# School Accident / Incident Policy

<table>
<thead>
<tr>
<th>Date Created:</th>
<th>Date of Amendment:</th>
<th>Date of Next Review:</th>
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<tbody>
<tr>
<td>January 2010</td>
<td>October 2012</td>
<td>October 2014</td>
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<thead>
<tr>
<th>Custodian title &amp; e-mail address</th>
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<tbody>
<tr>
<td>Principal Health and Safety Manager</td>
<td><a href="mailto:Tony.dean@hallton.gov.uk">Tony.dean@hallton.gov.uk</a></td>
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<table>
<thead>
<tr>
<th>Author</th>
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<tr>
<td>Tony Dean</td>
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<thead>
<tr>
<th>Responsible Directorate/Division</th>
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<tr>
<td>Risk and Emergency Planning Division</td>
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<table>
<thead>
<tr>
<th>Supporting documents, procedures &amp; forms of this policy</th>
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<tbody>
<tr>
<td>..\Guidance Notes\REP-SCH-GUI-6 Electronic Accident Reporting guide.doc</td>
</tr>
<tr>
<td>..\Guidance Notes\REP-SCH-GUI-29 Electronic Violent Incident Reporting Guide.doc</td>
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<tr>
<td>..\Guidance Notes\REP-SCH-GUI-1Accident Incident Investigation Checklist.doc</td>
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<thead>
<tr>
<th>References &amp; Legislation</th>
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<tr>
<td>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995</td>
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<tr>
<th>Schools Consultation Audience</th>
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<tbody>
<tr>
<td>Andrew Williams- Moorfield Primary School</td>
</tr>
<tr>
<td>Alison Spronson – All Saints Upton</td>
</tr>
<tr>
<td>R. Collings – Woodside</td>
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<tr>
<th>Headteachers checklist</th>
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<tr>
<td>1. Ensure that any accidents/incidents (including near misses) are investigated and electronically reported in accordance with the Council’s accident/incident reporting procedures.</td>
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<tr>
<td>2. The governing bodies of schools are directed to adopt the policy, as from time to time revised, and implement its procedures.</td>
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Information

This Policy will enable schools 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 of for reporting, recording and investigating accidents, incidents and near misses within schools.

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.

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.

Investigation

They must be investigated and the purpose is not to apportion blame but 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 ..\Guidance_Notes\REP-SCH-GUI-1Accident Incident Investigation Checklist.doc;
(ii) Commence at the earliest opportunity and in any case 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.

Categories of Incident

The categories of accidents mentioned below are:

a) Minor  
b) Significant  
c) Over 7 Day  
d) Major  
e) Pupil / Public attending at Hospital  
f) Diseases / Ill Health  
g) Dangerous Occurrences  
h) Near Misses

Action Required

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

a) MINOR INJURIES:

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

Action:

1. **Pupils** – Enter into ‘minor’ accident book  
2. **Employees** Complete electronic accident report (tick box for employee)  
3. **Public** Complete electronic accident report (tick box for public)

b) SIGNIFICANT INJURIES:

For **employees** either,

1. Injuries requiring more than first aid, or  
2. Injuries arising from poor health and safety management / premises or equipment defects.

For **pupils** either,

1. Injuries requiring hospital treatment (see ‘E’ below), or  
2. Injuries requiring time off.
Action:
1. Telephone Health and Safety Advisor 0151 511 8563 / 7967
2. Complete electronic accident report

c) OVER 7-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 seven days following the date of the accident.

(For example a teacher strains his/her back on Wednesday 10th September. He/she returns to work on the following Monday. Although their working hours do not include weekend shifts, you need to determine if they would have been fit for work on the Sunday, if not, then the injury incapacitated them for more than seven days following the incident, Therefore this is classed as an over 7-day injury).

Over 7-day injuries are reportable to the Health and Safety Executive under RIDDOR, 1995.

Action:
2. Once the accident is recognised as being an “over 7-day injury”, notify the HBC Health and Safety team either by email or on 0151 511 8563 / 7967.

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:
1. Telephone a Health and Safety Advisor immediately on 0151 511 8563 / 7967.
2. The Health and Safety Advisor will then decide if the incident is reportable to the Health and Safety Executive.

e) **PUPILS / PUBLIC ATTENDING HOSPITAL**

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

**Action:**
- Contact the Health and Safety Advisor on 0151 511 8563 / 7967 who will determine whether the accident is reportable to the HSE
- Complete electronic accident report.

**NB: IF EVER YOU ARE UNSURE OF THE CORRECT PROCEDURE, CONTACT THE BOROUGH HEALTH AND SAFETY TEAM ON 0151 511 8563 / 7967.**

f) **PROCEDURES FOR REPORTING DISEASES / ILL HEALTH CONDITIONS**

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

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CAUSES</th>
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<tbody>
<tr>
<td>Repetitive Strain Injuries (RSI’s) e.g. carpal tunnel syndrome, tenosynovitis, tendonitis</td>
<td>Long-term, intensive use of keyboards. May affect admin support and secretarial staff.</td>
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<tr>
<td>Legionellosis</td>
<td>Legionnaires Disease – risk higher in those schools with showers, spa pools</td>
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<tr>
<td>Nasal Cancer</td>
<td>Caused by prolonged exposure to wood dust, especially from hardwoods. Possible risk to design and technology staff.</td>
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**Action:**
- Contact the Health and Safety Advisor on 0151 511 8563 / 7967 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 Health and Safety Executive. Schools should notify Risk and Emergency Planning Division who will then notify the HSE.

**Lifting Machinery, etc.**

1. The collapse of, the overturning of, or the failure of any load-bearing part of any –
   
   (a) Lift or hoist;
   
   (b) Mobile powered access platform;
   
   (c) access cradle or window-cleaning cradle;

**Pressure Systems**

2. 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**

3. 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**

4. 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 0151 511 8563 / 7967.

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 Section 1 being completed.

This will enable Halton Borough Council 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.

**Review and Evaluation**

In order to ensure that this policy continues to be effective and applicable to the Council, the program will be reviewed biennially by Risk and Emergency Planning and relevant stakeholders. Conditions which might warrant a review of the policy on a more frequent basis would include:

- Changes to legislation;
- Employee concern.

Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the program will be consulted through the relevant stakeholders.
## Version Control and Change History

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>1</td>
<td>2002</td>
<td>May 2002</td>
<td></td>
<td>Policy Created</td>
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<tr>
<td>2</td>
<td>2009</td>
<td>Apr 1&lt;sup&gt;st&lt;/sup&gt;-2010</td>
<td></td>
<td>Update current Policy and Violence Incident Form</td>
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<tr>
<td>3</td>
<td>2012</td>
<td>Oct 2012</td>
<td></td>
<td>Update new RIDDOR and telephone numbers</td>
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