



Warden Park
'The Best From All'



Health, Safety, Welfare and Security Management

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Revision History	Originator	Changes	
14/07/16	E Townshend	Report findings to injured person	

Authorised by: Jonathan Morris _____ Date: _____

Approved by: Colin Granlund _____ Date: _____

Custodian: Buildings and Facilities Manager Date: 14/07/2016 _____

1 Purpose

This document gives an outline of the legal requirements and processes for reporting accidents, illnesses and incidents that have occurred at the Academy to the Health and Safety Executive. Also included is a brief outline of accident investigations procedure.

The document also meets the requirements of our insurance company and will assist in any subsequent litigation claims

Importantly the processes and procedures contained within this document will help to prevent the re-occurrence of accidents and save the business time and money thereby increasing business efficiency.

2 Scope

Where any injury, ill health or dangerous occurrence has occurred to any person (employee, visitor, students or contractor) under the control of Warden Park Academy (WPA)

3 Definitions

- Accident: - an unplanned event that results in damage, loss or harm.
- Hazard: - something that has the potential to cause harm.
- Work-related ill health: - identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation.
- Near miss: - Any incident that could have resulted in an accident but did not.
- Dangerous Occurrence: - A near miss that could have led to serious injury or loss of life.
- RIDDOR: - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013.
- HSE: - Health and Safety Executive
- Workplace: - any physical location in which work related activities are performed under the control of WPA. This includes all facilities and fields on site.

4 Guidance and references

4.1 Guidance

- Incident reporting in schools explained :
<http://www.hse.gov.uk/pubns/edis1.htm>
- Local HSE Contact details: [Local Offices](#)
- The incident contact centre website: [The Incident Contact Centre Website](#)
- Accident Investigation:
http://www.hse.gov.uk/research/crr_pdf/2001/crr01344.pdf

5 Requirements

5.1 Statutory reporting requirements

Under the Reporting of Injuries and Diseases and Dangerous Occurrences legislation of 2013 the following must be reported to the Health and Safety Executive (HSE):

1. Injuries and ill health involving employees

- Accidents which result in death or a specified injury must be reported without delay.
- Work related accidents which prevent the injured person coming to work and leave them incapacitated for more than 7 consecutive days. (See incident reporting at schools explained).

2. Injuries involving pupils and other people not at work

- The death of the person which arose out of or in connection with a work activity
- An injury that arose out of or in connection with a work activity and the person is taken directly to hospital from the scene of the accident for treatment, not including examinations and diagnostic tests. (See incident reporting at schools explained).

3. Dangerous occurrences (specified near-miss events)

- The collapse or failure of load bearing parts of lifts or lifting equipment;

- The accidental release of a biological agent likely to cause severe human illness;
- The accidental release of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or an explosion.

Note: many common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Only report if an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

5.2 Accident-Incident Reporting at WPA and use of Form HSW3

Blank copies of the WPA Accident-Incident Reporting Form HSW3 are kept in the medical room in the unlocked multi-drawer cabinet behind the desk.

The forms are to be completed by the senior person who deals with the accident or Medical Welfare Officer (MWO) when any of the following takes place:

- An accident has occurred and a student/staff member has been taken to Accident and Emergency
- An incident involving a student/member of staff where a buildings and/or facilities issue may have contributed to the accident
- Any other minor incidents or accidents

The accident forms for pupils are usually completed by the Medical Welfare Officer. Members of staff who have had an accident will complete the form themselves.

Once completed forms are passed to the Safeguarding Manager for signature. The white form is then sent to the Year Leader for the pupil forms and the colour copy is returned to the Medical team. For staff forms the white copy is sent to The HR Manager and the coloured copy is sent to the Medical Team. All forms are locked in secure cabinets.

If the incident is a buildings or facilities related issue the form is given to the Buildings and Facilities Manager who investigates if there are any contributing factors to the accident from this perspective. In this instance the form is signed at Section 6 by the Buildings and Facilities Manager. The white copy of the pupil form is then sent to the Safeguarding Manager, who

signs and sends on to the Year Leader and the coloured copy is returned to the Medical Team. For staff forms the white copy is sent to the Safeguarding Manager who signs it and sends on to the HR manager. The coloured copy is returned to the Medical Team. [See Appendix B flow diagram]

5.3 Reporting Major injuries

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR) require employers to report to the relevant enforcing authority (The Health and Safety Executive) and keep records of:

- cases of those industrial diseases listed in RIDDOR
- certain 'dangerous occurrences' (near-miss accidents)
- injuries to a person who is not at work, such as a member of the public, which are caused by an accident at work and which result in the person being taken to hospital from the site for treatment

The Health and Safety Officer will be responsible for informing the HSE with immediate effect (e.g. by telephone).

This will be followed up with a completed accident form (F2508) within 10 days. Definitions concerning major injuries are contained in the RIDDOR guidance.

5.4 Accidents: Three or more days' incapacity for work

If an accident connected with work results in an employee, or any other person working on the premises, being incapable of their normal work for 3 or more consecutive days, then the HSE must be informed immediately and a completed accident form (F2508) must be sent to the HSE within 10 days (note: the period of time for an over-three-day injury or an over-seven-day injury does not include the day of the accident, but it does include any weekends or rest days).

5.5 Accidents: Seven or more days' incapacity for work

Reports of over-seven-day injuries must be sent to the enforcing authority within 15 days.

5.6 Work-related ill health

If WPA is informed by a General Practitioner that an employee is suffering from a reportable work-related ill-health / condition then the Health and Safety Officer must complete a disease report (F2508A) and send it to the HSE. Definitions concerning workplace ill health can be found in RIDDOR guidance (see link above). If in doubt about the ill health reporting

requirement call the Health and Safety Executive for advice on 0845 345 0055.

5.7 Dangerous Occurrences

If a dangerous occurrence has occurred, this must be reported immediately to the HSE. The occurrence must also be reported in writing on form F2508 within 10 ten days of the incident. Definitions of dangerous occurrences can be found in the RIDDOR guidance on the HSE website.

5.8 Keeping Records

WPA must keep records of any reportable disease, injury or dangerous occurrence covered by RIDDOR. The record must be kept by WPA for at least five years from its date of completion. Additional copies of all F2508 and F2508A forms shall also be kept and forwarded to WPA insurers.

5.9 Accident Investigation

Any accident, incident or work related illness that occurs must be properly investigated by the Health and Safety Officer. Near misses, minor accidents and property damage must also be investigated.

5.10 Investigative Stages

The Health and Safety Officer is responsible for carrying out investigations.

The procedure for this is as follows:

- Attend the scene as soon as possible
- Take necessary actions to deal with immediate risks
- Ensure the scene is not disturbed - tape off the area
- Take any photographs or details about the event
- Check on the condition of any plant, machinery, equipment or chemicals - this may involve specialist advice
- Interview witnesses
- Interview injured persons when appropriate to do so
- Check records on any previous accidents/incidents in the area
- Check on injured persons training records

- Obtain any necessary personal details of the injured person
- Complete the accident/incident/illness report form and prepare a written report for Board of Directors.
- Report findings back to injured person.
- When the report is complete take sufficient copies and circulate to Health and Safety Committee.

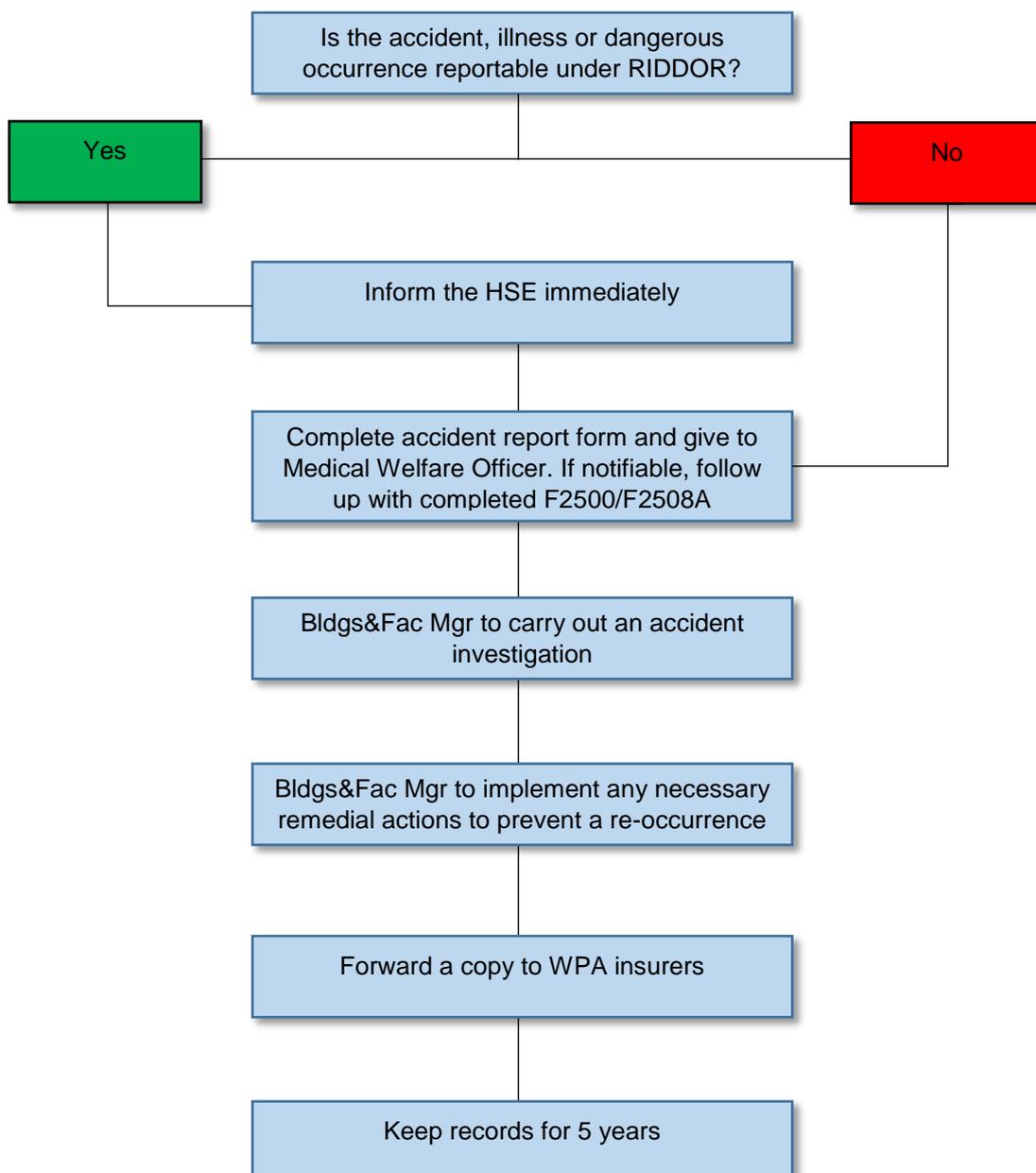
6.0 Accidents which occur outside of WPA

This includes all accidents that occur at other schools being visited by WPA and academy trips.

If the accident, for example, occurs to a student while visiting another school, the accident must be reported to both the school being visited and the WPA Health and Safety Officer. It is the school being visited who are responsible for reporting the incident under RIDDOR.

7.0 Appendix A: Procedure for Reporting and Investigating Accidents, Illness and Dangerous Occurrences

Accident Illness and Dangerous Occurrence Procedure



Appendix B: Procedure for reporting an accident/incident at WPA

Process for use of accident reporting forms

