

Reporting Accidents and Incidents

Provision:	RAISE-AP			
Activity:	Reporting Accidents and Incidents			
Completed by:				
Hazards	Who is at risk?	Current Control Measures	Additional Requirements	Timescale
Failure to follow proper processes for accident & incident reporting	Staff Pupils Visitors	<p>The school follows the accident and incident reporting procedure as laid out by the employer.</p> <p>School's accident reporting procedure is available to all staff via <i>[share location]</i></p> <p>Staff are actively made aware for this procedure.</p>		
Failure to accurately record and report accidents and incidents.	Staff Pupils Visitors	<p>All pupil accidents will be recorded in an on-site minor injuries log. More severe incidents will be reported to the employer.</p> <p>All accidents and incidents involving members of the public will be recorded in an on-site accident book. More severe incidents should be reported to the employer.</p> <p>All accidents and incidents involving a member of staff shall be reported to the employer within 1 working week.</p>		
Failure to prevent repeat accidents in the future.	Staff Pupils Visitors	<p>All accidents and incidents shall have underlying caused recorded and rectified.</p> <p>Where the cause of an accident is not immediately obvious, an investigation shall be carried out and recorded.</p> <p>All accident investigations will be shared with the employee(s) involved.</p> <p>Accident investigations will be included in any incident reported to the local authority.</p> <p>Accident reports should include actions being taken to avoid reoccurrence.</p>		

Hazards	Who is at risk?	Current Control Measures	Additional Requirements	Timescale
RIDDOR	Staff Pupils Visitors	<p>All accidents reportable to the HSE under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 shall be reported within the statutory time scale to both HSE and the Employer.</p> <p>All RIDDOR incidents will be reported to the HSE by the designated responsible person. Where Herefordshire Council is the employer, this must be done via the Health and Safety team.</p>		
Failure to monitor and act upon accident trends.	Staff Pupils Visitors	<p>Where accidents have a commonality between them, the responsible person will investigate and take appropriate actions to rectify.</p> <p>Accident statistics and trends will be reported to the board of governors periodically.</p>		

Initial Assessment Review Date	Risk Assessment assessed, reviewed by the following competent person:	Tasks and control measures reviewed by the Governing Body:
Name (PRINT)		Name (PRINT):
Signature:		Signature: Date:
Next Review Date:	<p>Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health.</p> <p>You should review your risk assessment:</p> <p>if it is no longer valid</p> <p>if there has been a significant change</p>	