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This document should be read in conjunction with the *Critical Incident and Business Continuity Plan*.

## 1. Policy Statement

- 1.1 This Policy has been produced in line with the University of Brighton Academies Trust (the Trust) Health and Safety Policy to ensure that the Trust meets its legal obligations with regard to the reporting, investigating and recording of all work-related accidents, incidents, dangerous occurrences, near misses, ill-health and violence.
- 1.2 The Trust is committed to providing safe environments for its staff, students/pupils, visitors and contractors, and actively encourages the reporting of all accidents, incidents, dangerous occurrences, near misses, ill health and violence, to learn from the outcomes.
- 1.3 To prevent reoccurrence all significant reported accidents and incidents including dangerous occurrences, near misses, ill health and violence shall be thoroughly investigated to identify the root cause and ensure effective control measures are in place.
- 1.4 The Trust will regularly monitor accident and incident rates including dangerous occurrences and near misses, and absences due to ill health, to identify possible trends and ensure that suitable preventative measures are in place to reduce the risk.
- 1.5 This Policy and its procedures shall be reviewed by the Trust on an annual basis or when there are significant changes.

## 2. Aims and Objectives

2.1 The aims of this policy are:

- To identify the legal requirements for reporting and investigating work related accidents and incidents including dangerous occurrences, near misses, ill-health and violence.
- To set out the procedure for reporting and investigating accidents, incidents, dangerous occurrences, near misses, ill-health and violence.
- To define duties and responsibilities in relation to the reporting and investigation of accident and incident including dangerous occurrences, near misses, ill-health and violence.
- To identify how accidents and incident including dangerous occurrences, near misses, ill-health and violence will be recorded and monitored.

## 3. Legislation

- 3.1 The Trust has a legal duty under the Health and Safety at Work Act (HASWA) 1974 and the Management of Health and Safety at Work Regulations (MHSW) 1999 to record and investigate all work related accidents, incidents, near misses, ill health and violence.
- 3.2 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 the Trust are required to report and record certain specified work related injuries, occupational diseases and dangerous occurrences to the Health and Safety Executive (HSE).

## 4. Scope

- 4.1 The scope and purpose of this Policy is to provide Trust and Academy Trustees, Principals, Staff, Students/Pupils, and Contractors with a clear understanding of the legal framework and the arrangements which apply to the reporting of all work-related accidents, incidents, dangerous occurrences, near misses, ill-health and violence which occur, whether or not on the Academy or Trust premises, and with or without apparent injuries.

## Roles and Responsibilities

### 5.1 The Trust

Within the scope of this Policy the Trust has overall responsibility for:

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- The provision of a safe and healthy workplace for all staff, students/pupils, and visitors to the premises of the Trust and its Academies.
- Ensuring the Trust and its Academies comply with the relevant legislation for the recording, reporting and investigation of work-related accidents and incidents.
- The provision of appropriate information and guidance, and suitable systems to enable the Trust and its Academies to effectively report, investigate, record and monitor work-related accidents and incidents.
- Allocating sufficient resources to ensure the effective implementation of this Policy and Procedures across the Trust and its Academies.
- Ensuring the Policy and its Procedures are reviewed annually and or when there is significant changes i.e. statutory legislation.
- Ensuring there are adequate systems in place for the effective monitoring of this Policy and its Procedures.
- The provision of competent persons to carryout accident/incident investigations when required.
- Actively supporting this Policy and encouraging the reporting of all work-related accidents and incidents.

## 5.2 Principal

Within the scope of the Policy the Principal is responsible for:

- The provision of a safe and healthy workplace for all staff, students/pupils, and visitors to the Academy premises.
- Allocating sufficient resources to ensure the effective implementation of this Policy and Procedures across the Academy.
- Ensuring the Academy complies with this Policy and its Procedures, and that all work-related accident, incidents, dangerous occurrences, near misses, ill health and violence are reported, recorded, investigated and outcomes addressed to prevent reoccurrences.
- Liaising and co-operating with the Trust Health and Safety Officer and or HSE Inspector with regard to accident/incident investigations.
- Ensuring the Policy and its Procedures are regularly monitored and reviewed with any identified deficiencies being reported back to the Trust via the Academy Health and Safety Management Committee.
- Provision of a competent appointed Health and Safety Representative (HSR) or persons with appointed responsibilities to include investigation of minor accidents and incidents at a local level.
- Ensuring that all staff are suitably trained in the reporting of all work-related accidents and incidents.
- Actively supporting this Policy and encouraging the reporting of all accidents and incidents including dangerous occurrences, near misses, ill-health and violence.

## 5.3 Academy Health and Safety Management Committee

Within the scope of the Policy the Academy Health and Safety Management Committee is responsible for:

- Ensuring the Academy complies with this Policy and its Procedures, and that all work-related accident, incidents, dangerous occurrences, near misses, ill health and violence are reported, recorded, investigated and outcomes addressed to prevent reoccurrences.
- Liaising with the Academy management and its staff representatives, and the Trust.
- Regularly reviewing and monitoring the efficacy of the Policy and its Procedures.
- Considering any identified deficiencies raised by the Academy management or its staff representatives, and the Trust in relation to this Policy and its Procedures.
- Considering accident, incident and ill health statistical data, reports and outcomes of investigations.

- Making recommendations to the Trust as to the areas that require further improvement to ensure the Policy and its Procedures remains effective.
- Actively supporting this Policy and encouraging the reporting of all accidents and incidents including dangerous occurrences, near misses, ill-health and violence.

#### **5.4 Health and Safety Representative (HSR) or Persons with Appointed Responsibilities.**

Within the scope of this Policy the Health and Safety Representative (HSR) or Persons with Appointed Responsibilities are responsible for:

- Liaising with the Trust Health and Safety Officer regarding changes in legislation and disseminating this information to the Principal, Heads of Department and Facilities/Site Managers.
- Supporting the Principal in the implementation of this Policy and its Procedures across the Academy.
- Reporting any identified deficiencies in the Accident/Incident reporting Policy and Procedures, to the Academy Health and Safety Management Committee.
- Ensuring that all work-related accidents, incidents, dangerous occurrences, near misses, ill health and violence that occur are recorded appropriately as outlined in the Policy's procedures.
- Notifying the Trust Health and Safety Officer of all reportable accidents, incidents including dangerous occurrences, near misses, ill health and violence that occur on the Academy premises.
- Liaising and co-operating with the Trust Health and Safety Officer with regard to investigation of serious accidents and incidents.
- Assisting and/or undertaking at a local level investigation of minor accidents and incidents.
- Providing advice and guidance to colleagues with regard to this policy and accident and incident reporting procedures.
- Actively encouraging the reporting of accidents and incidents including dangerous occurrences, near misses, ill-health and violence.
- Collating accident and incident rates including dangerous occurrences and near misses, and absences due to ill health.
- Reporting to the Academy Health and Safety Management Committee on statistical data and accident investigation outcomes.

#### **5.5 Heads of Department/Line Managers**

Within the scope of this Policy Heads of Department/Line Managers are responsible for:

- Ensuring that the policy and its procedures are effectively implemented and adhered to by all staff under their control.
- For ensuring they and all staff under their control are adequately trained in the procedures for reporting work-related accidents and incidents.
- Ensuring that all students/pupils and visitors under their control are made aware of the procedures for reporting accidents and incidents.
- Actively encouraging the reporting of accidents and incidents including dangerous occurrences, near misses, ill-health and violence.
- Ensuring that all work-related accidents and incidents are recorded appropriately as outlined in the Policy's procedures.
- Notifying the Principal and/or HSR when reportable accidents and incidents, including dangerous occurrences, near misses, ill health and violence occur within the department.
- Liaising and co-operating with the Trust Health and Safety Officer with regard to investigations of serious accidents/incidents occurring within the department.
- Undertaking with the assistance of the HSR, investigations of minor accidents and incidents occurring within their departments to persons under their control.
- Reporting on any deficiencies in the Accident/Incident Reporting Policy and Procedures to the HSR and or Academy Health and Safety Management Committee.

#### **5.6 Facilities/Site Managers**

Within the scope of this Policy Facilities/Site Managers are responsible for:

- Ensuring that the policy and its procedures are effectively implemented and adhered to by all staff under their control.
- Ensuring all staff under their control are adequately trained in the procedures for reporting work-related accidents, incidents, dangerous occurrences, near misses and ill health.
- Ensuring that all visitors and Contractors under their control are made aware of the procedures for reporting accidents, incidents, dangerous occurrences, near misses and ill health that occur on Academy premises.
- Actively encouraging the reporting of accidents and incidents including dangerous occurrences, near misses and ill-health.
- Ensuring that all work-related accidents and incidents that occur are recorded appropriately as outlined in the Policy's procedures.
- Notifying the Principal and/or HSR when reportable accidents and incidents, including dangerous occurrences, near misses and ill health occur within the department.
- Liaising and co-operating with the Trust Health and Safety Officer with regard to accident/incident investigations within the department.
- Undertaking with the assistance of the HSR, investigations of minor accidents and incidents occurring within their departments to persons under their control.
- Reporting on any deficiencies in the Accident/Incident Reporting Policy and Procedures to the HSR and/or Principal and/or the Academy Health and Safety Management Committee.
- Liaising with Contractors/Hirers with regard to accident/incident reporting responsibilities. (NB It is the Academy's responsibility to report any incidents/accidents that occur to hirers and self-employed contractors whilst on Academy premises. The responsibility for employed Contractors falls to their employer).

## **5.7 All Members of Staff**

Within the scope of this Policy Members of Staff are responsible for:

- Ensuring they are familiar with the Policy and trained in the procedures for reporting work-related accidents, incidents, dangerous occurrences, near misses and ill health.
- Ensuring that all students/pupils and visitors under their control are made aware of the accident and incident reporting procedures.
- Reporting all work-related accidents, incidents, dangerous occurrences, near misses and ill health to their Line Manager/Head of Department.
- Ensuring that all work-related accidents and incidents which occur are recorded appropriately as outlined in the Policy's procedures.
- Reporting on any deficiencies in the Accident/Incident Reporting Policy and Procedures to their Line Manager/Head of Department.
- Advising any visitors of the accident and incident reporting procedures

## **5.8 Students/Pupils**

Within the scope of this Policy Students/Pupils are responsible for:

- Ensuring they are familiar with accident and incident reporting procedures for students/pupils.
- Reporting accidents and incidents that occur on the Academy premises to their class Leader, student services and or the designated responsible adult for accident and incident reporting.
- Informing their parent(s)/guardian(s) of any accident or incident involving them whilst on Academy premises.

## **5.10 Visitors**

Within the scope of this Policy Visitors are responsible for:

- Reporting all work-related accidents and incidents that occur whilst on Academy premises to the designated responsible person and or a member of the Academy staff team.

## **5.11 Contractors/Hirers**

Within the scope of this Policy Contractors/Hirers are responsible for:

- Liaising with the Facilities/Site Managers with regard to work-related accident and incident reporting responsibilities.
- Ensuring that persons under their control are made aware of work-related accident and incident reporting procedures.
- Actively encouraging persons under their control to report all work-related accidents, incidents, dangerous occurrences, near misses and ill health.
- Reporting all work-related accidents, incidents, dangerous occurrences, near misses and ill health to the Facilities/Site Manager.
- Notifying your employer of any work-related accidents, incidents, dangerous occurrences, near misses and ill health that occur whilst on Academy premises.

NB Where a Contractor/Hirer is employed it is the responsibility of their employer to report any work-related accidents and incidents, including dangerous occurrences, near misses and ill health that fall under RIDDOR and occur on Academy premises.

## Procedures

### 6 General Guidance

#### 6.1 When and How to Report

- 6.1.1 All work-related accidents, incidents, dangerous occurrences, near misses, ill-health and violence, involving staff, students/pupils, visitors, contractors and other relevant persons whether or not they occur on the Academy or Trust premises must be reported and \*recorded.
- 6.1.2 Depending on the nature and severity, accidents/incidents must be reported and recorded using either:
- The East Sussex County Council (ESCC) C-Zone online reporting system (appendix 5) and;
  - The Accident/Incident (Major) Reporting Form (appendix 3) or;
  - The Accident/Incident (Minor) Reporting Form (appendix 4);
- 6.1.3 The accident/incident report must be completed as soon as possible after the event (note: anyone can report an accident - not just the injured person).
- 6.1.4 Serious illnesses (infectious diseases) must also be reported to Public Health England (PHE) (appendix 8).
- 6.1.5 In the event of a serious accident or incident the Academy Principal or their nominated representatives must be notified, to enable the Critical Incident and Business Continuity Plan to be implemented. This also applies to any accident or incident that occurs out of normal working hours.  
**\*It is a mandatory requirement for employers with 10 or more employees to keep accident records (statutory accident book) and records of any RIDDOR occurrences.**

#### 6.2 Treatment of Injuries

- 6.2.1 All employers have a responsibility under the Health and Safety (First Aid) Regulations 1981 to ensure there is adequate first aid provision in the workplace, this includes sufficient numbers of first aid trained personnel and first aid containers, suitable arrangements for offsite and out of school hours activities and events.
- 6.2.2 In the event of staff, students/pupils, contractors or visitors sustaining:
- Minor injuries (bumps, bruises, cuts and abrasions), immediately refer persons to an Academy qualified first-aider for treatment.
  - Major injuries requiring urgent hospital treatment must be immediately referred to the emergency services by calling for an ambulance so that these are dealt with by the accident and emergency department in a local hospital. An Academy qualified first-aider will provide emergency treatment until the emergency services arrive.

## 6.3 Accident/Incident Investigation

- 6.3.1 The Principal or their designated representative must ensure that work-related accidents, incidents, dangerous occurrences, near misses, ill health and acts of violence are investigated and if required the appropriate remedial measures are implemented to prevent future occurrences.
- 6.3.2 Minor accidents/incidents requiring investigation will be investigated by the Academy's HSR or other competent person's i.e. Head of Department/Line Manager, and major accidents/incidents (including significant and RIDDOR) shall be investigated by the Trust's Health and Safety Officer.
- 6.3.3 With the exception of attending to the injured person - the area where the accident or incident has occurred should be left undisturbed i.e. as was at the time of the occurrence. The Trust Health and Safety Officer will identify and instigate any follow up action required, including the completion of relevant forms, to prevent similar occurrences in the future.

## 7 Accident/Incident Procedures

- 7.1 All work-related accidents, incidents, dangerous occurrences, near misses, ill-health and violence, involving staff, students/pupils, visitors, contractors and other relevant persons must, regardless of whether the individual sustains an injury or not, be reported using:
- The ESCC C-Zone online reporting system (appendix 5) and;
  - The Accident/Incident (Major) Reporting Form (appendix 3) or;
  - The Accident/Incident (Minor) Reporting Form (appendix 4);
- 7.2 Serious illnesses (infectious diseases) must also be reported to Public Health England (PHE) (appendix 8).
- 7.3 Ensure the relevant Head of Department/Line Manager or designated responsible person is notified.
- 7.4 First at Scene**
- 7.4.1 In the event that a member of staff, student/pupil, contractor or visitor sustains an injury, has an accident or is involved in an accident or incident and needs first aid attention, an Academy qualified first aider must be contacted immediately by:
- Use of the Academy First Aider List (displayed prominently throughout the premises).
  - Contacting Reception/Student Services (either by phone or sending a third party).
- 7.4.2 If the injury is significant and requires urgent hospital treatment, contact the emergency services immediately by phone or sending a third party.
- 7.4.3 If possible and appropriate to do so, secure the area to provide a reasonable level of privacy for the injured person and restrict access to authorized personnel only.
- 7.4.4 Providing it is safe to do so and without putting yourself at risk, stay with the injured person, ensuring they remain still and calm until the first aider arrives.
- 7.4.5 If the injury, accident or incident is considered to be major and of a critical nature, the Principal or their deputy must be notified immediately, and the Critical Incident and Business Continuity Plan will be implemented.
- 7.5 First Aid**
- 7.5.1 The first aider will attend to the injured party, providing first aid treatment/care as appropriate for the situation and if required contact or request a third party to contact the emergency services.

7.5.2 As soon as reasonably practicable, the first aider or informed individual shall complete the appropriate accident/incident report form, with the injured party liaising with other Academy/Trust staff or witnesses.

## 8. Accident/Incident Reporting and Recording

8.1 **All work-related accidents, incidents, dangerous occurrences, near misses, ill-health occurrences and violent incidents** involving staff, students, contractors or visitors, must be reported and recorded through:

- The ESCC C-Zone online reporting system (appendix 5) and;
- The Accident/Incident (Major) Reporting Form (appendix 3) or;
- The Accident/Incident (Minor) Reporting Form (appendix 4);

All records of completed accident/incident report forms must be kept secure in accordance with the Data Protection Act 1998 and retained for:

- A minimum of 3 years (legal requirement)
- **In schools the recommendation is 15 years** (persons under 18 years have 3 years from when they reach 18 to make a civil claim)
- 40 years for incidents/accidents involving exposure to carcinogens, mutagens and biological agent's i.e. asbestos fibres, legionella bacteria.

### 8.2 Minor Accidents and Incidents

8.2.1 As general guidance examples of 'Minor' would be superficial injuries such as minor cuts, bumps and bruises, requiring local first aid treatment e.g. a plaster and cases of ill health such as colds and flu. However this type of injury must still be reported and recorded using the minor accident/incident reporting form.

- The minor accident/incident form must be completed as soon as possible after the occurrence. The form may be completed by any informed individual; it does not have to be completed by the injured person.
- When the minor accident/incident report form has been completed a copy must be provided to the Line Manager/Head of Department or designated responsible person for review and retained for Academy records.

### 8.3 Major Accidents/Incidents (including significant and RIDDOR)

8.3.1 Must be reported and recorded using ESCC C-Zone online reporting system (appendix 5) and the major accident/incident reporting form (appendix 3).

- The ESCC C-Zone online form must be completed as soon as possible after the occurrence. The form may be completed by any authorised Academy user i.e. HSR, Head of Department/Line Manager.
- A copy of the completed major accident/incident reporting form must be provided to the Trust Health and Safety Officer, the Principal, Line Manager/Head of Department and HSR for review and retained for Academy records.

Please note that the ESCC Health and Safety Team will notify the HSE of RIDDOR accidents/incidents that have been reported on C-Zone online reporting system. In the event of being unable to access the ESCC C-Zone online system, please contact the Trust Health and Safety Officer or Estates and Facilities Management Director.

8.3.2 The Early Years Foundation Stage (EYFS) Statutory Framework requires all registered early years providers to notify Ofsted and the Local Child Protection Agencies of any serious accident, illness or injury to, or death of any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence (Appendix 7).



Please note that any serious accident, injury to, or death of an early year's child must also be reported and recorded using the ESCC C-Zone online reporting system and the major accident/incident reporting form.

8.3.3 Serious illnesses must be reported to both the Trust and Public Health England (PHE) (appendix 8)

## 9. Accident/Incident Investigation Procedures

9.1 With the exception of attending to the injured person the area where the accident or incident has occurred must be made safe and left undisturbed i.e. as was at the time of the occurrence, and the following persons notified:

- **Minor accidents/incidents**-requiring investigation at a local level, contact the Academy's HSR or other designated competent person as soon as possible.

Please note: In the majority of cases a minor accident/incident won't require investigation; however on the rare occasion that a situation necessitates an investigation for example '*a minor bump on the head results in a case of concussion*'. The HSR or other designated competent person will carry out an investigation using the Major Accident/Incident Reporting Form Part B.

- **Major accidents/incidents (significant or major injury-RIDDOR)** - contact the Trust's Health and Safety Officer and /or Estates and FM Director.

9.2 On arrival at the scene of the accident/incident, the investigating person will commence with the investigation using Part B of the Major Accident/Incident Reporting Form (appendix 3) and carry out the following:

- **An initial assessment of the occurrence:**
  - Preserve the scene i.e. restrict access to authorised personnel and ensure everything remains undisturbed.
  - Note the names of the people, equipment involved and the names of witnesses.
  - If already not notified, report the accident/incident to the Academy Principal
- **Ensuring the accident/incident has been reported and recorded appropriately using:**
  - The ESCC C-zone online reporting system and;
  - The Major Accident/Incident Reporting Form-Part A
- **Gathering information:**
  - A sketch of the incident (if required);
  - Taking photographic evidence of the scene and any equipment involved;
  - Interviewing witnesses and persons involved;
  - Identifying what activities were being carried out at the time of the incident;
  - Ascertaining if there was anything unusual or different about the working conditions;
  - The impact of the workplace layout and its potential influence on the event;
  - Establishing if there were adequate safe working procedures and risk assessments in place, and if they were followed;
  - Determining whether there is appropriate inspection, testing and maintenance regimes in place for any equipment involved, and the effectiveness of housekeeping regimes ;
  - Safety equipment provided i.e. isolation switches, guards, local extraction ventilation (LEV) & PPE is sufficient;
  - Competency of persons involved i.e. appropriate training, instruction and supervision provided.
  - What injuries or ill health effects, if any were caused;
- **Analysing the information obtained:**
  - Immediate causes;
  - Underlying and root causes;
- **Identifying suitable risk control measures to prevent reoccurrence:**

- Evaluating existing control measures and making improvements or;
- Introducing additional control measures;

- **Establishing a suitable action plan and its implementation:**

- Prioritising the actions required;
- Setting objectives which are specific, measurable, agreed, and realistic, with timescales (SMART);
- Identifying the responsible person(s) to monitor the implementation and completion of the action plan;

9.3.1 On completion of the investigation, the investigating person will report the findings and provide a copy of the completed Major Accident/Incident Report Form Part A and B to the following people;

- Where the investigating person is the Trust Health and Safety Officer; the Estates and Facilities Management Director who will inform the Trust Board, and the Academy Principal.
- Where the investigating person is the Academy HSR; the Trust Health and Safety Officer and the Academy Principal.

In addition a copy will be retained for Academy records.

9.4 Accident/Incident investigation reports and supporting evidence shall be uploaded to the ESCC C-Zone online reporting system by the Trust Health and Safety Officer.

9.5 Any actions identified to prevent reoccurrence shall be implemented by the Academy Principal or designated responsible persons, as part of an agreed action plan; they will monitor progress and ensure its completion.

## 10. Actions in the event of critical incident responsibilities

10.1 In the event of a critical incident the Academy will implement the Critical Incident and Business Continuity Plan. This plan is designed to assist the Academy in identifying and organising the appropriate actions. The plan sets out tasks and responsibilities specific to a situation.

## 11. Appendices

Appendix 1: Accident/Incident Procedure Flowchart

Appendix 2: Definition of Terms

Appendix 3: Trust Major Accident /Incident Report Form

Appendix 4: Trust Minor Accident/Incident Report Form

Appendix 5: ESCC C-Zone Online Accident/Incident Reporting System

Appendix 6: RIDDOR Guidance;

6.2 Categories of Accidents and Incidents

6.2.1 Reportable Injuries

6.2.1.1 Fatality

6.2.1.2 Specified Injuries under RIDDOR

6.2.1.3 Over Seven-Day Injury

6.2.1.4 Non-fatal Accidents to non-workers

6.2.2 Reportable Dangerous Occurrences

6.2.3 Reportable Occupational Disease.

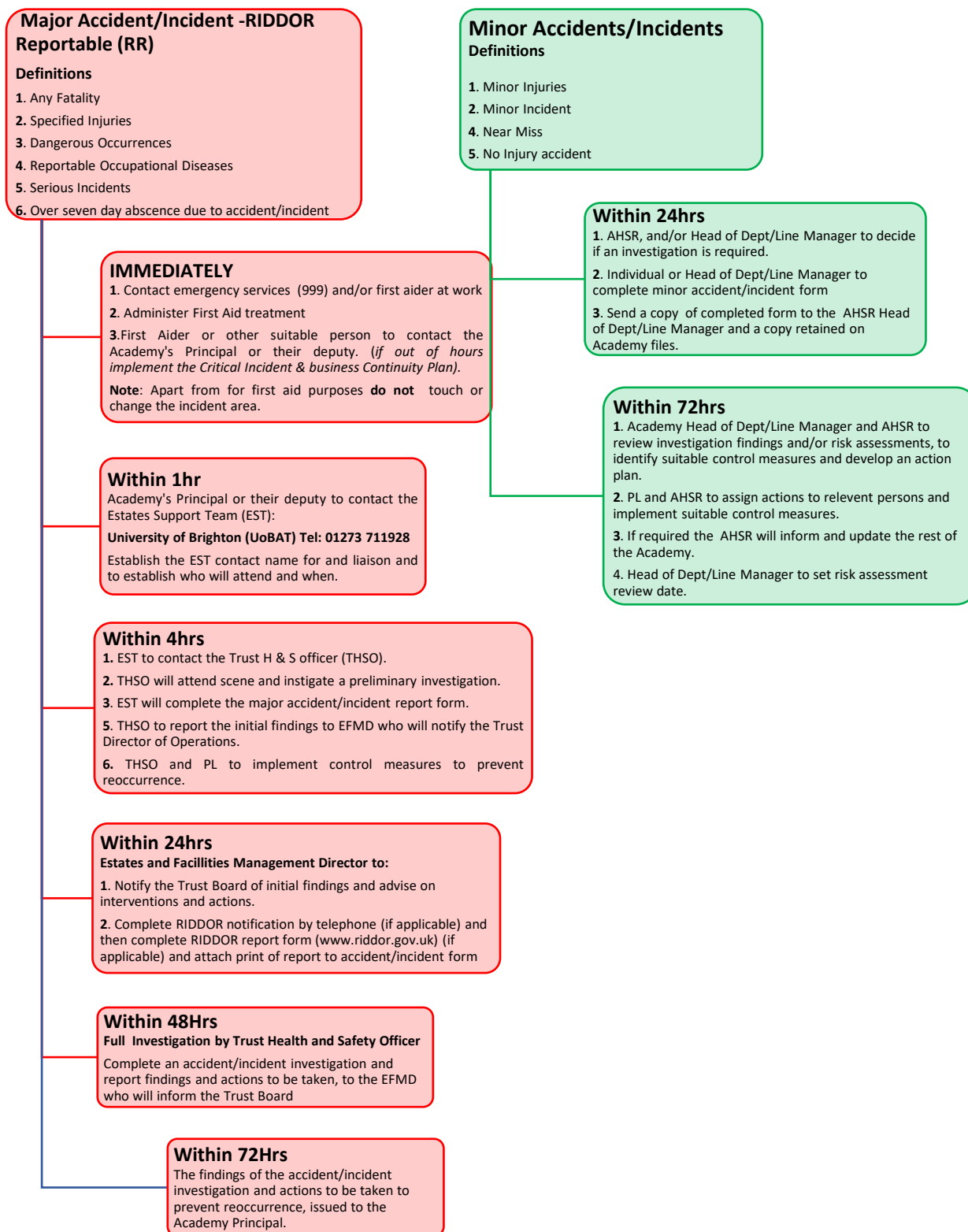
Appendix 7: EYFS Statutory Framework Reporting Requirements

Appendix 8: PHE Reporting of Serious Illnesses (Notifiable Diseases)

## 11. Policy status and review

<b>Written by:</b>	Health & Safety Officer
<b>Owner:</b>	Estates and Facilities Management Director
<b>Status:</b>	Approved
<b>Approval date:</b>	HAT BoD (via email) 29/3/16 UoBAT BoD (via email) 15/4/16 Merger editorial changes 1 September 2017 V2 = RAC 4-12-17
<b>Review Date:</b>	At least annually or as required by changes in legislation

## Appendix 1: Accident/Incident Procedure Flowchart:



## Appendix 2: Definition of Terms

**Accident/Incident:** Any unplanned event resulting in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”.

**Fatality:** A death

**Major Accident/Incident:** An event which demands a response beyond the routine, resulting from uncontrolled developments with the potential to cause multiple serious injuries, ill health or loss of life, serious disruption or extensive damage to property, inside or outside the establishment.

**Minor Accidents and Incidents:** Minor Accidents and incidents resulting in superficial injuries such as minor cuts, bumps and bruises requiring minor first aid treatment e.g. a plaster

**Near Miss:** A hazardous event or situation not causing injury or ill-health but with the potential to do so.

**No Injury Accident:** An accident, such as a slip, trip or fall, where no injury was sustained.

**Over Seven Day Absence:** A member of staff has been absent from work for over seven days, including weekends, as a result of an occupational ill-health or accident.

**Reportable Dangerous Occurrences:** Something that happens which does not result in a reportable injury but clearly could have and must be reported to the Health and safety Executive (see appendix 6).

**Reportable Occupational Diseases:** Types of work-related illnesses which fall under RIDDOR and must be reported to the Health and Safety Executive (see appendix 6).

**Reportable Specified Injuries:** A specified injury may include: fractures to arms or legs or losing consciousness and must be reported to the Health and Safety Executive under RIDDOR (see appendix 6).

**RIDDOR notification:** The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations require a RIDDOR notification (see appendix 6)

**Significant:** Important and of consequence i.e. an incident/accident that isn't reportable under RIDDOR but is serious enough to warrant urgent attention.

**Violent Incident:** Physical or verbal assault or the threat of assault.

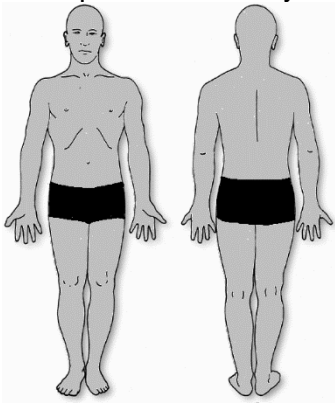
## Appendix 3: Trust Major Accident/Incident Report Form

### MAJOR ACCIDENT / INCIDENT REPORT FORM - PART A (All other accidents/incidents including major and RIDDOR)

**\*\*\*Please send a copy of this completed form to the Trust Health and Safety Officer, the Academy Principal, Head of Depart/Line Manager and HSR for review. A copy must also be retained for Academy records.**

*Data Protection Act 1998 & Confidentiality: The form will be held securely by the Academy and Trust for the purpose of monitoring health and safety. It will only be disclosed to persons or organisations able to demonstrate a legal right to the data.*

<b>Subject of report: please tick box</b>			
Fatality <input type="checkbox"/>	Major/Specified Injury <input type="checkbox"/>	Dangerous Occurrence <input type="checkbox"/>	
Occupational Condition <input type="checkbox"/>	Over Seven day Absence <input type="checkbox"/>	Physical Assault <input type="checkbox"/>	
Verbal Assault <input type="checkbox"/>	Incident <input type="checkbox"/>	Non-injury <input type="checkbox"/>	
Accidents <input type="checkbox"/>			
Other: _____			
<b>1. ABOUT YOU – THE PERSON COMPLETING THIS FORM:</b>			
First Name:	Last Name:	Phone No:	Staff No:
<b>2. THE INJURED PARTY:</b>			
First Name:	Last Name:	Date of Birth:	Male / Female
Home Address & Postcode & Telephone Number:			
Work Address & Postcode & Telephone Number:			
<b>STATUS:</b>			
Member of Public: <input type="checkbox"/>	Contractor: <input type="checkbox"/> Employer: _____	Work Experience: <input type="checkbox"/> Academy: _____	
Staff Member: <input type="checkbox"/> Staff Number: _____	Student <input type="checkbox"/> Student info _____	Other : <input type="checkbox"/> Details _____	
Job Title: _____	Academy: _____		
<b>ABSENCE: If absent from work or studies...</b>			
Time & Date of Absence Commencing: _____			
Time & Date of Return to Work/Studies: _____			
<b>3. THE INJURIES:</b>			

Did a First Aider attend? Yes <input type="checkbox"/> No <input type="checkbox"/>		What parts of the body were injured?	
First Aider Name & Contact Number:			
What was the nature of the injury? e.g. laceration, fracture, sprain, other (describe):			
What treatment was given by First Aider?			
Was treatment refused?			
Was the injury: A fatality <input type="checkbox"/> A specified injury <input type="checkbox"/> A minor injury <input type="checkbox"/>	Did the injured party attend hospital directly from the scene / Academy property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Did the injured party remain in hospital for over 24 hours? Yes <input type="checkbox"/> No <input type="checkbox"/>	Did the injured party: Lose consciousness? Yes <input type="checkbox"/> No <input type="checkbox"/>  Need resuscitation? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>4. THE ACCIDENT / INCIDENT:</b>			
Time:	EXACT location (including area, nearest building and room):		
<b>Type:</b> Tick which one is most correct or give details by 'other'  Contact with moving machinery <input type="checkbox"/> Contact with material being machined <input type="checkbox"/> Hit by something fixed or stationary <input type="checkbox"/> Hit by a moving, flying or falling object <input type="checkbox"/> Hit by a moving vehicle <input type="checkbox"/> Injured whilst handling, lifting or carrying <input type="checkbox"/> Slipped, tripped fell on the same level <input type="checkbox"/> Fall from height = _____ m <input type="checkbox"/> Trapped by something collapsing <input type="checkbox"/> Drowned or asphyxiated <input type="checkbox"/> Exposure / contact with harmful substance <input type="checkbox"/> Exposed to fire <input type="checkbox"/> Exposed to an explosion <input type="checkbox"/> Contact with electricity or electrical discharge <input type="checkbox"/> Injured by an animal <input type="checkbox"/> Physically assaulted by a person <input type="checkbox"/> Verbally assaulted by a person <input type="checkbox"/> Other: _____ <input type="checkbox"/>		Witnesses details (including name, address and telephone number):  1.   2.	

## 6. DESCRIPTION OF EVENT

Describe what happened: *For example, name any substances, machinery, events leading up to the accident / incident and parts played by other people. If outside, also describe the weather, when dark or light and any lighting used (please use a separate sheet if required).*

## 7. SKETCH OF ACCIDENT / INCIDENT

Where relevant, sketch a diagram of relevant information, layout of accident / incident and proximity of influencing factors (please use a separate sheet if required).



## MAJOR ACCIDENT / INCIDENT REPORT FORM - PART B

\*\*\*A copy of this form must be sent to the Trust Health and Safety Officer (who will forward a copy to the Trust Board), the Academy Principal, Head of Department/Line manager and HSR for review. A copy must also be retained for Academy records.

Reference: _____ Name of Injured Party: _____
Date & Time of accident / incident: ___/___/_____ ____:___
<b>8. ACCIDENT / INCIDENT INVESTIGATION</b>
How many days (including weekends) has the injured party been absent from work (excluding day of accident/incident)? _____ days
Has the injured party returned to work, resuming their full duties? Yes / No
Has the injured party returned to work on different or light duties? Yes / No  If yes, has the injured party been referred to Occupational Health? Yes / No
How were the injuries received?
Has the person suffered work-related ill-health? If so, give details:
What were the circumstances relating to the accident / incident considered to be the contributing factors towards the incident occurring?
Has a risk assessment been carried out for the process / activity? <i>(please attach a copy)</i> If so, has this been reviewed in light of this accident / incident <i>(please attach a copy)</i> ?
Are there any departmental rules /safe systems of work applicable to the work / activity? Yes / No <i>(If YES please attach a copy)</i>
Had the person received training or instruction appropriate to the work or activity being carried out? Yes / No
Was there any supervision of the work or activity being carried out? Yes / No
Was any Personal Protective Equipment being used at the time? <i>If YES provide details</i> Yes / No
Was a Permit-to-Work or Authorisation in effect <i>(if YES please attach copy)</i> ? Yes / No
At the time of the accident / incident, was the person where they were meant to be? Yes / No

At the time of the accident / incident, was the person doing what they were meant to be doing? Yes / No			
What action has been identified to prevent recurrence?			
Who will implement this?		By When?	
Any other comments relating to the investigation of the accident / incident?			
<b>9. RIDDOR</b>			
Has this accident / incident been reported to the Health and Safety Executive (HSE) under RIDDOR? Yes / No			
<b>10. SIGNATURE OF HEALTH AND SAFETY OFFICER:</b>			
Signature: _____		Date signed: _____	
Print Name: _____			
<b>For Estates &amp; FM Team use only</b>			
RIDDOR report applicable: Yes <input type="checkbox"/> No <input type="checkbox"/>		RIDDOR report received if applicable: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Ref No: _____			
Copy sent to Personnel file: Yes <input type="checkbox"/> No <input type="checkbox"/>		Copy to Insurers: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Entered onto Online reporting: Yes <input type="checkbox"/> No <input type="checkbox"/>		Further investigation required: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Ref No: _____			
OH additional notes:			
Form reviewed by: & date reviewed:	Estates Support Manager <input type="checkbox"/>	HS Officer <input type="checkbox"/>	HR Admin <input type="checkbox"/>



Statement continuation sheet:

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Signature of Witness		Date:	
Signature of Line Manager		Date:	



## Appendix 5: ESCC C-Zone Online Accident/Incident Reporting System

Each Academy will be registered by the Trust as a user with ESCC C-Zone online reporting system and issued with login details.

With the exception of minor accidents/incidents all other work-related accidents/incidents including major and those that fall under RIDDOR must be reported using the ESCC C-Zone online reporting system (please refer to the step by step screen shot guidance provided by the Trust).

When an Academy logs an accident/incident on the system an automatic notification is emailed to the Trust Health and Safety Officer, who will review the details and if required contact the Academy.

Any accident/incident logged by the Academy falling under RIDDOR will be automatically reported to the Health and Safety Executive (HSE) by the ESCC Health and Safety Team.

As the registered management administrator for the Academies, the Trust will regularly monitor accident/incident rates within the Academies. This will enable the Trust to identify any hot spots or trends and develop action plans to prevent reoccurrences.

## Appendix 6: RIDDOR GUIDANCE

Additional reporting measures must be undertaken in some circumstances, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), which specify that certain categories of accidents and incidents are reportable:

- Reportable Injuries (see 6.1.1)
- Dangerous Occurrences (see 6.1.2)
- Occupational Diseases (see 6.1.3)

It is the responsibility of the Academy Principal or their deputy to ensure that these types of accidents/incidents are reported. This can be achieved by:

- Using the ESCC C-Zone online reporting system (*ESCC Health and Safety Team will automatically notify the HSE of any RIDDOR reportable accident/incidents on the Academy's behalf and inform the Trust Health and Safety Officer*).
- In the event of being unable to access the ESCC C-Zone online reporting system, contacting the Trust Health and Safety Officer or Estates and Facilities Management Director who will notify the HSE on the Academy's behalf.

For further guidance please click on the link; <http://www.hse.gov.uk/riddor/report.htm>

### 6.1 Categories of Accidents and Incidents

#### 6.1.1 Reportable Injuries;

Applies to:

- any employee, or a self-employed person who is killed or suffers a major injury including as a result of physical violence, whilst working on Academy premises;
- a student or member of public who is injured whilst on the Academy premises and is taken directly to hospital and receives treatment and/or remains in hospital for 24 hours;
- a student or member of public who is killed whilst on Academy premises;

##### 6.1.1.1 Fatality/Death

##### 6.1.1.2 Specified Injuries under RIDDOR:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss or reduction in sight in one or both eyes
- any crush injury leading to internal organ damage
- serious burns which:
  - cover more than 10% of the body
  - cause damage to the eyes, respiratory system or other internal organs
- any degree of scalping which requires hospital treatment
- unconsciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

##### 6.1.1.3 Over seven-day injury

An accident connected with work (including an act of physical violence) resulting in an injury to an employee or self-employed person working on our premises, who is absent from work or unable to do their full range of normal duties for over seven days (not counting the day of the injury but including any days they would not normally work such as weekends) as a result of an injury which is not a specified injury.

##### 6.1.1.4 Non-fatal accidents to non-workers (e.g. members of the public & students)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital

for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

### 6.1.2 Reportable Dangerous Occurrences:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- the failure of any closed vessel or associated pipework (other than a pipeline) where that failure could cause death
- plant or equipment coming into contact with overhead power lines
- electrical short circuit or overload causing fire or explosion
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- accidental release of a biological agent likely to cause severe human illness
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period
- malfunction of breathing apparatus while in use or during testing immediately before use
- collapse or partial collapse of a scaffold over five metres high, or any supporting part of any slung or suspended scaffold or erected near water where there could be a risk of drowning after a fall
- dangerous occurrence at a pipeline, which could cause personal injury or shutdown of the pipeline for more than 24 hours.

### 6.1.3 Reportable Occupational Diseases:

- **Carpal Tunnel Syndrome:** where the person's work involves regular use of percussive or vibrating tools.
- **Cramp of the hand or forearm:** where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- **Occupational dermatitis:** due to exposure to a known skin sensitizer or irritant
- **Hand Arm Vibration Syndrome:** where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration.
- **Occupational asthma:** where the person's work involves significant or regular exposure to a known respiratory sensitizer.
- **Tendonitis or tenosynovitis:** in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.
- **Occupational Cancer:** mesothelioma or lung cancer in a person occupationally exposed to asbestos fibres. Cancer of the nasal cavity or sinuses in persons occupationally exposed to wood dust (hardwood & MDF).
- **Occupational Exposure to Biological Agents:** persons who are exposed to occupational biological agents (i.e. exposure to legionella bacteria).



## Appendix 7: EYFS Statutory Framework Reporting Requirements

**7.1** Early Years registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Providers must also notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

### **7.2 Reporting to Ofsted:**

Incidents of serious accidents, injury or illness must be reported to Ofsted as soon as possible and not later than 14 days after the occurrence. Reportable incidents are reported online to Ofsted using the link provided below;

[https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted\\_Early\\_Years\\_Notification.ofml](https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofml)

Please refer to the **Ofsted Early Years Compliance Handbook** for the specific details on types of serious accidents, injury and illness that must be reported.

### **7.3 Reporting to Local Authority Child Protection Agencies:**

West Sussex County Council Multi-Agency Safeguarding Hub:

During office hours Tel: 01403 229900

Email: [mash@westsussex.qcsx.gov.uk](mailto:mash@westsussex.qcsx.gov.uk)

Emergency Duty Service – after hours, weekends and public holidays 0330 222 6664

East Sussex County Council:

During office hours Tel: 01323 464222

Email: 0-19.SPOA@eastsussex.gov.uk or

Secure email: [0-19.SPOA@eastsussex.qcsx.gov.uk](mailto:0-19.SPOA@eastsussex.qcsx.gov.uk)

Opening hours: Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm

Emergency Duty Service:

Monday to Thursday - 5pm to 8.30am Weekends - Friday 4.30pm to Monday 8.30am.

Public Holidays - 24 hours Phone 01273 335906 / 01273 335905

## Appendix 8: PHE Reporting Serious Illnesses (Infectious Diseases)

Certain infectious diseases are notifiable and must be reported to the Public Health England (PHE) via the local PHE Centre. The trusts' local PHE Centre is:

The Surrey and Sussex Health Protection Team  
County Hall  
Chart Way  
Horsham  
RH12 1XA

Tel. 0344 225 3861 (select option 1 & then option 2).

If an Academy has been informed by a member of staff or a child's parent/carer that they have an infectious disease and/or the academy suspects there might be an outbreak, in the first instance they must contact the local PHE Centre who will advise how to proceed. So as not to cause undue alarm academies should not issue any formal notification to staff or parents/carers until the PHE Centre has established that a suspected case /outbreak of infectious disease is genuine i.e. confirmed by a GP. Once confirmed the PHE Centre will (if necessary) provide academies with appropriate text or in some situations a template letter to be sent to staff and parents.

Please note that cases of infectious disease are not required to be recorded on the ESCC online incident reporting system. Academies are required to record such cases on staff and pupil/student absence records.