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1. Objective

The purpose of this policy is to enable The Trust to comply with its legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation (RIDDOR) 2013. It also ensures that all health and safety incidents are reported, recorded, and investigated such that appropriate corrective and preventative action can be taken, to ensure the safety of both employees and non-employees (members of the public, service users, pupils etc.) and to protect property and ensure business continuity.

2. Scope

This policy applies to all The Trust employees

3. Definitions

Incident- a work related event in which an injury or ill health (regardless of severity) or fatality occurred or could have occurred. This includes all accidents, near misses and property damage incidents.

Accident- an incident which has given rise to injury, ill health, or fatality. Examples include cuts, burns, bruises, fractures, eye injuries etc.

Near Miss- an event not causing harm but has the potential to cause injury or ill health. Examples include: a light fitting cover falling from the ceiling and nearly hitting an employee.

Work related ill-health- a condition that has been caused by or made worse by the work environment. Examples include occupational asthma, work related upper limb disorders i.e. possibly caused by poor posture whilst working on the computer.

Work-related (workplace) violence- any incident, in which a person is abused, threatened, or assaulted in circumstances relating to their work. 'if a person feels threatened or intimidated this will be dealt with as fact- even if that was not the intention, unless an investigation proves otherwise'.

An emergency- a serious, unexpected, and often dangerous situation requiring immediate action. Examples include all work-related accidents that result in death of any person, including non-workers (excluding suicides and death by natural causes). A serious accident to an employee, which leads to the involvement or intervention of The Health and Safety Executive (HSE) and or the Police. A fire causing significant fire damage to a Trust building, an identifying outbreak of an illness and a Trust site resulting in a significant number of staff being absent from the workplace because of the illness.

Please note: a situation may not start off as an emergency but may become an 'emergency' as the situations develops, where you require central Trust support i.e. the HSE make contact with you, requesting information or advising you that they are attending site.

4. Responsibilities

4.1 Trust Head of Estates and Health & Safety

Trust Head of Estates and Health & Safety is ultimately responsible for:

- Saffron Academy Trust Health and Safety
- Overview of the Accident/Incident Handsam SAT reporting dashboard (if applicable)
- Ensuring the effective implementation of this policy
- Allocating sufficient resources to ensure that incidents are appropriately investigated and managed
- Incident statistics are reviewed to identify trends and that incidents are discussed at Governors Meetings
- Staff in their areas of control are aware of the requirements of this policy
- Effective incident investigation arrangements are in place to enable root causes to be identified and corrective actions taken.
- Sufficient resource is dedicated to the investigation of incidents to ensure that lessons are learnt, and corrective actions put in place to prevent reoccurrence
- Auditing and reviewing the accident and incident process

4.2 Heads of Department, Line Managers and Headteachers

Must ensure that:

- Their employees are aware of the requirements of this policy i.e. to report all incidents immediately to line managers.
- All incidents including injury accidents, property damage incidents, near misses, violence, work related ill health and those involving hazardous substances are reported via each individual schools' system i.e. paper based or electronic. All reports should be in accordance with this policy.
- Identified corrective actions are assigned to the appropriate responsible person and tracked to completion
- Relevant risk assessments are reviewed following an accident and risk control measures updated if required.
- The outcome of the risk assessment review and incident investigation is communicated to staff
- The emergency procedure is followed in the event of a serious incident

4.3 Employees

Employees must:

- Comply with the requirements of this policy and co-operate with management during investigations and comply with any additional precautions put in place.

5. Process

5.1 Incident Reporting

Accident/Incident Reporting System

All incidents large or small, involving employees must be investigated and reported. Incidents involving non-employees i.e. contractors, service users, pupils and other members of the public that arise as part of a work activity must also be investigated and reported.

This includes:

- Incidents (as defined above i.e. all accidents, near misses and property damage incidents) at the employee's normal place of work
- Incidents outside the normal place of work e.g. visiting other premises.
- Incidents outside of the UK as part of their work activity
- Road traffic incidents while driving on company business
- Near miss incidents with the potential to cause harm to people, property or the environment and incidents where damage or harm to the environments has occurred must also be reported. Near miss details will provide valuable information and will allow remedial measures to be introduced to prevent re-occurrence and potential injury enabling proactive management of the risk. (see section 5.9 Accident/incident investigation)

All incidents must be reported as soon as practically possible. Some RIDDOR reportable incidents and accidents must be reported as soon as possible, see section 5.2.

Incident reports must be reviewed regularly by the school representative and facilities and health & safety officer to examine any trends and/or corrective action necessary.

Details of serious incidents, any trends and any corrective actions should be discussed at Health and Safety committee. School accidents and incidents will be discussed at Governing body meetings.

Handsam Accident/Incident Reporting system (only applicable to Saffron Walden County High School)

Handsam cloud-based Incident Log module allows schools to record accidents, near misses, administration of medicines, restraint incidents and log investigations and produce reports to analyse trend patterns.

Reporting protocol is the same as above.

5.2 Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) Reportable Accidents

All RIDDOR reporting will be through the SAT Head of Estates and Health and Safety

Reporting requirements under RIDDOR differ for employees and members of public.

For employees, RIDDOR reportable accidents include:

- Death or a specified injury as identified in 5.3, this must be reported to the HSE without delay.
- When a member of staff is absent or unable to do the full range of their normal duties for more than seven days as a result of an injury caused by an accident at work. These must be reported to HSE within 15 days.

For members of public, including pupils, an accident becomes RIDDOR reportable if:

- It resulted in the death of a person and arose out of or in connection with a work activity
- A member of the public suffers an injury that arose out of or in connection with a work activity* and the person is taken from the scene of the accident to hospital.

*Out of or in connection with a work activity means a failure in the way the work activity was organised (e.g. inadequate supervision), condition of premises (e.g. poorly maintained or slippery floor) or the way equipment or substances used. These types of accidents must be reported accordingly in line with both bullet points above. For school accidents see section 5.7.

All RIDDOR reportable incidents must be reported to the Health and Safety Executive (HSE).

RIDDOR reportable accident report forms must be kept and secured locally in accordance with the Data Protection Act 2018.

If you are unsure whether the accident/incident are reportable under RIDDOR, please contact the Trust Head of Estates and Health and Safety for help and guidance. Further information regarding RIDDOR reportable incidents is detailed below.

5.3 Specified Injuries to Workers

If an employee suffers a 'specified injury' classified under RIDDOR, as a result of their work activity, the manager or other responsible person must contact the schools health and safety lead and the Trust Head of Estates and Health & Safety by the quickest means practicable. A member of the health and safety team will then discuss the next course of action, including investigation and reporting.

Specified injuries classified under RIDDOR include:

- Any bone fracture, other than to fingers, thumbs or toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toes
- Permanent loss of sight or reduction of sight in one or both eyes
- Crush injuries to the head or torso causing damage to the brain or internal organs in the chest or abdomen

- Serious burns (covering more than 10% of the body, or damage to eyes, respiratory systems or other vital organs)
- Scalping (separation of skin from head) which requires hospital treatment
- Loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours

If an employee witnesses a specified or fatal injury at work they must:

- Assess the situation, not put themselves at risk, and ensure that the area is safe to approach
- Ascertain the causes of the accident and ensure their actions will not further add to the situation
- If electricity is not involved, render aid to the casualty and make sure they are as comfortable as possible and all breathing passages are free from obstruction
- If electricity is involved, firstly isolate the casualty from the supply source before giving assistance
- Call for help and assistance e.g. first aider or paramedics- if security is present on your site, they must be notified if an ambulance is called, so that they can direct the ambulance crew straight to the person requiring assistance.
- Continue to render whatever assistance you can until relieved by a trained first aid person or paramedic
- Ensure the Trust Head Estates and Health and Safety is notified at the earliest possible time
- Remain on hand to provide witness statements to the line/estates/premises manager

In the event of a specified or fatal accident the Line Manager will:

- Go immediately to the scene of the accident and familiarise themselves with the facts of the situation
- If a first aider is not present ensure they have been alerted (details can be found on health and safety notice boards), or that the emergency services have been called if required- if security is present on your site, they must be notified if an ambulance is called, so that they can direct the ambulance crew straight to the person requiring assistance
- Do their own on the spot check for possible causes of the accident and where practicable locate any witness' names and obtain statements
- Preserve the scene and ensure no articles are damaged or removed
- Contact the SAT Head of Estates and Health and Safety as soon as possible
- **Is this accident/incident an emergency?** (see section 3 for definitions) and follow the Emergency Response Procedure if it is an emergency
- Liaise with the SAT Head of Estates and Health and Safety to establish the cause(s) and make recommendations for ensuring immediate corrective action

- Develop and implement any further corrective and/or preventive action. See action 5.9
- Submit an online report giving details of the accident and any remedial action taken.

5.4 Reportable Occupational Diseases

Reportable occupational diseases are conditions that have been caused by or made worse by the work environment.

This may include:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any diseases attributed to an occupational exposure to a biological agent.

5.5 Reportable Dangerous Occurrences

Dangerous occurrences are certain, specified 'near miss' events (incidents with the potential to cause harm)

Dangerous occurrences that are relevant to most workplaces include:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines
- Explosions or fires causing work to be stopped for more than 24 hours

For a full detailed list of dangerous occurrences, refer to the online Health and Safety Executive guidance via <http://www.hse.gov.uk/riddor/>

5.6 Reportable Gas Incidents

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died, lost consciousness or been taken to hospital for treatment to an injury arising in the connection with the gas you distributed, filled, imported or supplied, this will require reporting to HSE.

Should a gas engineer registered with the Gas Safety Register find gas appliances or fittings that they consider to be dangerous to the extent that people could die, lose consciousness, or require hospital treatment, they must provide details where required and report to HSE. This may be due to the design, construction, installation, modification, or servicing and could result in:

- An accidental leakage of gas
- Inadequate combustion of gas

- Inadequate removal of products of the combustion of gas

It is the responsibility of Premises managers to ensure that any gas appliances within their premises, including gas cookers, are serviced and maintained at the specified time frequency. This also applies where you may act as the landlord for the property or are renting it out i.e. a rangers cottage or a school premises managers house. If you are in any doubt if the requirements of your legal responsibilities, please speak to your Premises Manager, Estates Manager or Corporate Health Safety team.

5.7 Acts of Violence Affecting Employees

It is important for employees to know when they could be in a situation involving work-related violence and to be clear what they should do about it.

The Health and Safety Executive defines acts of violence as: “any incident, in which a person is abused, threatened or assaulted in circumstances relating to their work.” All behaviour which falls under this definition of violence at work should be reported, whether or not it occurs on work premises.

If an employee feels threatened, intimidated, or upset by the incident, then it must be reported.

In some situations, within schools, the use of abusive language by the public is very common. Some people may express their anger by using abusive language. If an employee is unsure whether or not to report an incident, then the important thing they must consider is how the incident made them feel and if necessary discuss this with their line manager and/or health and safety lead.

Where an employee is injured through the specific behaviour of a child or service user because they have a mental or physical impairment the incident can be reported as an accident rather than an act of violence- as the affected person may not consider there to have been intent of violence.

Acts of violence between non-employees (e.g. pupils fighting) are not covered by the above and should therefore be reported and dealt with through the establishments own behaviour policies and procedures.

5.8 Violent Markers

The health and safety of our people is paramount, therefore where acts of violence or abuse occur, the Trust must take all reasonable steps to prevent reoccurrence.

5.9 Road Traffic Accidents

Any road traffic accident resulting in staff injury or damage to vehicle which occurs while driving on Trust business must be reported.

Incidents involving fleet vehicles, including minibuses, insured by The Trust must also be reported to the insurance team. An insurance form must be completed by the driver and signed off by the line manager before submitting to insurance.

5.10 Accidents/Incidents in Schools

All schools must report accidents and incidents (including RIDDOR reportable incidents) in line with this policy. This includes any accident to an employee, visitor or contractor. Schools can however still keep a 'bump book' for minor pupil accidents only. Schools will need to use judgement to determine what pupil accidents will also need to be reported on the Handsam reporting system (only applicable to certain schools)

Pupil accidents are only reportable to the HSE under RIDDOR if:

- The accident results in the death of the person and arose out of or in connection with a work activity; or
- The accident resulted in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital.

Out of or in connection with work activity means a failure in the way the school activity was organised, (inadequate supervision), condition of premises (poorly maintained or slippery floor) or the way equipment or substances were used. For example- a pupil is taken to hospital after breaking an arm during ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (e.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result in the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity.

This also applies to sporting activities; organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity. The essential test 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. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable.

Most playground accidents are not normally reportable; accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being fatally injured or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

5.11 Accident Statistics and Analysis

Accident/incident statistics, trends and dashboards are produced and shared at relevant committees including SAT Board and Governors meetings.

5.12 Accident/Incident Investigation

The person responsible for carrying out the investigation would normally be:

- The injured persons line manager

- The manager responsible for the area where the incident has occurred
- The manager/supervisor responsible for the activity taking place

Line managers may delegate the task of investigation to a competent employee who is responsible for an activity but must oversee the investigation to ensure it is satisfactorily concluded and reported back to the SAT Head of Estates and Health & Safety.

For premises related incidents the line manager of the affected person will need to raise the matter with the premises manager who will need to understand the event and assist in the investigation.

Managers undertaking accident/incident investigations are responsible for:

- Investigating the accident/incident and completing the reporting form
- Reviewing the relevant risk assessment, safe systems of work and training in light of the investigation, and where appropriate modifying the control measures
- Informing union appointed safety representatives, Health and Safety Champions/Coordinators and the Corporate Health and Safety team about specified or fatal accidents and incidents
- The investigation of violent incidents should consider both the action taken against the assailant, and the adequacy of measures to control the risk of violence (including the adequacy of training provided).

Certain accidents/incidents may result in the need for the SAT Head of Estates and Health and Safety to lead the investigation and liaise with the Health and Safety Executive (HSE). These will be determined and agreed as per The Trust's emergency accident/incident procedure.

As the enforcer of health and safety law, the HSE may choose to enquire about or investigate the accident/incident further. Line managers and staff should inform the Corporate Health and Safety team immediately if there is any formal contact with the HSE.

6. Competence and Training

All line and premises managers must complete the Handsam training modules: Investigating Accidents, and Recording and Reporting Accidents.

Managers and nominated members of staff must receive training in the use of Handsam Accident/Incident reporting system. The training may be cascaded by identified super users across functional areas. (only applicable to Saffron Walden County High School)

7. Monitoring and Review

This policy will be reviewed on a regular basis by the SAT Head of Estates and Health and Safety to ensure that current legislation and guidance is reflected.

8. Saffron Academy Forms

HSF0002Accident Investigation Report Form Employees

HSF0003Accident Investigation Report Form Others

HSF0004Near Miss Investigation Report Form

HSF0029Accident Investigation Checklist

Any questions concerning this policy please contact.

The Trust Head of Estates or Deputy Estates Manager