



## Accident Reporting Policy and Procedures

Created: May 2019

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Review by: May 2023



### Statement of Intent

St Mary's Catholic High School takes the health and safety of our staff, pupils, contractors and visitors very seriously. The school is dedicated to following the correct procedures at all times in order to ensure the safety of anyone on the school premises.

This policy outlines the HSE process, which is to be implemented when reporting an accident.

### Legal Framework

- This policy complies with the following legislation, including, but not limited to:
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Health and Safety at Work etc. Act 1974
- This policy complies with the following guidance, including, but not limited to:
- DfE (2014) 'Health and safety: advice for schools'
- DfE (2014) 'First aid in schools'
- DfE (2014) 'Emergency planning and response'

## Reporting Procedure

All first aid treatment should be recorded in one of the First Aid Record books located at reception or science technician's room.

Accidents/Incidents/Near Misses should be completed by the teacher in charge and sections A-H recorded on an HS1 form, the business manager will then conduct an investigation and complete I-M.

Should an incident require reporting to the Incident Contact Centre (part of the HSE) the business manager or a person appointed on their behalf, will file a report as soon as is reasonably possible.

The designated person will complete the RIDDOR form F2508 online or, if it is essential to submit a report by post, send it to:

RIDDOR Reports  
Health and Safety Executive  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

Alternatively, the designated person can report fatal, specified and major incidents via telephone on 0345 300 9923 (open Monday to Friday 8.30am to 5pm).

## Notification to the HSE

Significant accidents which are defined in the RIDDOR Regulations 2013 must be reported to the HSE as soon as possible.

Significant accidents are as follows:

- Accidents to employees causing either death or major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven day period does not include the day of the accident.
- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.

- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of 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.
- Poisonings.
- Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma.
- Infections including but not limited to: leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

The term 'significant accidents' is also used to describe incidents concerning equipment and the premises, including:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height.
- Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 100kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.

- Accidental release of any substances which may damage health.
- Serious gas incidents.

## Reporting Hazards

Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

In the main, reporting should be verbal to the business manager as soon as possible who will inform the headteacher as appropriate.

Serious hazards will be reported using the appropriate form available.

## Accident Investigation

All accidents, however small, will be investigated by an appointed party and the outcomes recorded.

The length of time dedicated to each investigation will vary on the seriousness of the accident.

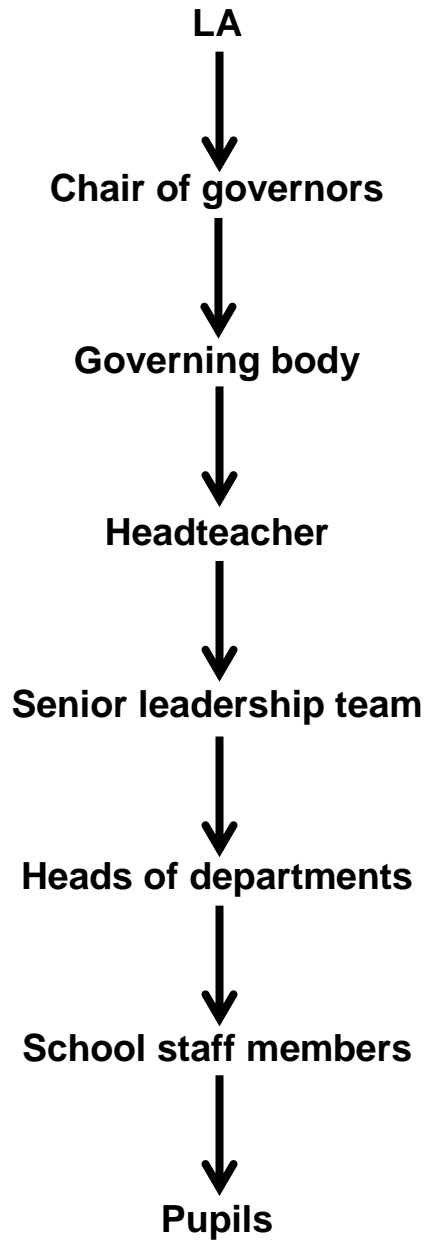
The investigation should include

- Photographs
- Witness statements
- Evidence of H&S training
- Minutes of staff meetings
- Risk Assessment

After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The business manager will undertake regular evaluations of all reported incidents both injuries and ill health. These are reported to Governors on a termly basis. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

## Health and safety structure



# Accident reporting procedure

