

Isle of Anglesey County Council

School Accident / Incident Policy

1.0 2024

About this policy

This procedure explains the process for reporting and investigating accidents / incidents, near misses or dangerous occurrences within the undertaking of the Isle of Anglesey County Council (Council).

The recording of accidents at work is required to comply with various legislation including The Social Security Act 1975 as amended and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
1.0		

Date of next review	
This policy will be reviewed in:	
The review will be undertaken by:	Corporate Health and Safety Team

Contact Details:

Corporate Health and Safety Team

HealthAndSafetyHealthAndSafety@ynysmon.llyw.cymru

We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y
Gymraeg.

This document is available in Welsh.

Contents

1) INTRODUCTION

This procedure explains the process for reporting and investigating accidents / incidents, near misses or dangerous occurrences within the undertaking of the Isle of Anglesey County Council (Council).

The recording of accidents at work is required to comply with various legislation including The Social Security Act 1975 as amended and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Enforcement of health and safety matters at the Council is undertaken by the Health and Safety Executive (HSE).

2) DEFINITION

Accident: is an unplanned event which causes injury to persons, damage to property or a combination of both.

An Incident: An Incident is an unplanned, uncontrolled event, which may result in damage rather than injuring a person. For example: a shelf has collapsed breaking the items stored on it, no one was hurt but the incident prompted the member of staff responsible for the area to review safe storage of materials.

Near miss: is an unplanned event which does not cause injury or damage but could do so. Examples include: Articles falling near to people or short-circuits on electrical equipment.

An Injury: An Injury is the harm a person suffers because of an accident.

Deaths: A death to workers and non-workers which arises from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers: RIDDOR 2013 sets down a list of 'specified injuries' to workers which must be reported.

Reportable Over Seven Day Injuries: An over-7-day injury is one which results in an injured person being away from their place of work; or is unable to do the full range of their normal duties for more than seven days.

A Disease: A Disease is an illness or development of symptoms caused by exposure at work to a particular agent or activity. For example, hand arm vibration or occupational asthma (asthma caused by a work activity). Definitions of prescribed diseases which require reporting are detailed in RIDDOR 2013.

A Dangerous Occurrence: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 define specific incidents as requiring reporting to the HSE. An example would be the failing of a load bearing part of lifting equipment. All dangerous occurrences should be reported to the Corporate Health and Safety Team to be assessed as to whether the incident would be defined within this category.

3) **DUTIES UNDER THE REGULATIONS**

The Social Security Act 1975 requires employers to maintain details of personal injuries with regard to work activities.

RIDDOR requires the reporting of certain accidents, incidents, illnesses and dangerous occurrences to the HSE.

The Management of Health and Safety at Work Regulations 1999 (as amended) requires employers to carry out risk assessments and review as required. If an accident has occurred there is a possibility the risk assessment is not sufficient and needs review.

The Management of Health and Safety at Work Regulations 1999 (as amended) requires employers to monitor work activities, this would include the monitoring of accidents.

The HSE guidance document, HSG65 'Managing for Health and Safety' contains an element which requires review of the work processes. This would include the comparison with accident data for the work processes.

In the event of an accident or incident resulting in injury, the Council will, in accordance with its First-Aid Policy, Health and Safety at Work Act and the Management of Health Safety at Work Regulations 1999 (as amended), ensure that appropriate First-Aid treatment is administered and appropriate accident investigation report(s) undertaken.

4) **ACCIDENT REPORTING PROCESS IN THE WORKPLACE**

System of Work

All accidents and near-miss incidents must be reported, however minor. After an accident / incident the following process should be implemented:

- Obtain treatment for the injury from a first aider or other appointed person, as appropriate.
- If required, make the area safe (e.g. by using barriers, warning notices), to safeguard others in the vicinity. Where the accident results in a major injury the scene should be left undisturbed until advised otherwise by the enforcing authority.

- Enter details in the accident book / ADIR form.
- Inform the injured person's manager (or a responsible person) of the incident. This person will hold details of accidents / incidents at a local level.
- Inform the Corporate Health and Safety Team as soon as possible after accident / incident. The Corporate Health and Safety Team should be informed of the findings and recommendations of the local level investigation once completed.
- Undertake a local level investigation including a review of existing workplace risk assessments and safe systems of work and implement any changes required identified by the accident investigation results.

The most important steps are to:

- Make sure that all the relevant details are reported as soon as possible and within a maximum of seven day;
- Remove residual hazards that may pose a risk for other people in the area if it is safe to do so;
- Notify management of incapacity for work that results from an injury sustained during a work activity;
- Review existing systems of work to prevent a reoccurrence.

5) **GUIDANCE ON COMPLETING AN ACCIDENT/ INCIDENT FORM (ADIR)**

When to complete an ADIR Form

An accident/incident form must be completed where anyone has been injured, anything was damaged, stolen or lost whilst undertaking their duties for or on behalf of the School, or if the incident arises from the School's undertakings. Near Miss incidents should also be reported. This form must be filled in whether an injury was incurred or not.

Who completes the ADIR Form

Members of staff can complete the form, but it is preferable for Line Managers to do so. If a member of staff completes the ADIR form, it is essential that their Line Manager is provided with a copy to retain for their own records.

Where and when to send the completed ADIR form

Following an initial investigation by the Line Manager the completed form must be forwarded to the Health and Safety Team (HealthAndSafetyHealthAndSafety@ynysmon.llyw.cymru). This should be done as soon as possible but not later than 7 days of the Accident / Incident occurring, via email or post. If the investigation is to take longer than 7 days, the form should be sent as soon as possible and additional information forwarded when available. Staff must be aware that the 7 days relates to actual days and not working days.

Any death should be reported to Senior Management and Corporate Health and Safety immediately.

What happens to the completed ADIR form

All ADIRs will be recorded on the internal Corporate Database for accidents and incidents.

The Corporate Health and Safety team will, on receipt of ADIR, assess the information provided. An assessment will be made of the investigation information in the form and any actions taken to reduce the risk of recurrence. A copy will be retained by the Corporate Health and Safety team and available to the Risk and Insurance Manager.

The Corporate Health and Safety Team will report Accidents / incidents classified under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to the HSE in compliance with the regulations.

However, in the event of fatalities occurring out of hours, responsibility to report to the HSE will fall to the senior manager.

How to complete an ADIR form

It is important to complete **ALL** sections, stating N/A (not applicable) where necessary. The information needs to be to the point and easily understood.

Section by Section

Section A – Details of Accident/Incident

Where did the Accident/Incident occur? – Provide as precise a location as possible e.g. School Reception Area. Stating the date and time of the incident or when discovered if details not known (e.g. flooding discovered after the weekend). A brief description of what happened is needed, giving as much detail as possible, please include what was done to assist or resolve problem.

Section B – (about the Injured/Involved person)

This section is self-explanatory, be sure to clarify status of person i.e. Employee, Service User, Pupil. There may be a need to complete a separate form for each person injured.

Section C – (About the injury if any)

This section will need details of the injury and the part of the body affected. Please ensure that you answer all questions in this section. Witnesses to the Accident / Incident will need to be identified and their details recorded as they may be contacted at a later date.

Section D – Stolen or lost property

This section to be completed when items / property have been damaged, lost or stolen. An estimate of the value of the item at the time it was lost or stolen, or of the repair cost is required. If the Police have been informed please state the crime reference number.

Section E – Declaration

This section should be completed by the Line Manager or person who is reporting the Accident / Incident, stating Name, Occupation and Contact number.

The final part of the declaration gives detailed information on how to return the completed ADIR form.

6) RESPONSIBILITIES

Head Teacher

The Head Teacher is the person ultimately responsible for ensuring compliance with health and safety legislation. The Head Teacher may delegate the duty to another member of staff to carry out their duties as contained within this procedure.

All Head Teachers must ensure staff are provided with adequate information instruction and training in suitable information and training will be given to all personnel regarding accident reporting and the location and completion of the ADIR(S) forms.

Risk assessments must be reviewed after an accident has occurred and ensure they determine the sequence of events leading to the accident. An accident investigation should be carried out to determine the human, organisational or

job factors that gave rise to the unsafe acts or conditions that were likely to have caused the accident.

Corporate Health and Safety Advisor

Corporate Health and Safety Advisor(s) should provide advice on this procedure and supporting documentation. Follow up investigation reports and carry out investigation on more serious incidents / accidents. Corporate Health and Safety Advisors will liaise and provide information to the HSE on accidents / incidents as required.

Employees

It is the responsibility of individual employees to report accidents / incidents to their line manager as soon as possible. Individual employees may complete their own accident report form but it is important that this form is forwarded to health and safety department.

Reports will be required for injury to any child within their care.

Guidance for Managers for investigation

A series of questions have been developed to assist Managers carrying out accident / incident investigations. These are presented below.

Accident investigation
<i>Points to be included / considered when gathering information</i>
Date and Time
Description of what happened – How it happened / where / to who <i>This should be basic information in ADIR form</i>
Witness information (include injured person) <i>More serious accidents should include an account from witnesses</i>
Workplace conditions <i>General workplace conditions may included lighting, floor conditions etc. Schools could include weather conditions, eg icy</i>
Plant / Equipment condition <i>General office environment would have limited equipment but possible electronic equipment General work may include on site work with specific task equipment Schools may need to consider gym equipment, science lab, etc Leisure Centres would need to consider sports equipment, pool plant equipment, etc</i>
Work method <i>Consider the work method for example manual handling, maintenance work, work at hieght, etc</i>
Training / Supervision / Experience <i>Consider the injured persons training and competency to do task, couls work be done unsupervised For care in schools if pupil injured was it due to lifting, have staff had training Schools consider what supervision in place Leisure centres consider supervision or induction information</i>
Other factors (eg PPE)

<i>Consider is any other factors should be included or provided such as PPE</i>
<p>Immediate cause</p> <p><i>Immediate should be included in ADIR, example IP tripped over step,</i></p> <p><i>Schools pupil tripped over bag</i></p> <p><i>Liesure gym equipment hit IP in face</i></p> <p><i>Vehicle hit barrier</i></p>
<p>Underlying cause / Contributing factors</p> <p><i>Site managers should be able to provide information as to underlying or contributing factors. It could be teaching staff called away to deal with issue.</i></p> <p><i>Maintenance of plant or equipment delayed for a reason</i></p>
<p>Action required to prevent similar occurrences</p> <p><i>Site Managers should consider immediate, underlying and contributing factors to identify remeadial action</i></p>
<p>The information above should be included in accident report / record</p> <p>This should be information gather by Site Managers</p>
<p>Investigation by Corporate Health and Safety</p> <p>Where it is considered an investigation is required by Corporate Health and Safety, a site visit will be conducted accompanied and assisted by the Head Teacher.</p> <p>Corporate Health and Safety team will agree a report and provide to the Service on completion of an investigation. Recommended actions for remedial work will be agreed with the Service.</p>

Duty of Care

Incidents may require reporting to Corporate Health and Safety and Risk and Insurance due to the duty of care Schools have for staff, pupils and visitors. Claims for comensation and other legal action can be brought years after the event making accident / incident records and risk assessments crucial items of evidence in such matters.

Examples for reporting

Examples which must be reported

Type of incident		
Deaths	Employee or Pupil	Corporate Health and Safety will assess the information and report to HSE as required
	Must reported immediately	
<ul style="list-style-type: none"> ■ fractures ■ amputations; ■ any injury likely to lead to permanent loss of sight or reduction in sight; ■ any crush injury 	Employee of Pupil	
	Must be reported as soon as possible but within 5 day at most	

<ul style="list-style-type: none"> ■ serious burns (including scalding), ■ any scalping requiring hospital treatment; ■ any loss of consciousness caused by head injury or asphyxia 		
Over 7 day injury	Where a member of staff has an accident which results in them being off or unable to carry out usual duties for 7 days	

Example guide for incidents

Incident	Report
Staff injured	Yes
Pupil injured in classroom activity	Yes
Pupil injured during sports lesson – sporting injury	No
Pupil injured during sports lesson – defective equipment	Yes
Pupil injured during sports lesson – lack of supervision	Yes
Pupil injured within the Building – defect in area (slippery floor, defective door)	Yes
Pupil injured during breaktime – defect in environment (slippery surface, damaged play Equipment)	Yes
Pupil injured during break time when adequate supervision is present, injury due to general play Note: If First Aid is provided for above a record should be kept.	No
Pupil strikes another pupil resulting in injury	Yes
Near miss – football nearly hits a pupil	No
Near miss – slate falls from roof (potential for significant injury)	Yes

FURTHER INFORMATION

For further information contact the Corporate Health and Safety Team - HealthAndSafetyHealthAndSafety@ynysmon.llyw.cymru / 01248 752820

Appendix

Further Guidance on RIDDOR

Information provided to the Corporate Health and Safety Team will be assessed as to whether there is a need to report to the HSE under RIDDOR.

Criteria for reporting are work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident
- reportable specified injuries
- 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).

The lists of specified injuries and diseases stated above only apply to employees. 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 reportable.

How to decide whether an accident to a pupil 'arises out of or is in connection with work'? The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an 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 (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from 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. Remember, in all these cases, you only need to consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment.

There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent

Physical violence Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work

What about accidents to pupils during sports activities? Not all sports injuries to pupils are reportable under RIDDOR, as 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.

Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground? Most playground 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 killed 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.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

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

Other scenarios Injuries to pupils while travelling on a school bus If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.