and spread of staff that are required to complete the Accident Reporting and the Accident Investigation course.
- Ensure that accidents and incidents and communicable diseases are reported to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and where required are investigated, with a view to identifying immediate, underlying and root causes to prevent or reduce the likelihood of similar occurrences.
- Collect and collate data of reportable and non-reportable incidents to assess trends and provide statistics and reports to the Health and Safety Committee.

- Keep record of all incidents and investigations reports as per the MAT retention schedule.

### ●3.2 SLT / MANAGERS

- Actively encourage employees to promptly report all accidents and incidents – in line with Section 4.2.
- Actively manage and review the accidents / incidents reported in their area of responsibility.
- Ensure that all accidents and incidents in their area of responsibility are fully recorded on the Accident Report form (including contractors where appropriate).
- After an accident/incident; implement the measures identified on the Accident Investigation to prevent or reduce the risk of further incidents or accidents (e.g. staff briefings, review risk assessments, arrange necessary training).

### ●3.3 ACCIDENT INVESTIGATORS

- Complete the eLearning Accident Investigation course.
- Investigate accidents and incidents to ascertain immediate and root causes of accidents and complete an accident investigation report in conjunction with management and produce an action plan with remedial actions to prevent a recurrence.
- Obtain information and documentation required to support accident investigations (e.g. take witness statements, collate relevant documentation, take photographs)
- Liaise with Judicium during accident investigations as required

### ●3.4 EMPLOYEES

- Report all accidents and incidents as per Section 4.2.
- Assist with accident reports and accidents investigations as required.

### ●3.5 CONTRACTORS

- Report all accidents and incidents to their school contact, where the incident takes place on Trust premises or on Trust activities but not within Trust premises, e.g. Principal Contractor compound or area of their own control.
- Assist the Trust with accident investigations as required.
- Report notifiable accidents / incidents related to their work in accordance with their own procedures.
- Ensure reporting lines are met as per Section 4.2.
- Following an incident, cooperate with Trust investigations.

## SECTION 4: ACCIDENT AND INCIDENT REPORTING

### 4.1. PROCEDURE

All accidents and incidents (injury and non-injury), reportable diseases and work related sickness absence involving employees or non-employees on (e.g. students, contractors, visitors, members of the public) shall be recorded in a prompt manner on the relevant form and reviewed by the appropriate managers.

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. For detailed information of what needs to be reported, go to: <https://www.hse.gov.uk/pubns/edis1.pdf>

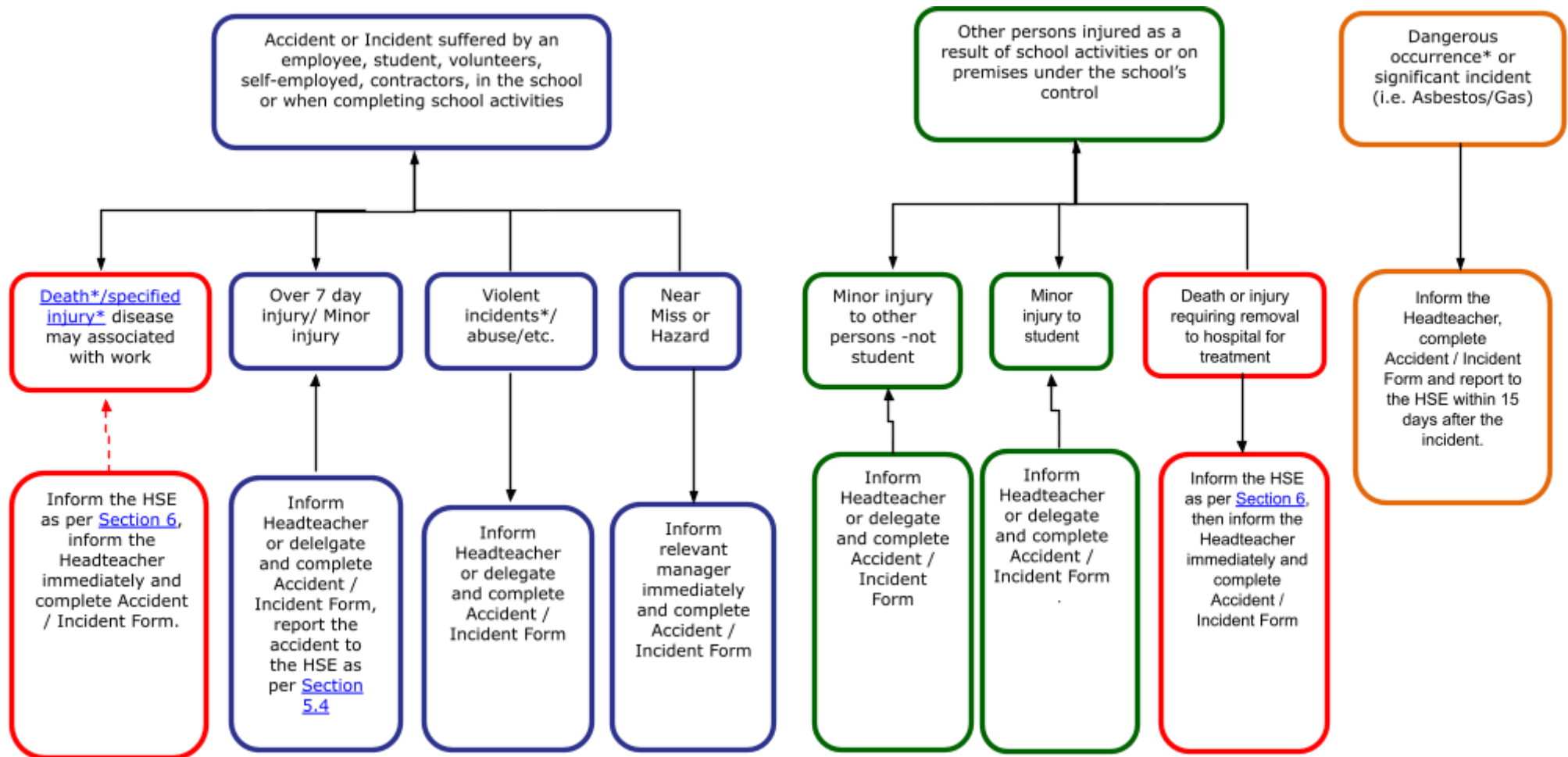
The Headteacher or delegate must report accidents that fall under RIDDOR to the Health and Safety Executive as soon as practicable and in any event within 15 days of the accident, for more details, refer to [Section 6](#).

If there is a reportable disease notified by a doctor this must be reported to the as soon as possible and followed up by completing the Accident Report form, an Accident Investigation and report this to the Health and Safety Executive as soon as practicable and in any event within 15 days of the accident, for more details, refer to [Section 6](#).

If there is a fatality or an injury that meets the HSEs Specified Injuries classification or a Dangerous Occurrence (e.g. something happens which does not result in a reportable injury, but which clearly could have done) involving an employee, student, contractor, or member of the public (on Trust or activities), the Headteacher or delegate must report to the HSE by the quickest possible means, see [Section 6](#) for reporting details.

If school staff are uncertain or require support at any stage, contact Judicium.

4.2. ACTION GUIDE FOR ACCIDENT AND INCIDENT REPORTING



## **SECTION 5: ACCIDENT INVESTIGATION**

### **5.1. PROCEDURE**

The main purpose of accident investigations is to prevent reoccurrence. The Accident Investigation will be used to improve the management of health and safety by identifying immediate, underlying, and root causes (management system weaknesses that allowed the accident to occur).

It should be appreciated that the thorough investigation of accidents is essential, particularly where there may be the possibility of criminal proceedings by the enforcement authority and/or civil proceedings by the injured party or their representatives.

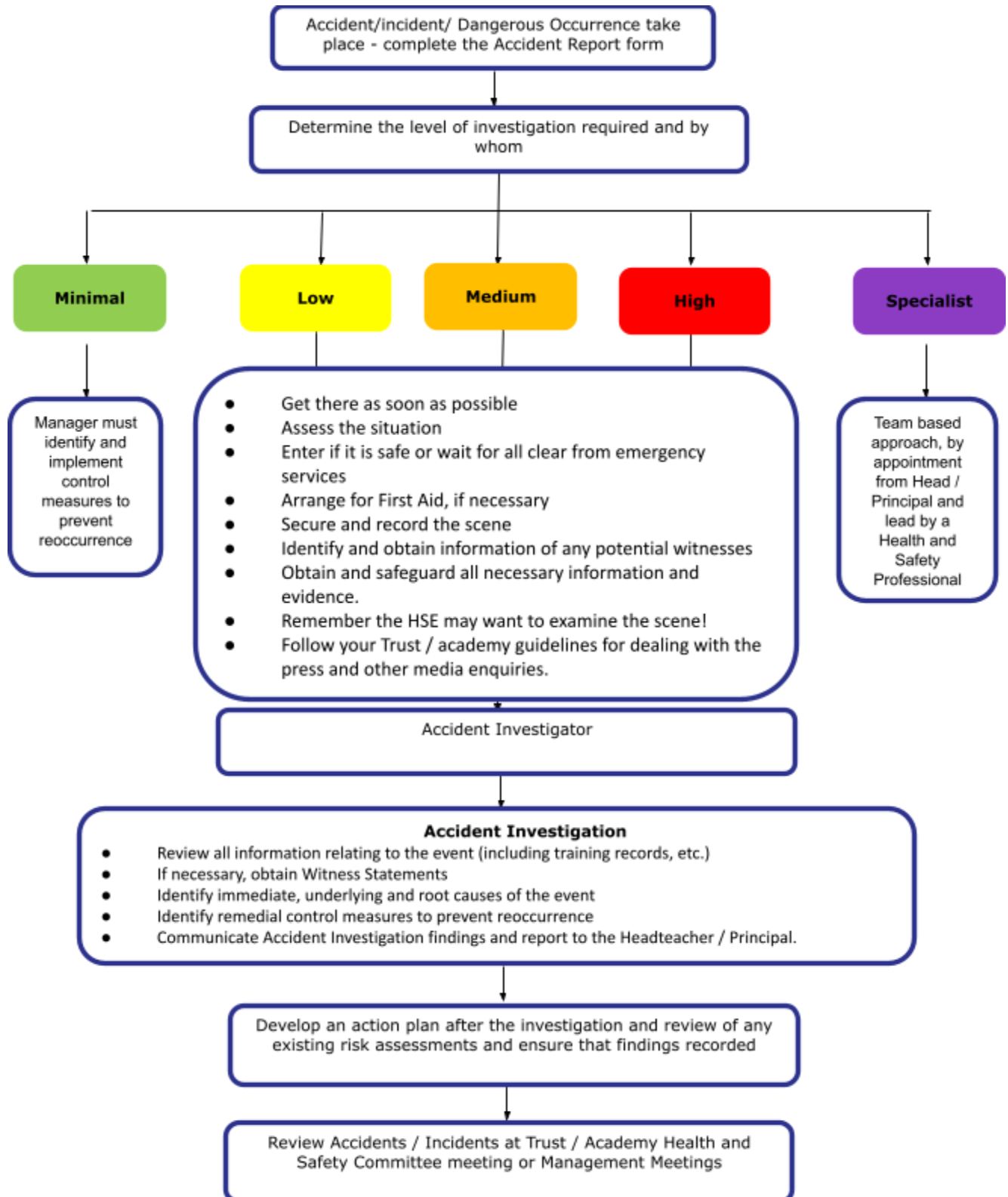
The level of investigation required must be based on the significance of the incident or potential significance and a competent person must be appointed to lead the accident investigation see [Section 5.3](#).

An Accident Investigation report must be prepared for medium, high and specialist level investigations. The Accident Investigation Report and supporting evidence (documentation) should be presented to the Headteacher.

Accident investigation reports must be completed as per the time scales given on [Section 5.4](#).

For support at any stage of accident investigation, contact Judicium.

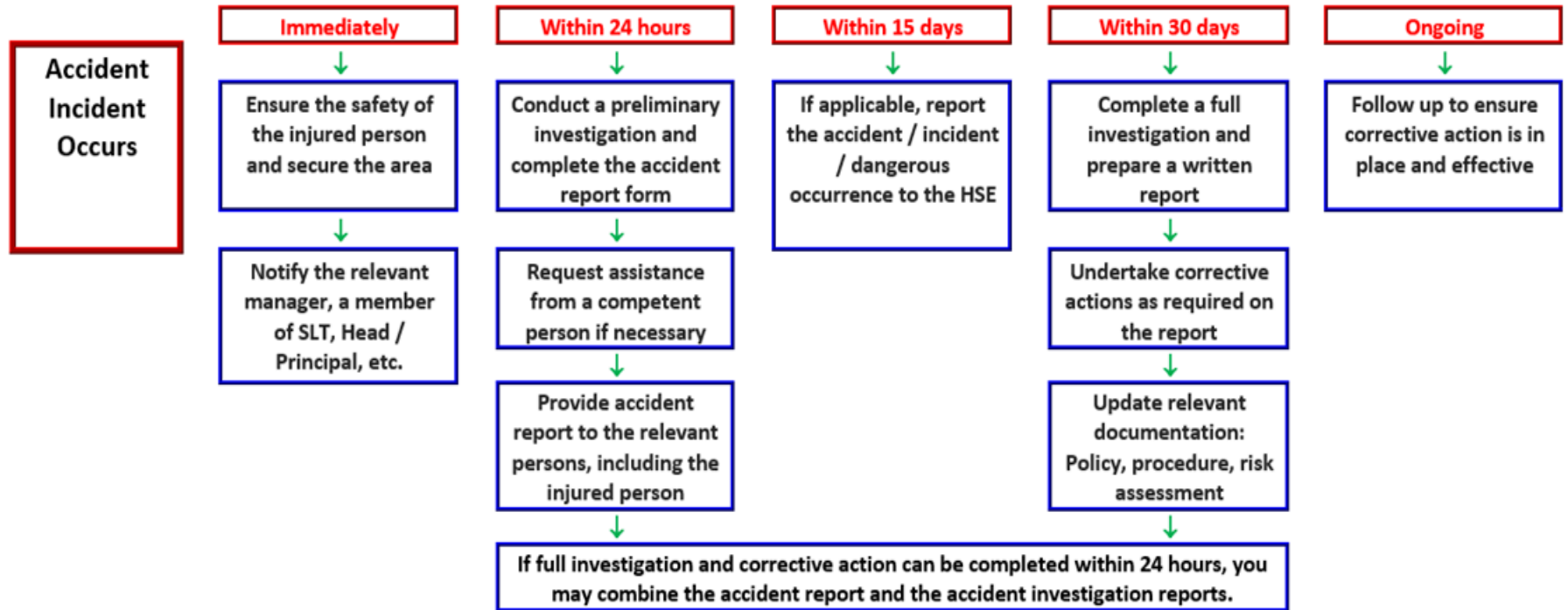
5.2 ACCIDENT / INCIDENT / DANGEROUS OCCURRENCE MANAGEMENT AND INVESTIGATION



### 5.3 LEVEL OF INVESTIGATION GUIDE

Level of investigation	Level of Investigation Indicators	Investigated by	Competence required
<b>Minimal</b>	No harm or minor injury was sustained not requiring significant first aid assistance.	Designated investigator	ELearning Accident Investigation course.
<b>Low</b>	A minor injury which may require significant first aid assistance or more serious harm resulting in up to 7 days off. A near miss that could have resulted in the equivalent results.	Designated investigator	ELearning Accident Investigation course.
<b>Medium</b>	An over 7 days off work injury or a near miss that could have had equivalent results. A non-employee is taken directly to hospital. Any specified injury or near miss equivalent deemed unlikely to re-occur	Designated investigator supported by Judicium	Management of H&S course, IOSH Managing Safely or NEBOSH Certificate (equivalent) and as for Low and Medium
<b>High</b>	Serious injuries / Fatality Dangerous occurrence Near miss that could have had the equivalent results Reportable disease or Press Interest	Designated investigator supported by Judicium	Management of H&S course, IOSH Managing Safely or NEBOSH Certificate (equivalent) and as for Low and Medium.
<b>Specialist</b>	This will compliment Medium or High level investigations, where there is a need for a specialist report. For example structural engineers, field specialists, etc.	Designated investigator supported by Judicium and external specialists.	Must be competent in their specialist field.

5.4 RIDDOR REPORTABLE ACCIDENT REPORTING AND INVESTIGATION PROCESS



Judicium act as the school's competent person for Health and Safety.

## **SECTION 6: HSE CONTACTS DETAILS AND LINK**

Only 'responsible persons', e.g. Headteachers should submit RIDDOR reports on the Trust's behalf.

Failure to report 'reportable' accidents is a criminal offence, and the Trust can be sentenced in the Magistrates' Court with a fine up to £20,000, or in the Crown Court with an unlimited fine.

RIDDOR specify varying timescales for reporting different types of incidents, it is advisable to report the incident as soon as possible.

- Over-seven-day injuries must be reported within 15 days of the incident.
- Accident / Incident / Communicable Diseases that are reportable under RIDDOR, should be reported by the Trust to the HSE as soon as a registered medical practitioner (RMP) notifies in writing that the employee suffers from a reportable work-related disease.
- All incidents should be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923. In cases of a reportable death, specified injury, or dangerous occurrence, notify the HSE without delay and must report online within 10 days of the incident.

The type of circumstances where HSE may need to respond out of hours are: -

- Following a work-related death.
- Following a serious incident where there have been multiple casualties.
- Following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

If the incident fits these descriptions, ring the HSE duty officer on 0151 922 9235.

For RIDDOR Guidance for schools, go to: <https://www.hse.gov.uk/pubns/edis1.pdf>