



# Accident / Incident Reporting

<b>Formally adopted by the Trust</b>	
<b>Date:-</b>	<b>April 2020</b>
<b>Chair of Trustees:-</b>	<b>Mark Jeffries</b>
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## **Roles and Accountabilities**

Evolution Academy Trust is accountable for all policies across its Schools. All policies whether relating to an individual School or the whole Trust will be written and implemented in line with our ethos and values as articulated in our prospectus.

A Scheme of Delegation for the Academy Trust sets out the responsibilities of the Local Governing Body and Head Teacher. The Head Teacher of each school is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

## **1. Policy Statement**

Evolution Academy Trust (EAT) has set out clear intentions in relation to Health and Safety and the standards expected in relation to compliance with legal requirement, in the EAT Health, Safety and Welfare Policy.

Protecting persons from harm, both physical and psychological, is key to ensuring that all organisations working within EAT are safe, supportive and healthy places to work and learn. This means understanding and learning from incidents that occur, and continually striving to ensure measures are in place to effectively prevent harm to all those who use or visit EAT property.

This policy sets out a clear and defined method by which all staff throughout the Organisation are to record an accident, near miss or work related vehicle incident involving staff, pupils, contractors or members of the public either, at the organisations premises or on work related activities /studies away from the premises.

Incidents are recorded to allow the Health & Safety Officer to identify any local or collective trends, to make recommendations for remedial action and to measure performance.

Furthermore, the Health & Safety Officer, together with each organisation within EAT will share appropriate information regarding accidents or near miss incidents with recognised Union Health and Safety Representatives.

Staff are required to record all work related accidents or incidents on the accident database. The requirements to record all accidents and incidents are to be re-enforced to all new staff during their localised health and safety induction.

In order to act effectively to prevent reoccurrence of incidents, all accidents and near miss incidents are to be recorded as soon as practicable after the event. All accidents and near miss incidents are to be investigated and closed off by the designated persons as a matter of urgency following the incident occurring.

## **2. Policy Aims & Objectives**

The aims and objectives of this procedure are to:

- ensure all staff are aware of how to report work related accidents, incidents and work related road traffic accidents.

- ensure that accident/incident investigation identifies the direct and underlying cause of all work related accidents, injuries, near misses, ill health conditions and violence at work incidents, in order to prevent or reduce the likelihood of recurrence.
- ensure there are suitable staff at each organisation to carry out an accident investigation. Where more complex or major incidents occur, the Health & Safety Officer must be contacted for advice or to take over the investigation.
- ensure that EAT complies with the requirements of the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- ensure that the Health & Safety Officer reports any incidents that fall under the scope of RIDDOR, to the relevant Enforcing Authority.

### 3. Definitions

**Accident:** An accident can be defined as “any unplanned event that results in injury or ill health of a person or damage to equipment or property”.

**Near Miss:** A near miss can be defined as, “any event, which under slightly different circumstances, may have resulted in injury or ill health of a person”.

**Violence at Work:** Any incident, in which a person is abused, threatened or assaulted in circumstances relating to their work. This includes verbal and physical abuse.

**RIDDOR:** Reporting of Incidents, Diseases and Dangerous Occurrence Regulations 2013.

**Designated Persons:** Designated persons are those staff who have been nominated by the Principal/Head of Department to investigate and sign off accidents.

**Work related vehicle incident:** Any accident or incident that occurs while staff are carrying out a work related task, while using a motor vehicle.

**Union Health and Safety Representatives:** Appointed, trained and recognised union representatives, with at least two years relevant vocational experience.

### 4. Scope

This procedure applies to all permanent or temporary employees of any of the organisations within EAT. Furthermore, it applies to any pupils, members of the public, visitors or contractors employed to provide services on behalf of the organisations.

### 5. Legal requirements

- Health & Safety at Work etc Act 1974
- The Health and Safety (First-Aid) Regulations 1981 (as amended)
- The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013
- The Data Protection Act 1998

- Safety Representatives and Safety Committees Regulations 1977 (SRSC)
- The Health and Safety (Consultation with Employees) Regulations 1996

## **6. Procedure**

### **General Reporting Procedures**

EAT requires that all accidents and near misses are reported promptly on the accident reporting system, following the procedures laid out below.

### **Recording an Accident/Incident/Work related Vehicle Incident**

All incidents should be reported promptly to enable corrective actions to be taken to reduce the risk of similar occurrences. Where serious incidents occur it is recommended the Health and Safety Officer is contacted immediately to offer guidance and support on actions to be taken e.g. relating to gathering witness statements or obtaining photographic evidence relating to an incident.

Once an incident occurs Section A of the Accident / Incident Form should be completed as fully as possible giving details of the incident. This will usually be a First Aider but can be completed by any member of staff with access to the report form.

Once fully completed the form should be saved, password protected and sent to the Health and Safety mailbox.

Specific passwords will be used on contact with H&S Officer.

On receipt of the incident it will be logged on the incident tracking sheet and then returned to the originating organisation for investigation.

On receipt of the incident the nominated investigator shall gather all appropriate information and complete Section B of the form as fully as possible, completing all mandatory sections. The form shall then be returned to the Health and Safety mailbox for review and closure by Health and Safety.

The Health and Safety Officer will review the actions taken to ensure they are full and appropriate and will reduce the potential for a similar situation arising. Advice and support will be given by the Health and Safety Officer to the investigator where necessary. Any RIDDOR reportable incidents will be reported to HSE and recorded on the form accordingly.

### **RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrence Regulations)**

To meet its duties under RIDDOR, EAT must report specified injuries as outlined in Appendix 1, to the enforcing authority within a stated timescale. To meet this timescale, staff are required, in addition to recording the incident on the accident reporting system, to report any suspected RIDDOR related accident/ incident to the Health and Safety Officer, either in person/by telephone/email, as soon as possible. If confirmed as RIDDOR by the Health and Safety Officer, they will formally report the incident and offer support to the relevant organisation regarding the investigation of the incident.

### **Accident Statistics and Records**

All accident reports will be dealt with confidentially and records maintained to comply with the Data Protection Act (DPA) 1998.

Reports, summarising all accidents and incidents are presented in the regular EAT Estates and Facilities reports by organisation and reported to Trust Boards.

## **7. Organisational Responsibilities**

### **Chief Executive Officer**

It is the responsibility of the CEO to ensure this policy and procedure is implemented and to ensure sufficient designated persons have been appointed to investigate and sign off accidents in a reasonable timescale.

### **Headteacher**

It is the responsibility of the Headteacher within each organisation to:

- ensure that all their staff are made aware of this policy during their localised induction.
- ensure that a member of staff is nominated as the designated person to undertake all accident investigations within their school.
- ensure the designated person receives accident investigation training from the Health and Safety Officer.
- ensure all accidents are investigated within a reasonable timescale, and the subsequent corrective action(s) taken by the person nominated to investigate are sufficient.

### **Accident Investigator**

The designated person for investigating accidents is to start a thorough enquiry into all accidents as soon as possible after the event. Timing of any investigation will be dependent on the nature or the severity of the incident as will the degree of information required, photographs, witness statements, retention of evidence, etc.

EAT recognises the requirements of the SRSC Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996 and where applicable will work together with any vocationally trained Health and Safety Representatives when investigating accidents or near misses.

*(Facts regarding any incident will always be fresh in peoples' minds immediately after the event, therefore early intervention is always recommended).*

Accident reports together with remedial actions to prevent similar occurrences are to be recorded and signed off on the accident form within a reasonable timescale.

### **Health and Safety Officer**

The Health and Safety Officer will:

- monitor, review and sign off all accidents and near miss/incidents in the stated timescales but only when satisfied of the investigation and corrective actions taken by the organisation.
- report any incidents that fall under the scope of RIDDOR, to the relevant Enforcing Authority within a reasonable timescale.

### **Other staff / pupils / visitors / contractors**

Ensure that all staff, pupils, visitors and contractors are applying health and safety regulations and adhering to any rules, routines and procedures in place.

Ensure that all staff, pupils visitors and contractors are aware of the reporting process for accidents, incidents and near misses.

## **8. References to related EAT Policies**

Health, Safety and Welfare Policy

## **9. Contact**

For any further guidance contact;

Health and Safety Officer

Via email: [hands@evolutionacademytrust.co.uk](mailto:hands@evolutionacademytrust.co.uk)

## Appendix 1 - RIDDOR classified Reportable Accidents

Listed below are the Injuries and Incidents at work (including non-consensual violence to employees) which must be reported to the Enforcing Authority within 10 calendar days of the event (unless stated otherwise) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

### Death

- The death of a person (whether employed or not) as a result of an accident, arising out of or in connection with work – *MUST be reported immediately.*

### Specified Injuries

- Fracture of any bone other than to fingers, thumbs and toes
- Amputation
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- Scalping (separation of skin from head) which require hospital treatment
- Unconsciousness which is caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat reduced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### Other Injuries – Employees

- An injury to an employee that causes more than 7 calendar days incapacity for work as a result of an injury caused by an accident at work. Incapacity means unable to do their normal duties – people do not need to be absent from work to be unable to do their normal duties, although if they are, that certainly counts as “incapacity”. But if people come back on “light duties” that counts too. *This needs to be reported with 15 days of the incident.*

### Other Injuries – Non Employees

- Someone who is not employed (i.e. pupil/visitor/member of the public)
- Suffers an injury as a result of a work related accident and is taken direct from the scene to a hospital for treatment. NOTE: where the person is taken to hospital for examination, diagnostic tests or just as a precautionary measure, this would not be reportable under RIDDOR.