

Accident & Incident Reporting in Schools, etc. Health & Safety Management Standard Issue 2 (April 2020)

Introduction

This document contains corporate standards and guidance on the reporting of accidents and incidents in schools, colleges and other educational establishments. It is the responsibility of Key Managers to ensure that the reporting of accidents and incidents is managed in line with this document (and any other guidance referred to herein) in any area/premises under their control.

This document must be read in conjunction with any additional guidance specific to divisional issues or activities and particularly Leicester City Council's Health and safety Management Standard 'Incident Reporting'. This document also supersedes Schools Bulletin No. 54 on Accident/Incident Reporting – Supplementary Guidance issued in October 2011.

Key Managers' Checklist – Accident/Incident Reporting

The checklist given below identifies key actions involved in managing the reporting of accidents and incidents in schools, colleges and other educational establishments. Further information on each of these points is contained in this document.

1. Are ALL accidents and incidents reported and recorded?
2. Are the types of incidents that fall under the RIDDOR Regulations known and understood?
3. Are arrangements in place for the reporting of relevant accidents and incidents to the Local Authority?
4. Are suitable arrangements in place for the reporting and recording of accidents and incidents that are not reported to the Local Authority?

What needs to be reported?

It is good practice that ALL accidents and incidents that occur to staff, students, pupils, members of the public, etc. that arise out of, or in connection with, the undertaking of the employer are reported.

It is also good practice to record 'near misses' that, if the accident had actually occurred, could have resulted in significant injury or loss.

However, in an educational environment the Local Authority recognises the practical difficulties that the above requirements would create and is mindful that in some cases the usefulness of the data provided is unlikely to justify the effort involved in both providing and processing it.

Therefore, the Local Authority policy on accident & incident reporting in schools, academies and colleges is as follows:

There are three levels of accident/injury or incident reporting required.

- Reporting of certain injuries, illnesses or dangerous occurrences to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Reporting of accidents, injuries, illnesses, incidents and dangerous occurrences to the Local Authority.
- Local reporting of minor accidents / incidents (i.e. minor bumps & scrapes to pupils).

RIDDOR Reporting

Where an incident occurs that falls under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) it must be reported to the Local Authority by the quickest possible means, including entering it on the SO2 incident database. RIDDOR is explained in full at: www.hse.gov.uk.

The RIDDOR reporting criteria differ depending upon whether the injured person is an employee or not.

Employees

The requirement for RIDDOR reporting of injuries & incidents to employees includes;

- Any accident that results in death.
- Any injury sustained at work that results in an employee being away from work or being unable to do their normal work for more than seven days (including non-work days, but not the day of the incident).
- The following Specified Injuries;
 - 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 cover more than 10% of the body, or cause 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, or requires resuscitation or admittance to hospital for more than 24 hours.
- The following Occupational diseases;
 - carpal tunnel syndrome;
 - severe cramp of the hand or forearm;
 - occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
 - hand-arm vibration syndrome;
 - occupational asthma, eg from wood dust and soldering using rosin flux;
 - tendonitis or tenosynovitis of the hand or forearm;
 - any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation).
 - any disease attributed to an occupational exposure to a biological agent.

Injuries that are as a result of physical violence would be RIDDOR reportable if the above criteria were met - However Work-Related Stress absences are not RIDDOR reportable, regardless of their duration.

Non Employees

The RIDDOR reporting of Incidents to pupils and other people who are not at work includes;

- the death of the person, if this 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 from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not RIDDOR reportable**.

The essential test for RIDDOR reportability 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 etc. If an accident results in an injury arises

because of the normal rough and tumble of a game (organised physical education or playtime), the accident and resulting injury would not be RIDDOR reportable.

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

Dangerous Occurrences

The requirement for RIDDOR reporting of dangerous occurrences includes;

The following Dangerous Occurrences:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion

Reporting responsibility

It is the responsibility of the employer or controller of the premises to make the RIDDOR report.

For Schools under Local Authority control this RIDDOR reporting will be done by the Health & Safety Team upon notification of the accident/injury incident.

For those Schools/Academies etc that are not under Local Authority control but have a health & safety support contract with the Local Authority, the RIDDOR reporting of accidents & incidents may be done by the Local Authority Health & Safety Team if a prior agreement has been made.

Due to the requirement for RIDDOR reports of injuries, fatalities & dangerous occurrences to be made to the HSE without delay and within 10 days of the incident, and over 7 day injuries within 15 days of the incident, notification to the Local Authority and SO2 incident database completion should be made promptly, with the minimum delay.

Reporting to the Local Authority

In addition to any RIDDOR reporting requirement all of the following must be reported to the Local Authority by entering details on the SO2 incident database:

- All accidents/incidents etc to employees or members of the public;
- All accidents/incidents to pupils/students that result in the injured person receiving or being advised to seek professional medical attention (Doctor, Nurse, Hospital, etc.);
- Any incident that it is perceived might give rise to litigation;
- Any incident that results in a person leaving the site prematurely as a result of the injury;
- Any head injury.

Local Reporting

All other accidents and incidents must be recorded at the establishment using an appropriate log or database so that overall accident trends can be identified, allowing actions to reduce them to be devised and prioritised.

A minor bumps & scrapes book for pupils etc would fit into this category of reporting.

The suitability and sufficiency of the local arrangements for recording accidents and incidents not reported to the Local Authority will be reviewed during Health and Safety Audits.

Investigation

All accidents/Incidents should be investigated by the local management in order to attempt to determine the root causes and reduce the potential for similar instances.

The depth of investigation and recording should however be commensurate with the severity of the accident/incident reported.

VERSION CONTROL SUMMARY

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Summary details of amendments made at this review.

Page	Section / Paragraph	Amendment
Throughout	All	A general update to reflect current systems for reporting and HSE guidance for educational establishments