



# Accident Reporting Policy

## Leehurst Swan School



<b>Approved by:</b>	 Headmaster   Chair of Governors	<b>Date:</b> 21/09/2021
<b>Last reviewed on:</b>	21/09/2021	
<b>Next review due by:</b>	21/09/2023	

Last Reviewed: 21/9/2021, Next Review: 21/9/2023 or as required by a change in regulatory legislation.

## **This Policy Applies to the whole school including EYFS.**

This guidance enables the school to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") and that appropriate records are kept of accidents involving Schoolactivities.

1.1 Most incidents that happen in schools or on school trips do not need to be reported to the HSE. If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident isnot reportable.

1.2 Injuries to pupils and visitors who are involved in an accident at school or anactivity organised by the school are only reportable under RIDDOR when

- the death of the person 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 theperson is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment)
- the HSE Information Sheet EDIS 1 (rev3) gives guidance and examples ofwhether an injury arises out of or in connection with work.
- if in doubt guidance should be sought from the HSE, for example when apupil from another school is injured (specified injury) during a sports match (not reportable) as opposed to a pupil of the school who is injured similarly during a timetabled games lesson (reportable).

1.3 Injuries and ill health to people at work are reportable by the responsible person under RIDDOR when

- accidents which result in death or a specified injury (which must be reported without delay). Also a reportable occupational disease when confirmed by a doctor in writing. The HSE Information Sheet EDIS 1 (rev3) gives details of specified injuries and reportable diseases.
- accidents prevent the injured person from continuing their normal workfor more than seven days (not counting the day of the accident, but including weekends and other rest days). These must be reported within15 days of the accident.
- the responsible person is normally the employer of the injured person. Theexception will be those that are self-employed, where the controller

of the premises should report.

1.4 Dangerous Occurrences (specified near miss events) are reportable under RIDDOR. The HSE Information Sheet EDIS 1 (rev3) contains the typical examples applicable to schools.

## **2. Objectives**

2.1 To ensure that accidents are recorded and reported in line with statutory requirements and insurance conditions.

2.2 To ensure that accidents can be appropriately investigated.

2.3 To identify the root causes of accidents and implement the lessons learnt to prevent recurrence.

2.4 The school may choose to report near misses internally as well as accidents.

## **3. Guidance**

3.1 The Health & Safety manager and Head will assess the nature of the accident and the reporting requirements. Reference should be made to the HSE Information Sheet EDIS 1 (rev3) ([www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf))

3.2 If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a form F2508 will be completed and sent to the HSE. Reports can be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone.

3.3 The School's First Aiders are responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school. This will be by completing a form or the accident book when they attend the First Aid Area for any occurrence requiring first aid.

3.4 Completed accident forms are forwarded to the Bursar and the Head. The forms are kept for a minimum of 3 years and categorised (pupils, staff, visitors). The records are kept in a locked filing cabinet in the School First Aid area to ensure compliance with the Data Protection Act.

3.5 Accident report details are considered at every meeting of the School Health and Safety Committee.

3.6 All accidents reportable by the school under RIDDOR will be investigated.

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This will normally be undertaken by the Health & Safety manager and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the School Senior Management team and the Health and Safety Committee.

3.7 For serious incidents the Health & Safety manager will consider obtaining legal advice at the outset of any investigation.

3.8 The Bursar will contact the school insurer where any incident is felt likely to result in a claim.

3.9 The Duty First Aider is responsible for escorting pupils to hospital and for ensuring that the appropriate Staff are informed. They will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury.

## **Legal Requirements & Education Standards,**

### **References:**

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ([www.hse.gov.uk](http://www.hse.gov.uk))

C: Incident reporting in schools ([www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf))

D: "Health and Safety at Work" Section H of the ISBA Model Staff Handbook (<http://members.theisba.org.uk/member-tools/reference-library/human-resources/staff-management/staff-handbook-section-h.aspx>)

E: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide ([http://members.theisba.org.uk/member-tools/reference-library/health-safety/management/bursars-guide-chapter-n-health-and-safety-and-welfare-at-work-\(dec-2008\).aspx](http://members.theisba.org.uk/member-tools/reference-library/health-safety/management/bursars-guide-chapter-n-health-and-safety-and-welfare-at-work-(dec-2008).aspx))

F: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd ([http://members.theisba.org.uk/member-tools/reference-library/financial/insurance/bursars-guide-chapter-k-insurance-\(dec-2008\).aspx](http://members.theisba.org.uk/member-tools/reference-library/financial/insurance/bursars-guide-chapter-k-insurance-(dec-2008).aspx))