

## Accident Reporting Procedure

### Introduction

All employers, wherever practicable, must aim to prevent work related accidents, work related injury and work related ill health. However, where these do arise, they should aim not only to fulfil their legal responsibilities of reporting, but also to ensure that a process of learning has taken place.

The primary purpose of accident reporting and investigation is to identify immediate and underlying causes, so that steps can be taken to prevent recurrence. All staff should be encouraged to report accidents, since it is only if they are reported that preventive measures can be taken.

By reducing accidents employers will not only be fulfilling its legal and moral obligations to protect staff, but will also reduce the financial burdens in both direct and indirect costs (e.g. damage to equipment, service interruption, replacement staff, increased insurance premiums) which can accrue as a result of accidents.

Accidents need to be reported and investigated promptly, so that the facts can be established and action taken as appropriate.

### Definitions

**Accident:** Any unplanned event that resulted in injury or ill health of people, or damage /loss to property, plant, materials or the environment.

**Near miss:** An event not causing harm, but has the potential to cause injury or ill health.

**Undesired circumstances:** A set of conditions or circumstances that have the potential to cause injury or ill health.

**Dangerous occurrence:** One of a number of specific, reportable adverse events.

**Incident:** Used to refer to unplanned events where there is an intention or connivance leading to the injury, such as violent incidents or negligent acts.

**Violence:** Behaviour involving physical force intended to hurt, damage, or kill someone or something, or any incident in which a person is abused, threatened or assaulted.

**Verbal abuse (verbal attack or verbal assault):** when a person forcefully criticises, insults, or denounces someone else. Characterized by underlying anger and hostility, it is a destructive form of communication intended to harm the self-concept of the other person and produce negative emotions.

**Physical abuse:** any intentional act causing physical injury or trauma to another person.

## Reporting

All accidents/Incidents involving staff members should be reported. Reports should be completed within 5 days and reviewed by Line Managers, so that they can take appropriate action. Actions should also be recorded in the report.

If you are the Injured Party (IP) or have witnessed an incident/accident; contact a First Aider, or the Emergency Services where appropriate, and then contact your line manager and give details of where the accident has happened.

The forms should be completed as fully as possible, and include, as a minimum, the following information:

- Details of the incident (what exactly happened and how)
- Details of person making report
- Details of person involved in the incident
- Is the person involved in the incident a **RAISE-AP** employee, visitor, contractor, member of public, pupil etc.?
- Address (inc. room, area etc.)
- Line Manager's name, contact details
- How serious was the incident?
- Date & time of the incident
- Immediate actions to prevent recurrence.
- A copy of any relevant risk assessment

## Investigation

The SLT will make the decision whether an incident requires formal investigation, and should do so with the support of their H&S advisor.

Where an incident is reportable under RIDDOR, it will always require investigation. Where **RAISE-AP** is the employer the Health and Safety team can support with investigation.

Incidents of a major nature (i.e. specified injuries/ dangerous occurrences such as structural collapse) must be reported to the Health and Safety team as soon as possible after the incident so that all RIDDOR reporting requirements are met.

The Health and Safety team may also instigate an accident investigation on receipt of an accident/incident form if it is deemed that more information is required.

Where appropriate any employee or other may be involved in investigating incidents.

The accident investigator and/or the investigation team ensure the major investigation achieves the following objectives:

- The sequence of events leading to the accident;
- Establish any unsafe acts or conditions that were likely to have caused the accident;
- Establish the human, organisational, technological or environmental factors that gave rise to the incident;
- Initiate any short-term actions to eliminate the immediate causes and so that recurrence may be prevented;
- Where the investigation suggests recommendations or actions, management ensures that the task/area is risk assessed and suitable and sufficient control measures put in place

Relevant managers/directors monitor any findings and recommendations from any action plan to ensure they are completed.

### **Notification to the Health and Safety Executive**

Where an employee is involved in a serious incident resulting in a fatality, a major injury, an incident which causes incapacity for more than 7 days, a reportable dangerous occurrence or an occupational disease/condition, employers have a statutory duty to report such incidents to the Health and Safety Executive (HSE).

It is therefore essential that in these circumstances, the Head must notify the Health and Safety Team so that the appropriate report form can be submitted to the HSE.

Reportable major injuries. These include:

- Fractures, other than to fingers, thumbs and toes;
- Amputations;
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - Covers more than 10% of the body
  - Causes significant damage to the eyes, respiratory system or other vital organs;
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which:
  - Leads to hypothermia or heat-induced illness
- Requires resuscitation or admittance to hospital for more than 24 hours;

Additionally there is a requirement to report accidents to others not in employment (e.g. a member of the public, visitor, contractor, or pupil). Pupils in schools fall in to the

category of “others not in employment” when RIDDOR reporting. Incidents involving pupils need only be reported to HSE if the incident results in;

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Where these incidents occur during physical education or during play, they only need to be reported if;

- The condition of the sports/play equipment or facility was a factor in the incident (e.g. equipment had not been maintained, surfaces were uneven or slippery etc.)
- There was inadequate supervision where risks were identified, and no attempt had been made to provide adequate supervision.