



# Lingfield Education Trust

## Accident Reporting Procedure

Policy Version Control	
Policy type	Academy Trust
Policy prepared by (name and designation)	Nick Blackburn CEO
Last review date	October 2016
Description of changes	Incorporation of new Trust name throughout the document
Date of Board of Directors approval	November 2016
Date released	3 <sup>rd</sup> February 2017
Next review date	Autumn 2018

## **PURPOSE**

The recording of accidents, incidents and ill health is one of the most effective ways of managing health and safety. Information from the facts gathered during accident reporting and investigations will highlight trends and patterns. As a result of this information, measures can be put into place which will reduce the frequency and severity of Lingfield Education Trust's accident rates.

Nationally the HSE collects accident statistics. To facilitate this they are supported by the legal requirements of RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Therefore Lingfield Education Trust is duty bound to report accidents that fall within the remit of RIDDOR.

## **SCOPE**

This procedure refers to accidents to Lingfield Education Trust's staff and pupils or accidents caused by their acts or omissions. Much will also apply if school personnel are closely involved in any aspect of an accident. Agency staff working for the school must also be included as they are considered to be employees under health and safety law.

## **RESPONSIBILITIES**

The CEO has overall responsible for the appropriate level of reporting; however this duty is delegated to supporting members of staff. RIDDOR notification to the HSE will be completed by the Trust's Health and Safety Advisor, currently supplied by Avec. Accidents to pupils, staff members and visitors will be recorded by the school administration staff.

Initial investigation of incidents and accidents is usually the responsibility of the class teacher who may call upon assistance from the trust Health and Safety Advisor (Stuart Mackenzie) depending on the severity of the accident. From time to time because of the nature of an incident it will be the Health and Safety Advisor who leads the investigation.

The school Business Manager/Office Manager will liaise with the Health and Safety Advisor if required.

All dangerous occurrences and lost time injuries must be reported to the school's Business Manager/Office Manager.

The Trust's Health and Safety Advisor has responsibility to retain correspondence from the HSE with regards RIDDOR reportable accidents and present such information as requested by auditing authorities.

## **ABBREVIATIONS**

RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
HSE.	Health and Safety Executive.

## **GENERAL REQUIREMENTS**

### **Accident Definitions**

#### *First Aid Treatment*

A minor injury requiring treatment by a qualified first aider (minor cuts/bruises, foreign matter in the eye etc.) and resulting in no lost time beyond the school day or shift on which it occurs.

#### *Minor Accident*

A work related injury resulting in absence from work of between 1 and 7 days beyond the school day or shift on which it occurs

#### *Lost Workday Case (Reportable Accident)*

A work related injury, which causes incapacity for more than 7 days beyond the day on which it occurs

### **Accident Reporting**

In the event of any injuries being sustained on Lingfield Education Trust's premises, the injured person shall notify an appointed First Aider. All injuries and treatment given will be recorded in the school Accident Book.

The Business Manager/Office Manager on receipt of any Accident Reports will decide whether the Accident requires further investigation i.e.

- i. If the accident is required by law to be reported to the Health and Safety Executive (HSE.)
- ii. If the accident could have resulted in serious consequences (what could have happened), and
- iii. If the accident may result in a civil claim.

Investigation findings are recorded on an Accident Investigation Report Form. See Attachment 1 for Adults and Attachment 2 for Pupils.

In the event that the accident/ incident was witnessed, a witness statement is to be recorded on the witness statement form (see Attachment 3).

If an accident report form is deemed necessary the Administration staff will forward a copy to the Trust's Health and Safety Advisor.

The above mentioned paperwork is collated and is kept readily available for inspection by the HSE or the Loss Assessor.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

Some incidents that happen in schools, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These Regulations require employers and other people to report accidents and some diseases that arise out of or in connection with work. The school Health and Safety Advisor is responsible for reporting to the HSE all Accidents/Incidents that fall under the requirements of RIDDOR. Any feedback from the HSE will be relayed to the Business Manager/Office Manager and Executive Hedateacher/Head teacher/Head of School.

**Staff must report the following work related accidents, including those resulting from physical violence, if they injure either the school's Staff, or self-employed people working on the premises:**

- accidents which result in death or major injury\* must be reported immediately.
- accidents which prevent the injured person from continuing at his/her normal work for more than seven days.

\* **A major injury is classed as one of the following:**

- fracture other than to fingers, thumbs or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to:
  - hypothermia, heat-induced illness or unconsciousness;
  - resuscitation or requiring admittance to hospital for more than 24 hours;
  - acute illness requiring medical treatment; or
  - loss of consciousness;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### **What about pupils and other people who are not at work?**

You need to inform the school Health and Safety Advisor if an accident that happens to someone who is not at work, e.g. a pupil or visitor, if: the person involved is killed or taken to hospital **and** the accident arises out of or in connection with the work activity.

### **How does the school decide whether an accident 'arises out of or is in connection with work'?**

An accident will be reportable if it is attributable to:

- work organisation (e.g. the supervision of a field trip);

- plant or substances (e.g. machinery, experiments etc);
- the condition of the premises.

### **What about sports activities?**

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

### **Playground accidents**

Playground accidents due to collisions, slips, trips and falls are not normally RIDDOR reportable unless they happen out of work or in connection with work, e.g. because of:

- the condition of the premises or equipment
- inadequate supervision.

### **Accident/ Incident frequency rates**

The accident/ incident reports are reviewed by the school Health and Safety Advisor at the end of each term.

Accident/ incident rates are not required by any form of legislation, however, they are to monitor trends and provide a comparison to previous safety performance.

**Date of review:** Autumn 2018