

## Chapter 3

# Accident and Incident Reporting

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## Version

The table below shows the history of the document and the changes that were made at each version.

Version	Date	Summary of changes
1.0	13 <sup>th</sup> August 2012	Initial issue
1.2	06 <sup>th</sup> August 2013	Spellings and removal of David Norwich

## 1. Introduction

- 1.1 It is important that accidents, incidents and near misses are reported to Hackney's Health and Safety Team promptly both to satisfy legal requirements and to allow investigation if needed. This will allow trends to be recognised and suitable control measures to be introduced to minimise a reoccurrence.

## 2. Definitions

- 2.1 An **accident** is any unexpected or undesirable event, especially one that results in damage or harm. It also includes "an act of non-consensual physical violence done to a person at work".
- 2.2 A **trivial** injury is one which occurs in a school where the injured person suffers a minor cut or bruise which does not result in time out of school, the attendance of a parent or carer or being taken to hospital.
- 2.2 A **reportable injury** is an injury arising out of or in connection with work that is reportable to the Health and Safety Executive (HSE) and is listed in Schedule 1 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These are detailed in paragraph 5.
- 2.3 A **reportable disease** is a certain disease that is linked with a specified work activity and is listed in Schedule 3 of RIDDOR. These are detailed in paragraph 9.
- 2.4 A **dangerous occurrence** is something that has the potential to cause serious injury such as a collapse or overturning of lifting equipment. These are detailed in paragraph 10.
- 2.5 The **responsible person** is the person who is required to make a report to the HSE. The **Head of Health and Safety (Education)** will act as the responsible person under RIDDOR.

### 3. Key Responsibilities

#### 3.1 **Head teachers** are to ensure that:

- All staff within their area of responsibility are aware of this guidance.
- The Accident Book (BI 510) is completed following any accident/incident to a member of staff and that the Learning Trust Accident and Incident Form (Appendix B) is completed following any accident, including near misses.
- The Accident and Incident Form is to be forwarded to the Head of Health and Safety (Education) immediately following the accident/incident .
- All accidents/incidents are to be investigated as soon after the event as possible whilst details are still fresh in the minds of those involved. (see Chapter 4 for details of how to investigate an incident.)
- Implement any recommendations arising from the investigation.
- The Accident Book (BI 510) should be accessible to staff at all times. As completed accident book forms contain personal information they should be removed from the book and kept in a secure place, ideally with personal records. It is recommended that the Accident Book is kept within the main administration office.

**3.2** **Employees:** may give consent to the disclosure of personal information to safety representatives and to representatives of employee safety by ticking the box in Section 4 of the Accident report book. Should they not wish their personal details to be disclosed then an anonymous version may be passed to safety representatives and to representatives of employee safety.

Employees must:

- Complete the accident book and The Trust's Incident Report Form immediately following an accident to themselves. If they are unable

to do so as a result of any injury suffered, then a colleague may complete the accident book and form on their behalf. If this is the case then the person filling in the Accident Book must complete Section 2 of the accident report book.

- Bring to their line manager's attention any near miss which they witness or which involves them.

### 3.3 The Head of Health and Safety will:

- Check each accident return received and enter it onto the accident record.
- Where necessary make the report to the Health and Safety Executive under RIDDOR.

## 4. Reporting of Accidents and Incidents:

**4.1 Accident / incidents to staff.** All accidents to staff must have an accident book (BI510) entry made; the entry details are then removed and stored locally. The accident / incident report form must also be completed, a copy should be forwarded to the Education Health and Safety team and a copy retained on site. The Health and Safety team will inform the HSE if necessary.

**4.2 Accidents / incidents to pupils, visitors or contractors.** All accidents / incidents to pupils, visitors and contractors must be reported to the Health and Safety Team using the accident / incident form. The Health and Safety Team will inform the HSE if necessary.

## 5. Fatalities

**5.1** Should a fatality occur in the school the police must be informed immediately. The scene is to be left undisturbed as the police and HSE may wish to conduct an investigation. The Health and Safety Team must be informed as soon as possible.

**5.2** If an employee dies within 1 year of an injury which is reportable then a written report must be submitted to the HSE whether the original injury was reported or not.

## 6. Major Injuries (to employees)

**6.1** Major injuries are serious injuries that are defined in RIDDOR Schedule 1. Most commonly they are fractures, dislocations and loss of consciousness. There are many others and the Education Health and Safety team should be consulted if managers are not sure. All major accidents must be reported immediately to the Education Health and Safety Team on 020 8356 2278. Followed by a completed Accident / incident form as soon as possible after the incident.

## 7. Injuries to people not at work

**7.1** Any injury to a person who is not at work (e.g. a pupil or student, a parent, or a visitor) must be reported to the Education Health and Safety Team using the incident report form. If the person is taken to hospital the health and safety team must be informed by telephone on 020 8356 2278. If necessary the Education Health and Safety Team will inform the HSE.

## 8. Over-7-day-injuries

**8.1** An over-7-day injury is one that is not “major” but results an injured member of staff being away from work **OR** unable to do the full range of their normal duties for more than 7 days.

**8.2** When calculating “more than 7 days” the day of the accident is not counted. Any days that the injured person would not normally have been expected to work, such as weekends, rest days or holidays, must be included.

**8.3** An example is where an office worker normally works from Monday to Friday and is injured on Thursday and left unable to do their job. They return to work the following Tuesday. The days counted would be Friday, Saturday, Sunday and Monday, making a total of 4 days when they would be unable to work because of the injury. In this instance the injury is not reportable.

**8.4** As soon as a Head Teacher is aware of staff being away from work for more than seven days they must inform the Education Health and Safety Team who will inform the HSE.

## 9. Reporting injuries resulting from violence at work

- 9.1** All incidents of physical or verbal assault, whether occasioning injury or not, are to be reported to The Head of Health and Safety (Education) immediately using the form below.
- 9.2** If a member of staff suffers a fatality, major injury or over-7-day injury due to an act of non-consensual violence arising out of or in connection with work then that injury must be reported to the Education Health and Safety Team using the Accident / incident Report Form. The Health and Safety Team will report the details to the HSE.
- 9.3** To be reportable a physical injury must be sustained; psychological reaction to an act of violence which, for example causes an over-7-day absence, would not be reportable.

## 10. Reportable diseases

- 10.1** Where a person at work suffers from any of the occupational diseases which has been identified in a written statement prepared by a registered medical practitioner, the head teacher must report this to the Education Health and Safety Team.

## 11. Dangerous occurrences

- 11.1** A dangerous occurrence may or may not cause a fatality or major injury. However, the reporting under RIDDOR of such an incident may identify deficiencies in the work environment which can be addressed in order to prevent a reoccurrence.
- 11.2** There are 12 main occurrences specified in Schedule 2 of RIDDOR. The following abbreviated list identifies the ones most likely to be encountered within The Learning Trust, schools and settings:
- The collapse of, or overturning of, or the failure of any load-bearing part of any lift or hoist.
  - The failure of any closed vessel (including a boiler) or any associated pipe work where the failure has the potential to cause the death of any person.

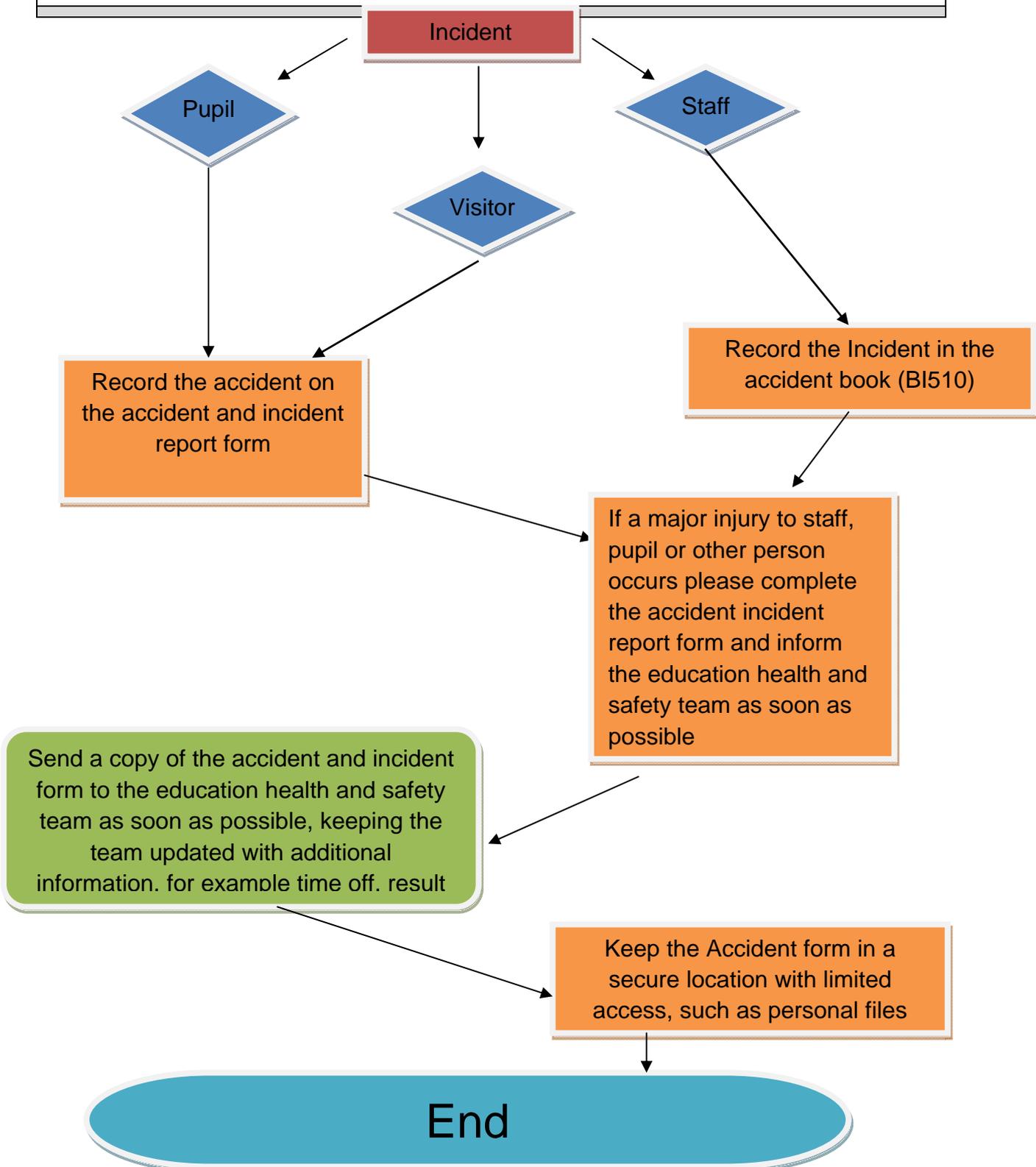
- Electrical short circuit or overload attended by fire or explosion which results in the stoppage of plant involved for more than 24 hours or which has the potential to cause the death of any person.
- The complete or partial collapse of any scaffold more than 5 metres in height.
- Any unintended collapse or partial collapse of any building or structure under construction, reconstruction, alteration or demolition which involves a fall of more than 5 tonnes of material; of any floor or wall of any building used as a place of work; or any false work.
- An explosion or fire occurring in any plant or premises which results in the stoppage of that plant or as the case may be the suspension of normal work in those premises for more than 24 hours, where the explosion or fire was due to the ignition of any material.

**11.3** Where any doubt exists the Health and Safety Advisor (Education) is to be consulted.

## **12. Further Advice and Assistance:**

**12.1** Further advice and assistance is available from the Education Health and Safety team on 020 8356 2278.

## **Accident / accident Reporting**



**Accident/Incident Report Form**

**A. Notification to The London Borough of Hackney Health and Safety Advisor (Education)**

Incidents involving the death of any person, whether or not they are at work; a major injury or an over-7-day injury to a member of staff; or an injury which requires a pupil or visitor to be taken to hospital by whatever means, must be immediately reported to the Health and Safety Advisor (Education) on 020 8356 2278.

B. Accident/Incident details		C. Person directly affected	
Date of incident:	/ /	Category:	<input type="checkbox"/> Staff <input type="checkbox"/> Pupil
Time of incident:	: (24hr clock)		<input type="checkbox"/> Visitor <input type="checkbox"/> Contractor
School:		Position held: (staff)	
Exact location:		Year group: (pupil)	
Type of incident:	<input type="checkbox"/> Actual <input type="checkbox"/> Near miss	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Incident classification:	<input type="checkbox"/> Defective equipment	Date of birth:	/ /
	<input type="checkbox"/> Defective premises	Forename:	
	<input type="checkbox"/> Fire	Surname:	
	<input type="checkbox"/> Ill health	Address:	
	<input type="checkbox"/> Personal accident		
	<input type="checkbox"/> Violence/abuse	Post code:	
<input type="checkbox"/> Other	Home tel. no:		
	Work tel. no:		

**D. Full description of the accident/incident**

**E. Immediate action taken to prevent reoccurrence**

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F. Injury summary	
Minor Cuts	<input type="checkbox"/>
Cuts needing stitches	<input type="checkbox"/>
Bruises/grazes	<input type="checkbox"/>
Strains/sprains	<input type="checkbox"/>
Fracture	<input type="checkbox"/>
Dislocation	<input type="checkbox"/>
Burns	<input type="checkbox"/>
Electric shock	<input type="checkbox"/>
Headache/nausea	<input type="checkbox"/>
Inflammation	<input type="checkbox"/>
Loss of consciousness	<input type="checkbox"/>
Loss of sight	<input type="checkbox"/>
Multiple injuries	<input type="checkbox"/>
General pain	<input type="checkbox"/>
Punctures	<input type="checkbox"/>
Scalds	<input type="checkbox"/>
Other (state)	

G. Part of body injured		
	Left	Right
Head		<input type="checkbox"/>
Face		<input type="checkbox"/>
Eye	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder	<input type="checkbox"/>	<input type="checkbox"/>
Arm	<input type="checkbox"/>	<input type="checkbox"/>
Hand	<input type="checkbox"/>	<input type="checkbox"/>
Finger (show which hand)	<input type="checkbox"/>	<input type="checkbox"/>
Torso		<input type="checkbox"/>
Pelvis		<input type="checkbox"/>
Leg	<input type="checkbox"/>	<input type="checkbox"/>
Foot	<input type="checkbox"/>	<input type="checkbox"/>
Toe (show which foot)	<input type="checkbox"/>	<input type="checkbox"/>
Back		<input type="checkbox"/>
Other (state)		

H. Was the injury	
a fatality?	<input type="checkbox"/>
a major injury?	<input type="checkbox"/>
to an employee requiring over-3-day absence?	<input type="checkbox"/>
to a pupil or visitor requiring them to be taken to hospital?	<input type="checkbox"/>

I. About the accident	
Please tick the box that best describes the accident	
Contact with moving machinery	<input type="checkbox"/>
Hit by a moving, flying, falling object	<input type="checkbox"/>
Hit by a moving vehicle	<input type="checkbox"/>
Hit something fixed	<input type="checkbox"/>
Injured whilst handling, lifting, carrying	<input type="checkbox"/>
Fall from height (how high was fall?)	metres
Trapped by something collapsing	<input type="checkbox"/>
Drowned or asphyxiated	<input type="checkbox"/>

J. Absence	
First day of absence	/ /
Date returned to work	/ /
No. of days absent	

K. Did the injured person	

remain in hospital for more than 24 hours?	<input type="checkbox"/>	Exposed to, or contact with, harmful substance	<input type="checkbox"/>
need resuscitation?	<input type="checkbox"/>	Exposed to fire	<input type="checkbox"/>
none of the above	<input type="checkbox"/>	Exposed to an explosion	<input type="checkbox"/>
<b>L. RIDDOR (for H&amp;S Office use)</b>		Contact with electricity	<input type="checkbox"/>
Reported by:		Injured during Play / sports activity	<input type="checkbox"/>
Reported on:		Assaulted by a person	<input type="checkbox"/>
Form completed by:	Position	Dated	

## Example Accident/Incident Report Form

### A. Notification to The London Borough of Hackney Health and Safety Advisor (Education)

Incidents involving the death of any person, whether or not they are at work; a major injury or an over-7-day injury to a member of staff; or an injury which requires a pupil or visitor to be taken to hospital by whatever means, must be immediately reported to the Health and Safety Advisor (Education) on 020 8356 2278.

### B. Accident/Incident details

Date of incident:	11 / 02 / 08
Time of incident:	10:05 (24hr clock)
School:	Xxxxx, Primary
Exact location:	Nursery classroom
Type of incident:	<input checked="" type="checkbox"/> Actual <input type="checkbox"/> Near miss
Incident classification:	<input type="checkbox"/> Defective equipment <input checked="" type="checkbox"/> Defective premises <input type="checkbox"/> Fire <input type="checkbox"/> Ill health <input type="checkbox"/> Personal accident <input type="checkbox"/> Violence/abuse <input type="checkbox"/> Other _____

### C. Person directly affected

Category:	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Pupil <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor
Position held: (staff)	
Year group: (pupil)	N
Gender:	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Date of birth:	10 / 01 / 05
Forename:	Jane
Surname:	Smith
Address:	29 Anywhere Street
	Anyplace
	Anytown
Post code:	E5 9XX
Home tel. no:	0208 123456
Work tel. no:	

### D. Full description of the accident/incident

Jane was taking part in a free play session when she tripped and fell over the carpet edging which was sticking up. She hit the floor really hard.

She complained of a very sore arm and was crying. Her mother was called and she went to hospital.

We heard later from the hospital that Jane had sustained a broken arm.

### E. Immediate action taken to prevent reoccurrence

Carpet edging stuck down by the Premises Manager using double sided tape.

All other carpets in school to be checked (and repaired where necessary) by Premises Manager.

F. Injury summary		G. Part of body injured	
Minor Cuts	<input type="checkbox"/>	Left	Right
Cuts needing stitches	<input type="checkbox"/>	Head	<input type="checkbox"/>
Bruises/grazes	<input type="checkbox"/>	Face	<input type="checkbox"/>
Strains/sprains	<input type="checkbox"/>	Eye	<input type="checkbox"/>
Fracture	<input checked="" type="checkbox"/>	Shoulder	<input type="checkbox"/>
Dislocation	<input type="checkbox"/>	Arm	<input checked="" type="checkbox"/>
Burns	<input type="checkbox"/>	Hand	<input type="checkbox"/>
Electric shock	<input type="checkbox"/>	Finger (show which hand)	<input type="checkbox"/>
Headache/nausea	<input type="checkbox"/>	Torso	<input type="checkbox"/>
Inflammation	<input type="checkbox"/>	Pelvis	<input type="checkbox"/>
Loss of consciousness	<input type="checkbox"/>	Leg	<input type="checkbox"/>
Loss of sight	<input type="checkbox"/>	Foot	<input type="checkbox"/>
Multiple injuries	<input type="checkbox"/>	Toe (show which foot)	<input type="checkbox"/>
General pain	<input type="checkbox"/>	Back	<input type="checkbox"/>
Punctures	<input type="checkbox"/>	Other	
Scalds	<input type="checkbox"/>		
Other			
H. Was the injury		I. About the accident	
a fatality?	<input type="checkbox"/>	Please tick the box that best describes the accident	
a major injury?	<input type="checkbox"/>	Contact with moving machinery	<input type="checkbox"/>
to an employee requiring over-3-day absence?	<input type="checkbox"/>	Hit by a moving, flying, falling object	<input type="checkbox"/>
to a pupil or visitor requiring them to be taken to hospital?	<input checked="" type="checkbox"/>	Hit by a moving vehicle	<input type="checkbox"/>
J. Absence		Hit something fixed	<input checked="" type="checkbox"/>
First day of absence	11 / 02 / 08	Injured whilst handling, lifting, carrying	<input type="checkbox"/>
Date returned to work	13 / 02 / 08	Fall from height (how high was fall?) metres	
No. of days absent	2	Trapped by something collapsing	<input type="checkbox"/>
K. Did the injured person		Drowned or asphyxiated	<input type="checkbox"/>

remain in hospital for more than 24 hours?	<input type="checkbox"/>	Exposed to, or contact with, harmful substance	<input type="checkbox"/>
need resuscitation?	<input type="checkbox"/>	Exposed to fire	<input type="checkbox"/>
none of the above	<input checked="" type="checkbox"/>	Exposed to an explosion	<input type="checkbox"/>
<b>L. RIDDOR (for H&amp;S Office use)</b>		Contact with electricity	<input type="checkbox"/>
Reported by:		Injured during play / sports activity	<input type="checkbox"/>
Reported on:		Assaulted by a person	<input type="checkbox"/>
Form completed by: <i>Gill Peters</i>		Position	Head teacher
		Dated	14/02/08