

AC/0917 (04)

## Safety Code of Practice

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October 2017

# Accidents and Incidents Policy



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# 1. POLICY STATEMENT & INTRODUCTION

The Dominic Barberi Multi Academy Company is committed to providing an environment which is as healthy and as safe as possible for its students, staff and visitors. However accidents and incidents do happen and there is a statutory requirement to report all serious accidents, dangerous occurrences and instances of occupational ill health. Of which some are reportable to the Health and Safety Executive (HSE).

The DBMAC and school have a duty to record and report ALL accidents and incidents affecting students, staff and visitors. All accidents and incidents must be reported for monitoring may and be subject to investigation, to ensure that procedures are in place to prevent, as far as possible, similar accidents happening and minimise further risks.

This policy has been written with information on the Incident reporting in schools (accidents, diseases and dangerous occurrences) from guidance note on the Health and Safety Executive (HSE) website.

## 2. EMPLOYEES LEGAL DUTIES

Although an accident-free workplace does not necessarily mean that all risks are being controlled adequately, it is accepted as a sensible objective and all reasonably practicable measures should be taken by the DBMAC to prevent accidents and work-related ill-health to staff, students and visitors. The accident and incident policy is in place so that accidents or work-related ill-health problems can be recorded. Those in managerial and supervisory positions can determine the likely cause of the accident and consider action which may be required to prevent recurrence.

Certain types of injury and disease caused by work activities or the work environment and certain dangerous occurrences with the potential to cause injury must be reported to the Health and Safety Executive (HSE). This is done centrally by the lead health and safety person(s) for the DBMAC facility and details recorded on the accident form.

The accident and incident policy must be implemented across the DBMAC to ensure that those with managerial responsibility have the requisite information to carry out their duties.

## 3. GUIDANCE ON IMPLEMENTATION

### 3.1 Definitions

It is important that the following definitions are understood and used to ensure accurate reporting. In particular, the word “accident” has a wider meaning than just injury-causing incidents.

### 3.2 Accident

An accident is an unplanned and uncontrolled event which led or could have led to injury to persons, property damage or some other loss. The outcome is often a matter of chance; for example, a slip on a floor may lead to a range of outcomes from no injury at all, to death, depending on the circumstances. Certain types of accident are defined as dangerous occurrences in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### **3.3 Near Miss or Dangerous Occurrence**

A near miss is an unplanned event which had the potential to cause harm but resulted in no injury, illness or damage to people or property. A dangerous occurrence is an event which had the potential to cause harm, resulted in no injury but did cause damage to property or equipment.

### **3.4 Hazard**

A hazard is something which has the potential to cause harm. Thus, working at height, a dangerous chemical or a broken paving slab are all hazards and should be considered when assessing risks associated with them. Hazards should not be confused with dangerous occurrences or near misses and should not be reported via accident and incident form, but reported to a supervisor or manager responsible for the facility or location.

There should be departmental procedures in place for dealing with locally identified hazards, which relate to working practices or procedures. Normally these discussions should involve the School leadership team.

### **3.5 Work-related ill-health**

The definition of work-related ill-health used by the Health and Safety Executive is “any illness, disability, or other physical problem which reduces, either temporarily or permanently, the functioning of an individual and which has been caused, in whole or part, by the working conditions of that individual”.

Work-related ill-health does not usually manifest itself in a short period of time and tends to develop over a period of months or even years. Problems such as dermatitis, disorders and noise- induced hearing loss are very preventable, which is why it is very important for individual staff members to be aware of the things which can go wrong and to recognise early symptoms and report them to health and safety lead for the DBMAC facility.

Any perceived incidents of work-related ill-health, either by individuals or their managers, should be reported to the Principal and/or HR.

### **3.6 Physical/verbal abuse**

All physical and verbal abuse must be reported and recorded internally as a minimum. If it is deemed necessary to investigate an incident of physical and verbal abuse, the principal or lead health and safety for the school/facility must appoint a team leader or senior member of staff to investigate the matter (using the investigating accident and incidents policy). This will allow the principal or health and safety lead to be responsible for reviewing all submitted information.

- The employee’s has an option to report these matters further
- The employee has the right to report the matter further, but this must be discussed and recorded with the employee before proceeding further.

## **4. RESPONSIBILITIES**

### **4.1 The responsibility of the employer**

- Ensure that the work- related infrastructure is safe and free from any hazardous objects
- Ensure that the working staff are provided with the necessary equipment to protect themselves whilst undertaking any strenuous activities
- Responsible for carrying out risk assessments in the work place and handling any aspects of health and safety, that includes allocating first aiders, providing training on lifting and handling equipment.

### **4.2 The responsibility of Head of School/Department**

Heads of School/Department are required to ensure that:-

- Any accident or incident occurring during school activities under their control or involving DBMAC premises and facilities assigned to them, is reported and should be considered for further investigation, by either the Principal or the health and safety lead for the facility.
- Any occurrence which is perceived to be either a dangerous occurrence, or a near miss, which has not actually resulted in injury to a person, but may or may not have resulted in loss or damage to property and therefore had the potential to cause harm, should be reported and considered for further investigation by either the Principal or the health and safety lead for the facility.
- Any fire or fire-related incident, including the false activation of a fire alarm, should be reported and recorded in all fire log books and the cause investigated. A more detailed investigation that is NOT a false alarm caused students, should be undertaken to determine the cause.
- Any case of ill-health which is, or is thought to be, caused or aggravated by School/DBMAC work activities or the work environment controlled by them, is investigated and reported.
- Heads of School/Department should ensure that all staff and students for whom they are responsible are aware of the reporting system and of their duty to use it.

*Note: Any investigating of accidents or incidents outlined above should follow the DBMAC investigating Accidents and Incidents policy*

### **4.3 The responsibility of the employee:**

Health and safety legislation requires employees to inform their employer about anything related to work which has caused, or had the potential to cause, harm to themselves or to others and the monitoring of such reports is an important aspect of the control of health and safety at work.

- All staff are required to report anything outlined in guidance on implementation (section 3) above.
- All staff are required to report all physical and verbal abuse.
- All Staff are required to report and record all accidents within 48 hours, if you are unable to complete an accident or incident form, a witness, your supervisor/manager or the health and safety lead will need to complete this.
- If you are off work due to an accident or incident, the health and safety lead will make contact with you and complete this form at the earliest convenience.
- The staff member who witnessed, responded or was supervising the student(s) at the time of the accident or incident is responsible for completing all accident and incident forms. This must be done the same day. More serious accident and incidents should be done straight away. For all occasions, parents should be notified.
- Site staff or the health and safety lead for the facility/DBMAC building are responsible for all contractor accidents and incidents. All forms must be completed before they leave site. If this is not possible due to the accident or incident, contact must be made with the contractor management to arrange completion.
- A visitor accident or incident must be completed by the staff member (alongside the visitor) they are visiting or the health and safety lead for the facility.

*Note: Please see section 5 for reporting accident and incidents*

## **5. REPORTING SYSTEMS**

### **5.1 Reporting process**

- The DBMAC will ensure all members of staff can access/report an accident, incident or dangerous occurrence.
- This initial report will be completed by the person either involved or a witness, or the responsible person(s) outlined in section 4.

- For primary school accidents and incidents involving students (such as playground) there is a minor accident record sheet (appendix 2), these will need to be collated on a master spread sheet.
- In addition to that, there is a student reception log form (appendix 3) for secondary school use only. This is to record all minor request(s) in person by students or minor assistance provided by staff.
- For all other scenarios, There are 4 options for accident or incident and dangerous occurrence/near miss forms
  1. Incident Accident
  2. Physical and/or Verbal Abuse Without Injury (PVA without injury)
  3. Physical and/or Verbal Abuse With Injury (PVA with injury)
  4. Near Miss or Dangerous Occurrence
- Once all forms in blue are completed, these must be collated on the master form and submitted by e-mail monthly to the Governance Officer (currently Maureen Jackson).
- Once all forms in green above are completed, these must be submitted with any additional supporting evidence (such as photos) by e-mail to the DBMAC Governance Officer (currently Maureen Jackson).
- All monthly forms need to be completed electronically
- These forms can be accessed in the following location.....
- To complete a form, click and copy the master and create yourself a new copy file (blank)
- The forms have either written text, drop down boxes or multiple choice

*Note, Should you require assistance to complete a form, please speak to the health and safety lead for the facility/DBMAC building*

## 5.2 Statutory requirements

- Under the reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR), some accidents must be reported to the HSE. The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting, the date, time and place of the event: personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident reports.

# 6. MONITORING ACCIDENTS & INCIDENTS

## 6.1 Process

- On completion of any accident/, incident, near miss or dangerous occurrence form, records are loaded to a central database and this allows the person(s) responsible to identify or find trends in accidents, incidents, hazards or behaviour (which includes verbal or physical) and will contribute to improvements or minimise further risks.
- All accident and incident records will be kept for a minimum of 3 years.
- On-going monitoring of the management of all accident and incidents will take place centrally at least once a year. However, it is recommended that each DBMAC School/Facility carries out its own monitoring more frequently to identify areas for improvement or change.
- Directors or local academy committees have the right to request data and reporting figures relating to all accidents and incidents at any time. But must give notice of 15 working days to prepare the request.

## 6.2 Record keeping

- All accident and incident forms are confidential and will only be accessible to person(s) responsible for health and safety.
- All completed accident and incident forms (including supporting information) will be saved in a secure location by the Governance Officer.

## 7. INCIDENTS TO STUDENTS & OTHER PEOPLE WHO ARE NOT AT WORK

Most incidents that happen in schools or school trips do not need to be reported to HSE. Only in limited circumstances will an incident need notifying to the HSE under RIDDOR

### 7.1 Accidents to students during sports activities

Not all sports injuries to students are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a student slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

### 7.2 Accidents to students in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable to HSE. Incidents are only reportable where the injury results in a student either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

Physical violence between students is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

### 7.3 Other scenarios

- Injuries to students while travelling on a school bus

If another vehicle strikes the school bus while students are getting on or off and students are injured and taken to hospital, this is normally reportable, however you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicles travelling on the public highway, these are classed as road traffic incidents and are investigated by the Police.

- Incidents involving students on overseas trips

Riddor only applies to activities which take place in Great Britain, so these are not reportable

- Work experience

If a student is on a training scheme or work placement, they are deemed to be employees for the period of the placement, in these circumstances, the employer as the responsible person, should report a death, injury or disease to a student which arises out of or in connections with work. This means the wider range of reporting categories for employees is applicable

*Note, For further information about what is reportable for staff, please see appendix 1, Types of incidents which are reportable to the HSE*

## 8 SUPPORT SERVICES

- For any specific accidents and incidents advice, staff can contact our DBMAC health and safety servicer provider, which is currently Oxfordshire County Council.
- You can also visit the HSE website for further support or advice - <http://www.hse.gov.uk/>

Approved by AUDIT COMMITTEE: OCTOBER 2017. To be reviewed: October 2018

Verified by Company Secretary

\_\_\_\_\_Date\_4<sup>th</sup> October 2017\_\_\_\_\_

Name\_\_Maureen D Jackson\_\_\_\_\_

## Appendix 1- Types of incidents which are reportable to the HSE

*[For information only]*

If any of the following injuries or dangerous occurrences happen because of work activities or on premises controlled by the DBMAC, the responsible person for the facility/building must be informed immediately so that the accident can be reported to the HSE:

### **1 The accidental death of any person, whether or not they were at work;**

### **2 The following major injuries if the casualty is a person at work:-**

- any fracture, other than to the fingers, thumbs or toes,
- any amputation,
- dislocation of the shoulder, hip, knee or spine,
- temporary or permanent loss of sight,
- a chemical or hot metal burn to the eye or any penetrating injury to the eye,
- any injury from an electric shock or electrical burn 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 to unconsciousness,
- any other injury requiring resuscitation or admittance to hospital for more than 24 hours,
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent,
- acute illness requiring medical treatment or loss of consciousness resulting from the absorption of any substance by inhalation, ingestion or through the skin,
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### **3 Injury to a person not at work (i.e. our students, visitors, members of the public) of sufficient severity for the person to be taken from the scene of the accident to hospital for treatment;**

### **4 Dangerous Occurrences reportable to the HSE:-**

- the collapse, overturning or failure of any load-bearing part of any lift, hoist, mobile powered access platform, access cradle, window cleaning cradle, etc.,
- the failure of any closed pressure vessel, including a boiler or boiler tube, and of any associated pipework, where the failure had the potential to cause the death of a person,
- electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours or which had the potential to kill someone,
- certain accidents involving explosives,
- any accident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness,
- accidents involving the malfunction of breathing apparatus,
- certain accidents involving diving operations,
- the complete or partial collapse of scaffolding, subject to certain qualifications,
- failure of pipelines or pipeline works where this could have caused serious harm to a person or, in certain circumstances, caused the shutdown of the pipeline for more than 24 hours,
- some collapses of buildings or structures,
- an explosion or fire resulting in stoppage of plant or suspension of normal work in the premises for more than 24 hours,
- the sudden, uncontrolled release of a flammable liquid or flammable gas in large (specified) quantities,
- the accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person;

*Note; this is an abbreviated list giving the possible dangerous occurrences which could happen at the School/DBMAC facility. For further information or full details, please visit the HSE website.*

**The following must also be reported to the HSE**

- an injury resulting in an employee being unable to carry out his/her normal work for more than seven days;
- the death of an employee within one of year of receiving a reportable injury, if the death was due to that injury.
- Occupational diseases
- Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):
  - carpal tunnel syndrome;
  - severe cramp of the hand or forearm;
  - occupational dermatitis;
  - hand-arm vibration syndrome;
  - occupational asthma;
  - tendonitis or tenosynovitis of the hand or forearm;
  - any occupational cancer;
  - any disease attributed to an occupational exposure to a biological agent.

*Note; this is an abbreviated list, for further information or full details, please visit the HSE website.*

**Appendix 2 – DBMAC Minor accident record sheet**

**Completed by:**

Date Time  
 Child Year

**Where?**

Classroom Green playground Corridor Car park/entrance  
 Hall/Canteen Hard playground School trip Other – specify

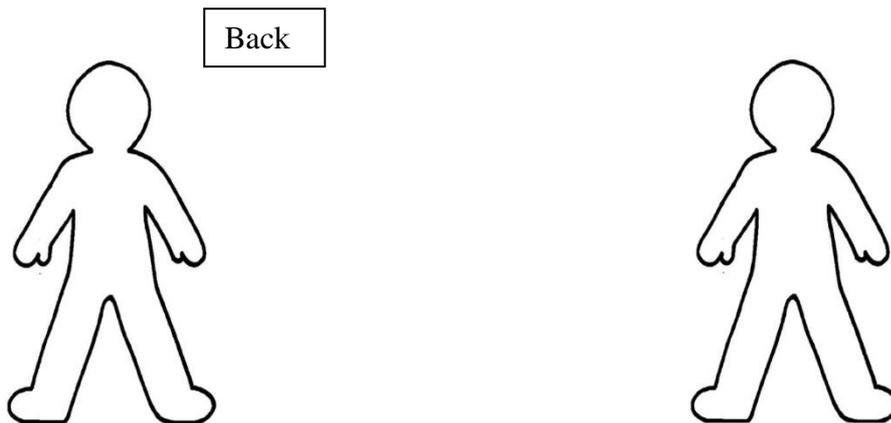
**Type of Injury**

Cut/Scrape Splinter Eye Injury  
 Bump/bruise Burn Bump to head  
 Bite Dental injury Nose injury/bleed  
 Sprain/strain Other – specify

**Cause of Injury**

Fall Hit by/bumped into object Climbing  
 Splinter/foreign object Another child Running  
 Pinched/caught Other – specify

**Area of Body Injured**



**Action taken**

Cleaned Plaster Ice pack/cold compress  
 Sticker applied Sent home Other – specify

**Teacher informed – who/when**

**Parent called – who/when**

Other information

This form must be passed to your Health and safety lead and kept for a minimum of 3 years

Appendix 3- Student Reception log form

<b>DBMAC - Minor medical treatment log:</b>				<i>Records from location</i>							
<i>Suitable for use at student reception Secondary</i>											
Date		Name		Sent by		Reason		Time in			
Treatment						Permission from		Time out			
First aid equipment used						Staff					
Date		Name		Sent by		Reason		Time in			
Treatment						Permission from		Time out			
First aid equipment used						Staff					
Date		Name		Sent by		Reason		Time in			
Treatment						Permission from		Time out			
First aid equipment used						Staff					
Date		Name		Sent by		Reason		Time in			
Treatment						Permission from		Time out			
First aid equipment used						Staff					
Date		Name		Sent by		Reason		Time in			
Treatment						Permission from		Time out			
First aid equipment used						Staff					
Date		Name		Sent by		Reason		Time in			
Treatment						Permission from		Time out			
First aid equipment used						Staff					
Date		Name		Sent by		Reason		Time in			
Treatment						Permission from		Time out			
First aid equipment used						Staff					
Date		Name		Sent by		Reason		Time in			
Treatment						Permission from		Time out			
First aid equipment used						Staff					
Date		Name		Sent by		Reason		Time in			
Treatment						Permission from		Time out			
First aid equipment used						Staff					

Records must be kept for a minimum of 3 years

Once completed, Please return this form to \_\_\_\_\_