

Accidents & Incidents

The following types of accident and incident must be reported to the local authority:

Employees

- any type of accident or incident in which an **employee or contractor is physically injured**;
- any incident in which an **employee is subject to threatening, intimidating or aggressive behaviour** from a pupil or other person as a result of being a school employee;
- any incident in which an **employee is subject to excessive verbal abuse** from a pupil or other person as a result of being a school employee;

Non Employee

- any type of accident in which a **pupil or other member of the public is physically injured as a result of the condition or lay-out of the premises, the use of any equipment or materials, or the supervision or management of any situation**;

General

- any **road traffic accident during a work journey** (not commuting) even if damage only;
- any other **near miss incident** in which someone could have been hurt.

The school must report any of these events using the appropriate version of the electronic forms below:

- [On-line accident/incident reporting forms](#)

These can also be found on WISEnet: [WISEnet link to report an accident or incident](#)

Any other less serious event or those involving non-employee accidents that have occurred for reasons beyond the school's management control as described above, DO NOT need to be reported to the local authority but the school should have a separate procedure for ensuring these events are recorded and relayed to parents if necessary.

It is important that the person(s) responsible for incident reporting reads and becomes familiar with the whole of this section as inaccurate reporting can lead to prosecution by the HSE, delays in industrial injury benefit payments and, most importantly of all, the potential for a recurrence.

Accidents & Incidents

1 Procedure for reporting incidents to school employees (including harm through acts of violence)

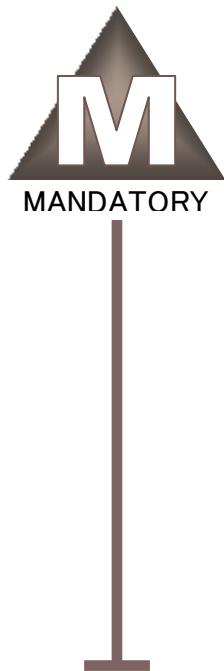


- ▲ If an employee is injured, the details must be entered into the electronic Accident / Incident Report and Investigation Form (see above link). You will be able to choose either the Accident to Employee or Violence/Aggression to Employee forms to complete.
- ▲ Incidents resulting solely in emotional distress as a result of abuse in any form should be reported on the Violence / Aggression to Employee e-form.
- ▲ The e-form is self-explanatory but must be completed diligently after a level of investigation commensurate with the incident.

Some more serious injuries to employees require an **additional** type of reporting to the Health and Safety Executive (HSE).

- ▲ Any of the following injuries must be must be reported on-line directly to the HSE or by telephoning 0345 300 9923 immediately A report must be received by the HSE within 10 days of the incident. You should also notify the LA Health and Safety Adviser by telephone if the HSE tell you that they intend to attend the scene of the incident.
 - Death;
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

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- ▲ Any injury which prevents an employee from continuing at his/her normal work for more than 7 days must be reported to the HSE on e-form from the link [F2508IE](#) within 15 days of the incident. In calculating the days lost, you should not take into account the day of the incident but you must count non-working days. So, for example, an injury sustained on Thursday becomes reportable if normal work is not resumed by the following Friday.

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PLEASE NOTE

You should notify the LA Health and Safety Adviser by telephone if the HSE indicate that they intend to attend the scene of the accident.

Incidents can also be reported on-line to the HSE at www.riddor.gov.uk

The LA Health and Safety Adviser can assist schools in investigating incidents

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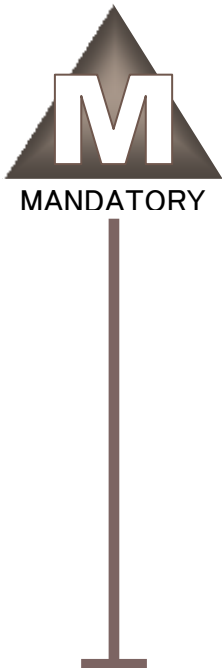
2 Procedure for reporting accidents or incidents involving pupils/students

- ▲ If a physical injury is sustained, the details must be entered into an 'Accident Log';
 - ▲ Schools should devise a local system of reporting injuries and incidents to parents;
 - ▲ The e-form (Accident/Incident to non-employee version), to be sent to the local authority, should only be generated if the incident is attributable to any of:
 - a) a factor under the school's control e.g. levels of supervision;
 - b) connection with any school plant, equipment, tools or substances;
 - c) the condition of the premise;
 - ▲ This will exclude many playground collisions and sporting injuries. The e-Form is self-explanatory but must be completed diligently with a level of investigation commensurate with the incident;
 - ▲ Some more serious injuries to pupils/students require an **additional** type of reporting to the Health and Safety Executive (HSE);
 - ▲ **The HSE must be notified on-line directly or by telephoning 0345 300 9923 immediately if;**
 - (i) a pupil/student is killed;
 - (ii) a pupil/student suffers an injury which results in them being taken directly to hospital for treatment.
- AND**
- (i) the incident is attributed to any of the factors a)-c) given above.

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PLEASE NOTE ...

A report must be received by the HSE within 10 days of the incident.

The school should also notify the LA Health and Safety Adviser by telephone if the HSE indicate that they intend to attend the scene of the incident.



3 Procedure for reporting incidents involving non-employees

These may be parents, siblings, visitors, contractors, members of the public etc.

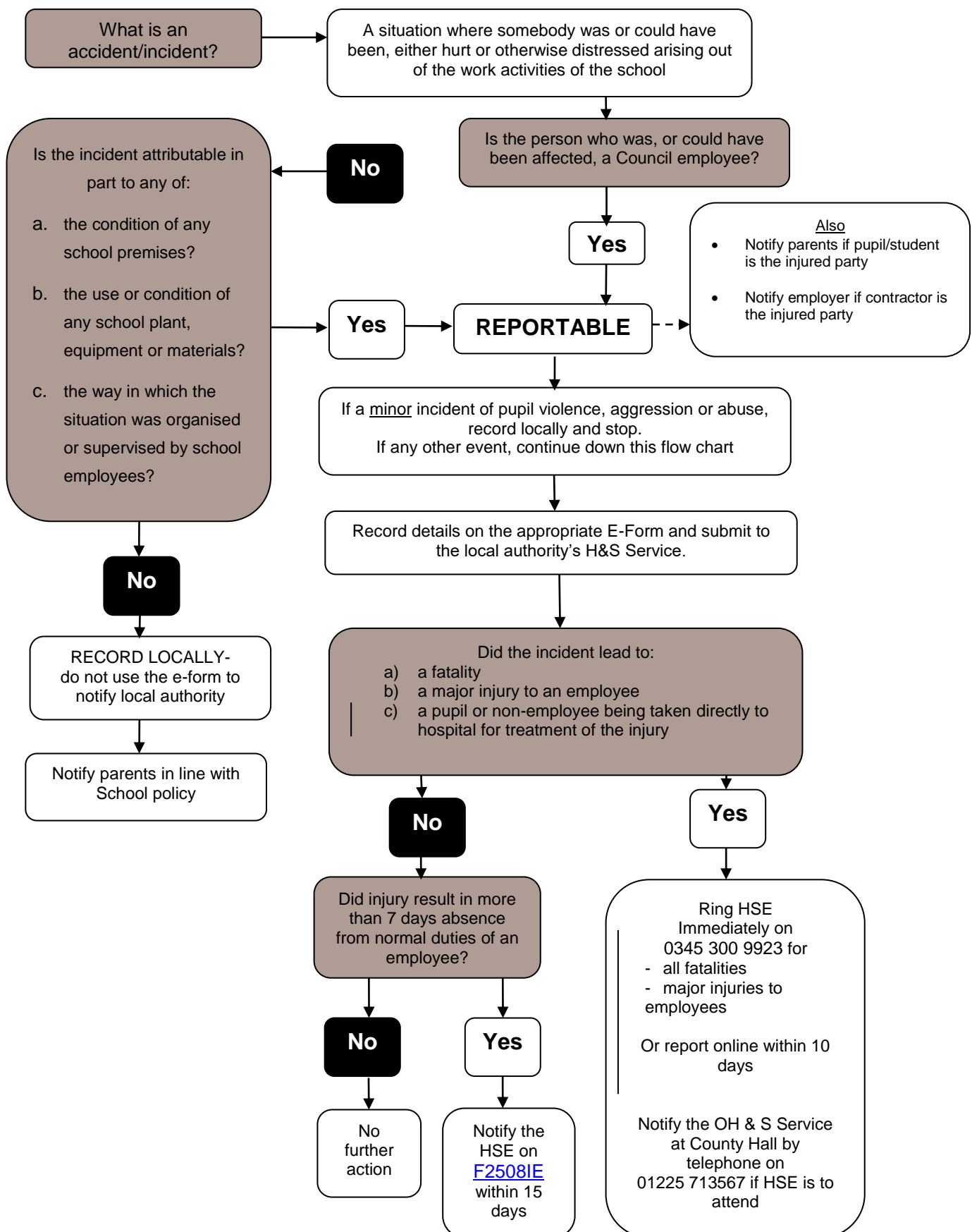
- ▲ Details of any harm should be recorded and notified to the LA and the HSE as per pupil/student incidents using the Accident/Incident to non-employee e-Form.
- ▲ A report must be received by the HSE within 10 days of the incident.
- ▲ Incidents to contractors or other people at work at the school, e.g. delivery persons, should be reported to **their** employers.

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PLEASE NOTE ...

Remember, reporting incidents accurately is a legal duty and helps to prevent recurrences.

Accidents & Incidents

Is an Accident or Incident Reportable?



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Guidance on the completion of an Accident/Incident e-form

You may want to keep the flow diagram, 'IS AN ACCIDENT/INCIDENT REPORTABLE?' in a prominent spot in the first aid room and/or admin office so that everyone has access to information about when to fill one out.

Who completes the form?

The e-form can be completed by any member of staff although the injured party should not complete without reference to the headteacher or another senior member of staff. Alternatively other members of staff (perhaps an administrative officer) can be given the role of submitting details from a standard information gathering paper form that has been completed by the injured party. A [form](#) for this information gathering purpose is available below or on WISEnet and supplies can be kept in the first aid area.

The e-form should include the findings of the investigation and preventative actions to be taken.

Once completed, and submitted, the e-form is received by the Council Health and Safety Advisers.

What happens to the form then?

The submitted e-form will be reviewed by the Council Health and Safety Advisers and where necessary further investigations will be conducted and any recommended actions will be appended to the form. The completed form will then be emailed back to the Headteacher and the administrative officer / staff member who completed the original form to enable actions to be undertaken. The school should retain a copy of the finalised form case it should be needed in any subsequent civil law claim.

The details from all forms are recorded and used to identify trends and particular hotspots of concern. Reports are also produced for Directors and elected Members.

What about sports activities?

Accidents and incidents that happen in relation to curriculum sports activities and that 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 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.

Useful Links:

[Helpful HSE on-line Guidance](#)

[Incident Reporting in Schools](#)

Accident/Incident Recording Sheet

Nature of Incident: Accident / Near Miss / Incident of Assault or Abuse (circle)

1. Injured Person

| | | | |
|-----------|--|------------|--|
| Forename: | | Last Name: | |
|-----------|--|------------|--|

Status: Employee / Pupil / Member of Public / Contractor (circle)

| | | | |
|--|--|-----------------------|--|
| If employee, give occupation: | | | |
| If contractor, give company name: | | | |
| If member of public, give address and contact details: | | If under 18 give age: | |

2. Incident Details

| | | | |
|--|----------|------------------------------|----------|
| Description of incident eg what happened, what was the person doing? | | | |
| Where did it happen? | | | |
| Incident date: | | Time of Incident (if known): | |
| Type of injury: e.g. cut/bruise | | Part/s of body injured: | |
| First aid given? | YES / NO | Went straight to hospital? | YES / NO |
| Causes / contributory factors: | | | |
| Preventative measures already taken: | | | |
| Names of witnesses: | | | |
| Name of person completing form: | | | |
| Have you informed the Headteacher about this accident / incident? | | | YES / NO |
| Headteacher's comments: | | | |

Hand this completed form to your Admin Office so that an Online Incident Report can be raised.