

St Saviour's C of E Academy

Accident Policy

September 2021

The term **accident** is used where injury or ill health occurs. The term **incident** includes **near misses** and **undesired circumstances**, where there is the potential for injury.

General Statement

To allow management of SBMAT and the school to fulfil its duties, we encourage all pupils, parents, visitors, contractors and members of the public to notify a member of the school staff of any accident which occurs on school property or whilst away from the school on official school business or activity which resulted in injury, ill-health or damage to property etc as soon as possible after the incident.

It is the policy of SBMAT and the school that all accidents shall be recorded in the school accident book. To facilitate this requirement, all accidents and incidents involving a member of staff, pupil, visitors, contractor, parent or member of the public must be reported by staff to school Health and Safety Representative.

The severity and type of accident/incident dictates the level of authority that manages the subsequent investigations.

Therefore, all staff are expected to abide by the following procedures in the event of an accident or incident.

Reporting of Accidents

All accidents or incidents involving members of staff, pupils, parents, visitors, contractors, and members of the public occurring on the school premises are to be reported to the school Health and safety Representative by staff.

The school Health and Safety Representative is to record all accidents in the schools Accident Book, located in the Administration Office.

The person reporting the accident or incident to the school Health and Safety Representative must complete part 1 of the [Accident and Incident Report and Investigation Form](#) F001 which is available from the Health and safety Representative.

All accidents are to be recorded in the accident book and in line with GDPR accident reports will be kept restricted to those involved with the accident and subsequent investigation and are to be stored in a secure location at all times.

Offsite accidents

Accidents or incidents involving a member of staff, pupil, parent or member of the public occurring whilst away from the school premises on official school business or activity must be reported by the quickest means directly to the school Health and Safety Representative.

The person reporting the accident or incident must complete part 1 of the Accident and Incident Report and Investigation Form F001 at the earliest opportunity and forward the form to the schools Health and safety Representative.

If a member of staff or pupil is visiting another school or third-party premises on official school business or activity, details of any accident should be reported in their accident book as well as to their own school Health and Safety Representative. This is because hosts have duties under RIDDOR to report any reportable accidents which may occur to visitors should an accident take place on premises which they are responsible for.

Staff should not use the schools Accident Book to report an accident which occurred in their own home or on an activity which is not work-related.

Staff duties

We expect all staff to assist SBMAT and the school in complying with our legal duties under RIDDOR.

This means that staff are expected to have due regard for their health and safety and that of their colleagues, pupils, parents, visitors, contractors and members of the public.

If safe systems of work have been introduced, staff are expected to follow them, along with any instructions.

All staff are expected to report accidents and incidents in a timely manner.

In the event that a member of staff fabricates or exaggerates an accident, we reserve the right to bring disciplinary proceedings which could result in dismissal.

Accident investigation

Unless the injury or damage from an accident or incident is negligible, the area of the accident or incident is to be cordoned off and left undisturbed until the accident investigation is complete unless safety precautions have to be made.

The school Health and Safety Representative is to complete part 2 of the Accident and Incident Report and Investigation Form F001.

Accidents or incidents that have caused a major or serious injury refer to Actual/Potential for Harm table or considered by the Health and Safety Representative to require a high or medium level of investigation refer to Investigation Level table are to be reported to the school head by the school Health and Safety Representative at the earliest opportunity.

The severity and type of accident/incident dictates the level of authority that manages the subsequent investigations. Refer to Investigation Level table.

Actual/Potential for Harm	
Level	Examples
Major Injury	Pupils, members of public, parents – Any injury requiring immediate hospital treatment Staff - Hospitalisation for 24 hours or more, Incapacitation for over 7 days All - Electrocution leading to heart failure, Fractures other than fingers/toes, Amputation of limbs, Dislocation of limbs, Permanent loss of sight, Crush injuries to head/torso, Burns/scalds to more than 10% of the body, Loss of consciousness from head injury/asphyxiation, Scalping, Resuscitation, Infectious diseases,
Serious Injury	Staff - Incapacitation for over 3 days, Other injuries to staff except small cuts and grazes requiring medical treatment by hospital or GP All - Fractures of fingers/toes, Burns/scalds of less than 10% of the body, Temporary loss of sight, Crush injury to limbs, Electrocution not resulting in heart failure, Head injuries leading to concussion, Food poisoning
Minor Injury	All – Small cuts and grazes requiring hospital treatment, Eye injuries, Minor head injuries, Animal bites, Dehydration requiring hospital treatment, Trapped fingers in doors
Negligible Injury	Small cuts and grazes requiring a dressing, Bruising, Ligament injuries, Sprains, Dehydration resolved on site, Muscle injuries,
Damage to Property	Vehicle strikes, Mobile plant strikes, Fire, Flood, Explosion, Vandalism, contact with buried services (electric cables/gas pipes), Accidental damage caused by staff

Investigation Level		
Level	Triggers	Investigation Nominees
High	Major Injury Damage to property excluding vandalism and accidental damage by staff	H&S Representative, School Head and APT H&S Consultancy
Medium	Serious Damage Damage to property including vandalism and accidental damage by staff	H&S Representative, School Head
Low	Minor Injury	H&S Representative
None Required	Negligible Injury or Damage	Not Applicable

The school Health and Safety Representative before proceeding with part 3 of the Accident and Incident Report and Investigation Form F001 "Investigation Information Gathering" is to notify the investigation nominees *refer to the Investigation Level table* and Jamie Wood of SBMAT of the occurrence. Notification must be made in the first instance by telephone and then in writing by email.

Chris Leach of APT H&S Consultancy Mob: 07982 677379 | Email: chris.leach@apthealthandsafety.co.uk Jamie Wood of SBMAT Mob: 07392 879227 | Email: jwood@sbmat.org

Written notification is to state the name of the school and the Accident Book Reference Number allocated. Please protect personal data and do not include personal information on the notification email.

In all instances with the exception of negligible injury an investigation shall take place by the investigation nominees.

The investigation nominees are to produce a report using Accident and Incident Report and Investigation Form F001 identifying:

- **Immediate underlying causes.**
- **Immediate remedial action taken with involvement from those associated with the incident and associated activities.**
- **Any future corrective actions required to minimise re-occurrence.**

The school Health and Safety Representative should place all incomplete Accident and Incident Report and Investigation Forms in the schools Intranet INCOMPLETE Accident and Incident Report and Investigation Forms folder.

To ensure that all appropriate short term and long-term action is taken APT Health and safety Consultancy are to complete part 4 of the Accident and Incident Report and Investigation Form F001.

Once complete the Accident and Incident Report and Investigation Form is to be placed by APT Health and safety Consultancy in in the schools Intranet COMPLETE Accident and Incident Report and Investigation Forms folder.

The findings of the investigation will be communicated to the relevant school heads, school Health and Safety Representatives and SBMAT managers/officers by APT Health and Safety Consultancy.

RIDDOR Reporting

APT Health and Safety Consultancy will review the circumstances of the accident or incident and the resulting injury or damage against the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** and make a statement of reportability on part 4 of the Accident and Incident Report and Investigation Form F001.

Accidents or incidents that meet the reporting criteria detailed will be reported to the HSE by APT Health and Safety Consultancy and the date and time of the report recorded on part 4 of the Accident and Incident Report and Investigation Form F001.

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Accidents in Classrooms

Should an accident occur in the classroom during lessons, it is the responsibility of the teacher / class teaching assistant to consult a first aider who will administer first aid and complete the accident book.

Accidents in the Playground

During morning, afternoon break and lunchtime there are First Aiders both outside and inside the building. Class teachers / teaching assistants must be made aware of accidents, an accident form would then be completed and if necessary the parents informed at the end of the day or by telephone.

Accidents at lunchtime

During the lunchtime break, it is the responsibility of the lunchtime supervisors to complete accident forms and make sure that this information is passed onto the class teacher. Class teachers must be made aware of accidents and if necessary inform parents at the end of the day or by telephone.

Letters home to parents

Teachers must be advised about serious playtime incidents and will contact the parents or advise parents at home time or by telephone.

Serious Accidents

Serious accidents, must be reported to the Principal, or Assistant Principal, whose responsibility it is to contact the parents as soon as possible and together decide any further treatment.

If a serious injury occurs and immediate medical attention is required, an ambulance will be called and the Principal / Assistant Principal informed immediately. A senior member of staff must accompany the child in the ambulance and take the contact sheet with child's name and address, telephone numbers and name of GP with them. Very young children may feel more comfortable if a known teacher or TA is also present.

It is the responsibility of the school to inform Staffordshire County Council of any serious injury during the school day.

Major Accidents (including over 3-day injuries to staff)

Any accidents resulting in specified major injuries should be reported by telephone on the day of the accident to the Chief Executive. Any fatality must be reported to the Chief Executive and to OFSTED.

The accident must be investigated to determine the cause and establish what can be done, if anything, to prevent reoccurrence.

An accident report form must be completed. (Form EDAF 1) In addition the accident report book held on site must be completed.

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. See for further guidance

Protocols

All staff must be aware if there is a child in school with an ongoing medical issue and these children will have a Care Plan set up.

First Aid Equipment

First Aid Boxes are located in the cupboard outside the office and in the staff room and a named teaching assistant and Office Manager have responsibility for maintaining supplies.

When administering first aid, plastic gloves are provided for any first aid treatment and can be found in the first aid box and in each classroom.

All accidents must be recorded in the first aid book which is kept in the office or in Early Years. A copy of the first aid note is sent home to the parent or carer. A child who has had a bump on the head also receives a sticker. Common sense should prevail as to whether parents need contacting directly to inform or whether the note in the bag is sufficient. The designated first aider or person asked to assist should take responsibility for ensuring that the accident is recorded and the child has a note to take home

All soiled first aid equipment should be disposed of hygienically and put in a plastic bag before being put in the bin.

Sick bowls should be kept in the stock cupboards with a supply in each class and with the first aid box.

Inhalers and Medicines

Children with asthma should have their inhalers kept in the classroom by the teacher and medicines should be stored in a fridge.

It is the responsibility of the school secretary /principal to ensure the medicines are administered after gaining written instructions / permission from the parents.

An up to date allergy list/ list of asthma sufferers is available in the office and in Care Plans which are situated in the staffroom.

Written September 2021

Principal L Davis

Chair of Governors M Weller

Review September 2022

Signed 



Signed