



Beechwood Primary school

Accident / Incident Policy

1 Introduction

- This Policy enables our school to meet the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
- Incidents are reported electronically on the Accident / Violent Incident link under Systems and Applications on the Intranet
[..\Guidance Notes\REP-SCH-GUI-6 Electronic Accident Reporting guide.doc](#) and
[..\Guidance Notes\REP-SCH-GUI-29 Electronic Violent Incident Reporting Guide.doc](#)
- The purpose of this document is to set out the policy and procedures for reporting, recording and investigating accidents, incidents and near misses within schools.

2 Legal Duty

The employer has a legal duty to:

- (i) Provide for the safety, health and welfare at work of all its employees;
- (ii) Provide a safe environment for any person who uses its services and premises;
- (iii) Fulfil its legal duties as conferred under relevant statutory provisions;
- (iv) Ensure that all relevant incidents are reported to the Health and Safety Executive (HSE);
- (v) Operate this policy in compliance with legislation preventing discrimination on grounds of an individual's gender, ethnic origin, sexual orientation, disability, age, religion or belief and with the duties placed on public bodies to promote race, gender and disability equality.

3 Scope

All Accidents to employees, pupils and members of the public must be entered either in a 'minor' accident book or on a Halton Borough Council electronic accident report.

4 Investigation

Accidents must be investigated to:

- Explore the reasons why it occurred;
- Identify both the immediate and underlying causes;
- Highlight recommendations that prevent or limit the likelihood of recurrence;
- Provide feedback to those affected; and
- Improve overall health, safety and welfare performance.

An investigation should:

- (i) Be carried out in accordance with the guidance
[..\GuidanceNotes\REP-SCH-GUI1AccidentIncidentInvestigationChecklist.doc.;](#)
- (ii) Commence at the earliest opportunity or within 24 hours of occurrence.

An investigation will always take place where:

- (i) The incident highlights a risk which has not previously been assessed;
- (ii) The incident highlights shortcomings in the existing risk assessment;
- (iii) The incident is reportable to the Health and Safety Executive;
- (iv) The incident is sufficiently serious to warrant an investigation; or
- (v) Those affected by the incident reasonably request it.

5 Categories of Incident

The categories of accidents mentioned below are:

- a) Minor
- b) Significant
- c) Over 3 Day

- d) Major
- e) Pupil / Public attending at Hospital
- f) Diseases / Ill Health
- g) Dangerous Occurrences
- h) Near Misses

Action Required

Both the circumstances severity of the injury will determine what reporting is necessary.

a) MINOR INJURIES:

(E.g. cuts and grazes, bruises etc requiring no more than basic first aid).

Action:

- ✓ **Pupils** - Enter into 'minor' accident book
- ✓ **Employees** Complete electronic accident report (tick box for employee)
- ✓ **Public** Complete electronic accident report (tick box for public)

b) SIGNIFICANT INJURIES:

For **employees** either:

- ✓ Injuries requiring more than first aid, or
- ✓ Injuries from poor health & safety management/premises/equipment defects.

For **pupils** either:

- ✓ Injuries requiring hospital treatment (see 'E' below), or
- ✓ Injuries requiring time off.

Action:

- ✓ Telephone Health and Safety Advisor ext 1009 / 1068
- ✓ Complete electronic accident report

c) OVER 3-DAY INJURY:

This section only applies to **employees**.

- ✓ Where an employee is injured at work and as a result is unfit for work for **more** than three days following the date of the accident. Over 3-day injuries are reportable to the Health and Safety Executive under RIDDOR, 1995.

Action:

- ✓ Complete electronic accident report.
- ✓ Once the accident is recognised as being an "over 3-day injury", notify the HBC Health and Safety team either by email or on Ext. 1009.

d) MAJOR INJURIES:

Categorised as;

- ✓ Death
- ✓ Fractured (Excluding fingers, thumbs and toes)
- ✓ Amputation (cutting through a bone)
- ✓ Dislocation of the shoulder, hip, knee or spine
- ✓ Loss of sight
- ✓ Chemical or hot metal burn to eye
- ✓ Penetrating injury to the eye
- ✓ Any Injury resulting from an electric shock or electrical burns leading to
- ✓ Loss of consciousness or requiring resuscitation or the person remaining in hospital for over 24 hours
- ✓ Any injury leading to hypothermia, heat-induced illness or unconsciousness or requiring admittance to hospital for more than 24 hours
- ✓ Unconsciousness caused by asphyxia or exposure to a harmful substance
- ✓ Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance through the skin or inhalation, ingestion

Action:

- ✓ Telephone a Health and Safety Advisor **immediately** on ext. 1009 / 1068
- ✓ The Health and Safety Advisor will then decide if the incident is reportable to the Health and Safety Executive
- ✓ Complete electronic accident report.

e) PUPILS / PUBLIC ATTENDING HOSPITAL

For all accidents resulting in a pupil/member of the public being taken to hospital:

Action:

- ✓ Contact the Health and Safety Advisor on ext.1009 / 1068 who will determine whether the accident is reportable to the HSE
- ✓ Complete electronic accident report.

NB: IF UNSURE CONTACT HBC HEALTH & SAFETY TEAM EXT 1009 / 1068.

f) PROCEDURES FOR REPORTING DISEASES / ILL HEALTH CONDITIONS

Under RIDDOR, 1995 there is an index of reportable occupational-related diseases & ill health conditions. The majority of these are unlikely to occur in staff whose work is predominantly school based. The full index has been reduced to highlight those conditions that may be foreseeable within an educational environment:

CONDITION	CAUSES
Repetitive Strain Injuries (RSI's) e.g. carpal tunnel syndrome, tenosynovitis, tendonitis	Long-term, intensive use of keyboards. May affect admin support and secretarial staff.
Legionellosis	Legionnaires Disease - risk higher in those schools with showers, spa pools
Nasal Cancer	Caused by prolonged exposure to wood dust, especially from hardwoods. Possible risk to design and technology staff.

Action:

- ✓ Contact the Health and Safety Advisor on ext.1009 / 1068 who will determine whether the accident is reportable to the HSE
- ✓ Complete electronic accident report.

g) PROCEDURES FOR REPORTING DANGEROUS OCCURRENCES

Under RIDDOR, 1995 the incidents listed below should be immediately reported to the HSE, notify Risk & Emergency Planning Division who will then notify the HSE.

Pressure Systems

The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipework, where the failure has the potential to cause the death of any person.

Electrical Short Circuit

Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person.

Collapse of Scaffolding

The complete or partial collapse of -

(a) Any scaffold which is -

- (i) More than 5 metres in height which results in a substantial part of the scaffold falling or overturning; or
- (ii) Erected over or adjacent to water in circumstances such that there would be a risk of drowning to a person falling from the scaffold into the water; or

(b) The suspension arrangements (including any outrigger) of any slung or suspended scaffold which causes a working platform or cradle to fall.

This list has been shortened to reflect those occurrences which are foreseeable in a school environment. For full details from RIDDOR, 1995 contact the Safety Officer on Ext. 1009.

h) PROCEDURES FOR REPORTING "NEAR MISSES"

A near miss is an incident which may have occurred, without resulting in loss / damage / injury but which had the potential to have done so.

E.g. the rung of a ladder fractures under the weight of a caretaker. He retains his balance and is not injured. There was a potential for injury but in this instance it was avoided.

Action:

- ✓ Complete electronic accident report with the "Near Miss" box in Sec 1, enabling HBC to take appropriate remedial action to avoid future occurrences.

Data Protection

- To comply with the Data Protection Act, there is a declaration at the beginning of the report that states,

'In order to comply with DPA 1998, personal details entered in an accident record must be kept confidential. All records will be stored in accordance with IT Standing Orders. It is important that you are absolutely accurate in the details you enter onto this system. The information you enter here may be referred to in court. You may in certain circumstances be called on to give evidence as to the facts on oath in court or tribunal'.

There is a mandatory box that needs to be ticked acknowledging that it has been read and understood.

- For recording minor accidents to pupils, books can be used with multiple entries per page.
- Schools can adapt exercise books provided that they cover all necessary areas.
- Where a third party (e.g. solicitor or parent) requests a copy of an accident report, only information of direct interest should be passed on.

6 Policy Review

- This Policy will be reviewed every two years. Unless there are changes to current legislation or an employee raises concern
- The Governors premises committee will be kept up to date on any health & safety issues and receive any reports from external bodies

Signed _____

Date: March 2017