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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 regarding 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 to support that it requires the accurate reporting of all has the expectation that Academies report, incidents, dangerous occurrences, near misses, ill health and violence.
- 1.3 To prevent reoccurrence all significant reported 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 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 or changes in legislation.

## **2. Aims and Objectives**

2.1 The aims of this policy are:

- To fulfil the legal requirements for reporting and investigating work related incidents including dangerous occurrences, near misses, ill-health, and violence.
- To set out the procedure for reporting and investigating incidents, dangerous occurrences, near misses, ill-health, and violence.
- To define duties and responsibilities in relation to the reporting and investigation of incidents including dangerous occurrences, near misses, ill-health, and violence.
- To identify how incidents 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 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 incidents, dangerous occurrences, near misses, ill-health and violence which occur, on the Academy or Trust premises, and with or without apparent injuries.

## **Roles and Responsibilities**

### **5.1 The Trustees**

Within the scope of this Policy the Trustees have overall accountability for:

- 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 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 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 are 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 carry out accident/incident investigations when required.
- Actively supporting this Policy and encouraging the reporting of all work-related incidents.

### **5.2 Principal**

Within the scope of the Policy the Principal has a delegated responsibility 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 Safety and Compliance Manager and or HSE Inspector regarding ~~accident~~/incident investigations.
- Ensuring the Policy and its Procedures are regularly monitored and reviewed with any identified deficiencies being improved or reported back to the Safety and Compliance Manager for the Trust.
- Provision of a competent appointed Health and Safety Representative (HSR) or persons with appointed responsibilities to include investigation of incidents at a local level which do not require investigation by the Safety & Compliance Manager.
- Ensuring that all staff are suitably trained in the reporting of all work-related incidents in Parago.
- Actively supporting this Policy and encouraging the reporting of all incidents including dangerous occurrences, near misses, ill-health and violence.

### **5.3 Service Directors, Central Services**

Within the scope of the Policy the Service Director has a delegated responsibility for:

- The provision of a safe and healthy workplace for all staff, and visitors to the department workplace.
- Ensures all staff within the department who work from home, have a safe environment to work in; this may or may not require a home visit depending on the individual circumstances. Please refer to Appendix 8 for more guidance for home workers.
- Allocating sufficient resources to ensure the effective implementation of this Policy and Procedures across the department.
- Ensuring the department complies with this Policy and its Procedures, and that all work-related 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 Safety and Compliance Manager and or HSE Inspector regarding incident investigations.
- Ensuring the Policy and its Procedures are regularly monitored and reviewed with any identified deficiencies being improved or reported back to the Safety and Compliance Manager for the Trust.
- Provision of a competent appointed Health and Safety Representative (HSR) or persons with appointed responsibilities to include investigation of incidents at a local level which do not require investigation by the Safety & Compliance Manager.
- Ensuring that all staff are suitably trained in the reporting of all work-related incidents in Parago.
- Actively supporting this Policy and encouraging the reporting of all incidents including dangerous occurrences, near misses, ill-health and violence.

#### **5.4 Health and Safety Committee**

Within the scope of this policy the Health and Safety Committee is responsible for:

- Ensuring the Academies and Professional Services Teams y complies with this policy and its procedures, by monitoring that all incidents, dangerous occurrences, near misses, ill health and violence are reported, recorded, investigated and outcomes addressed to prevent reoccurrences.
- Considering any items raised by employees or its representatives in relation to this policy and its procedures.
- Considering 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.

#### **5.5 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 Safety and Compliance Manager 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 Incident reporting Policy and Procedures, to the Health and Safety Committee.
- Ensuring that all work-related incidents, dangerous occurrences, near misses, ill health and violence that occur are recorded appropriately as outlined in the Policy's procedures.
- Notifying the Trust Safety and Compliance Manager of all reportable incidents including dangerous occurrences, near misses, ill health and violence that occur on the Academy premises via the Parago System.
- Liaising and co-operating with the Trust Safety and Compliance Manager regarding investigation of serious incidents.
- Assisting and/or undertaking at a local level investigation of incidents.
- Providing advice and guidance to colleagues regarding this policy and ~~accident~~ and incident reporting procedures.
- Actively encouraging the reporting of incidents including dangerous occurrences, near misses, ill-health and violence.
- Collating incident rates including dangerous occurrences and near misses, and absences due to ill health for the purpose of reporting and trend analysis.
- Reporting to the Health and Safety Committee on statistical data and investigation outcomes.

## 5.6 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 incidents.
- Ensuring that all students/pupils and visitors under their control are made aware of the procedures for reporting incidents.
- Actively encouraging the reporting of incidents including dangerous occurrences, near misses, ill-health, and violence.
- Ensuring that all work-related incidents are recorded appropriately as outlined in the Policy's procedures.
- Notifying the Principal and/or HSR when reportable incidents, including dangerous occurrences, near misses, ill health and violence occur within the department.
- Liaising and co-operating with the Trust Safety and Compliance Manager regarding investigations of serious ~~accidents~~/incidents occurring within the department.
- Undertaking with the assistance of the HSR, investigations of incidents occurring within their departments to persons under their control.
- Reporting on any deficiencies in the Incident Reporting Policy and Procedures to the HSR

## 5.7 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 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 incidents, dangerous occurrences, near misses and ill health that occur on Academy premises.
- Actively encouraging the reporting of incidents including dangerous occurrences, near misses and ill-health within Parago.

- Ensuring that all work-related incidents that occur are recorded appropriately as outlined in the Policy's procedures.
- Notifying the Principal and/or HSR when reportable incidents, including dangerous occurrences, near misses and ill health occur within the department.
- Liaising and co-operating with the Trust Safety and Compliance Manager regarding incident investigations within the department.
- Undertaking with the assistance of the HSR, investigations of incidents occurring within their departments to persons under their control.
- Reporting on any deficiencies in the Incident Reporting Policy and Procedures to the HSR and/or Principal.
- Liaising with Contractors/Hirers regarding incident reporting responsibilities. (NB It is the Academy's responsibility to report any incidents that occur to hirers and self-employed contractors whilst on Academy premises. The responsibility for employed Contractors falls to their employer).

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

## **5.9 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 incidents that occur on the Academy premises to their class Leader, student services and or the designated responsible adult for incident reporting.
- Informing their parent(s)/guardian(s) of any incident involving them whilst on Academy premises.

## **5.10 Visitors**

Within the scope of this Policy Visitors are responsible for:

- Reporting all work-related incidents that occur whilst on Academy or Trust 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 regarding work-related incident reporting responsibilities.
- Ensuring that persons under their control are made aware of work-related incident reporting procedures.



- Actively encouraging persons under their control to report all work-related incidents, dangerous occurrences, near misses and ill health.
  - Reporting all work-related incidents, dangerous occurrences, near misses and ill health to the Facilities/Site Manager.
  - Notifying their employer of any work-related incidents, dangerous occurrences, near misses and ill health that occur whilst on Academy and Trust premises.
- NB Where a Contractor/Hirer is employed it is the responsibility of their employer to report any work-related incidents, including dangerous occurrences, near misses and ill health that fall under RIDDOR and occur on Academy and Trust premises.

## Procedures

## 6 General Guidance

### 6.1 When and How to Report

- 6.1.1 All work-related incidents, dangerous occurrences, near misses, ill-health and violence involving staff, students/pupils, visitors, contractors, and other relevant persons whether they occur on the Academy or Trust premises must be reported and recorded within Parago.
- 6.1.2 All 'work related' incidents must be reported in Parago regardless of the nature and severity. 'Work related' is defined as an activity, piece of equipment or physical environment which relates directly to your employment. In the context of pupils, the playground 'bumps and scrapes' not related to equipment, or the physical environment are not reported in Parago, these are captured through Meditracker.
- 6.1.3 The incident report must be completed as soon as possible after the event, and in any case within 72 hours. (note: anyone can report an accident - not just the injured person).
- 6.1.4 Serious illnesses (infectious diseases) must also be reported to UK Health Security Agency (UK HSA) Office for Health Improvement & Disparities (appendix 8).
- 6.1.5 In the event of a serious 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 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.**
- 6.1.6 All serious incidents must be reported to the Trust Safety and Compliance Manager. In some situations, the Trust Safety and Compliance Manager may have to attend the site and assess the situation, undertake and/or direct an investigation as required.
- 6.1.7 In cases where the Health and Safety Executive (HSE) attend a site following a serious accident or incident, the Trust Safety and Compliance Manager will act as Trust liaison. If an Academy is notified of an impending HSE visit, the Trust Safety and Compliance Manager must be informed of this ASAP.

### 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 or Trust 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 or Trust 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 reviewed, and any identified remedial measures are implemented to prevent future occurrences.
- 6.3.2 Minor 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 incidents (including significant and RIDDOR) shall be investigated by the Trust's Safety and Compliance Manager 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 Safety and Compliance Manager will identify and instigate any follow up action required, including the completion of relevant forms, to prevent similar occurrences in the future. This will be in collaboration with the Academy involved to ensure understanding of safety deficiencies/ failings and advise on improvements.

## **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 Parago System.
- 7.2 Serious illnesses (infectious diseases) must also be reported to UK Health Security Agency (UK HSA) Office for Health Improvement & Disparities (appendix 7).
- 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, or is involved in an incident and needs first aid attention, an Academy or Trust qualified first aider must be contacted immediately by:
- Use of the Academy/ Trust 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 authorised 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 a first aider arrives.
- 7.4.5 If the injury, 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.



- 7.4.6 In all cases of major or critical incidents the Trust Safety and Compliance Manager **must** be notified by the Principal/ Head of Department or their designated person as soon after the event as possible.

## 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 on Parago, 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 on Parago.:

All records of completed ~~accident~~/incident report forms must be kept secure in accordance with the UK General Data Protection Regulation (UK GDPR), General Data Protection Regulation 2018, The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020 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 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, and bruises, sprains and strains requiring local first aid treatment e.g., a plaster or cold compress. However, these types of injuries must still be reported and recorded using the minor incident reporting form on Parago.
- The minor incident Parago report must be completed as soon as possible after the occurrence. The online form may be completed by any informed individual; it does not have to be completed by the injured person.
  - When the minor incident Parago report has been completed the Line Manager/Head of Department must review it on Parago.

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

- 8.3.1 Must be reported and recorded using Parago.
- The Parago online form must be completed as soon as possible after the occurrence, and in any case within **24 hours**. The form may be completed by any authorised Academy user i.e., HSR, Head of Department/Line Manager.
  - The completed major incident Parago report will be sent to the Principal and Safety & Compliance Manager for review. **Please note** that the Trust Safety and Compliance Manager will notify the HSE of RIDDOR accidents/incidents that have been reported on Parago.
- 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 incident 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 incident injury to, or death of an early year's child must also be reported and recorded using the Parago online reporting system using the major ~~accident~~/incident report form.

8.3.3 Serious illnesses must be reported to both the Trust and UK Health Security Agency (UK HSA) Office for Health Improvement & Disparities (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, (if the incident involves asbestos, please refer to the guidance in policy H4 Control of Asbestos), and the following persons notified:

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

**Please note:** In most cases a minor 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.

- **Major incidents (significant or major injury-RIDDOR)** - Please see guidance document: 'Academies Incident Reporting – V03 LIVE'

9.2 On arrival at the scene of the incident, the investigating person will commence with the investigation) and carry out the following:

- **An initial assessment of the occurrence:**
  - Preserve the scene i.e., restrict access to by authorised personnel only and ensure everything remains undisturbed.
  - Note the names of the people, equipment involved and the names of witnesses.
  - If already not notified, report the incident to the Academy Principal
- **Ensuring the incident has been reported and recorded appropriately using:**
  - Parago – Major Injury online form
- **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;
  - Note the physical environment and its potential influence on the incident ~~event~~;
  - Establishing if there were adequate safe working procedures and risk assessments in place, and if they were these 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 and in good condition;
  - Competency of persons involved i.e., appropriate training, instruction and supervision provided.
  - What injuries or ill health effects if any resulted from the incident;
- **Analysing the information obtained:**
  - Immediate causes;
  - Underlying causes;
  - Root cause;
- **Identifying suitable risk control measures to prevent reoccurrence:**
  - Evaluating existing control measures and recommend improvements;

- Recommend 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;
  - Review Risk Assessments and written procedures and where applicable recommend improvements;
  - Ensure this is communicated appropriately to staff, pupils, visitors, contractors as necessary.

9.3.1 On completion of the investigation, the investigating person will report the findings on the appropriate Parago report by completing all the relevant boxes.

In addition, a copy will be retained for Academy records.

9.4 Depending on the nature of the incident, follow-up incident investigation reports and supporting evidence shall be reviewed and completed on Parago by the relevant Academy SLT and/or Trust Safety and Compliance Manager.

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.

9.6.1 The Trust Safety and Compliance Manager will work closely with the Academy to ensure that all identified actions are completed in timely fashion.

## **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.

## **11. Policy status and review**

<b>Written by:</b>	Safety and Compliance Manager
<b>Owner:</b>	Estates and Facilities Management Director
<b>Status:</b>	V4 = Approved
<b>Summary of changes</b>	V4 = Safety and Compliance Manager review 02/03/2023. Terminology update to Incident only. Clarification of delegated responsibilities, update to legislation and names of reporting bodies.
<b>Approval date:</b>	Approval history available on request V4 = RAC – 28 March 2023
<b>Review Date:</b>	Annually or as required by changes in legislation

## Appendix 1: Accident/Incident Procedure Flowchart:

### Major Incident - inc RIDDOR Reportable (RR)

#### Definitions

1. Any Fatality
2. Specified Injuries - *please refer to Reportable incidents - RIDDOR - HSE*
3. Dangerous Occurrences - *please refer to Reportable incidents - RIDDOR - HSE*
4. Reportable Occupational Diseases - *please refer to Reportable incidents - RIDDOR - HSE*
5. Serious Incidents - *please refer to Reportable incidents - RIDDOR - HSE*
6. Over seven day absence due to accident/incident

#### IMMEDIATELY

1. Contact emergency services (999) and/or first aider at work
2. Administer First Aid treatment (if qualified E/FAW)
3. First Aider or other suitable person to contact the Academy's Principal or their deputy. (*if out of hours implement the Critical Incident & business Continuity Plan*)

**Note:** Apart from for first aid purposes **do not** touch or change the incident area

#### Within 1hr

1. Academy's Principal or their deputy to contact the Estates & FM Support Team (**only in cases of fatalities, dangerous occurrences or critical incidents**):

**University of Brighton (UoBAT) Tel: 01424 211623**

2. SCM will attend scene and instigate a preliminary investigation
3. SCM to report the initial findings to EFMD who will notify the Trust Director of Operations (in cases of fatal or critical incidents)
4. SCM and Principal/ Academy Business Manager (ABM) to implement immediate control measures to prevent reoccurrence

#### Within 24hrs

##### Academy Principal or designated person to:

Complete Parago report and ensure SLT have added their review and evidence has been uploaded to the report form

##### Estates and Facilities Management Director to:

Notify the Trust Board of initial findings and advise on interventions and actions

##### Trust Safety and Compliance Manager to:

Complete RIDDOR notification by telephone (if applicable) and then complete RIDDOR report form ([www.riddor.gov.uk](http://www.riddor.gov.uk)) (if applicable) and complete RIDDOR section on the original incident form on Parago

#### Within 48Hrs

##### Full Investigation by Trust Safety and Compliance Manager

Complete an accident/incident investigation and report findings and actions to be taken, to the EFMD who will inform the Trust Board

#### Within 72Hrs

The findings of the accident/incident investigation and actions to be taken to prevent reoccurrence, issued to the Academy Principal and ABM. SCM to ensure action plan is created and followed.

### Minor Incidents

#### Definitions

1. Minor Injuries - superficial injuries such as minor cuts, and bruises, sprains and strains requiring local first aid treatment e.g., a plaster or cold compress.
2. Minor Incident
4. Near Miss
5. No Injury accident

#### Within 24hrs

1. A HSR, and/or Head of Dept/Line Manager to decide if an investigation is required.
2. Individual or Head of Dept/Line Manager to complete minor accident/incident Parago form

#### Within 72hrs

1. Academy Head of Dept/Line Manager and a HSR to review investigation findings and/or risk assessments, to identify suitable control measures and develop an action plan
2. Principal and HSR to assign actions to relevant persons and implement suitable control measures
3. If required the HSR will inform and update the rest of the Academy
4. Head of Dept/Line Manager to set risk assessment review date
5. Trust SCM will review Parago report to identify if there are any further actions required

## Appendix 2: Definition of Terms

**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 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 Incidents:** Minor 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 Incident:** An incident, 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, because of an occupational ill-health or incident.

**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 INCIDENT REPORT FORM

(All other incidents including major and RIDDOR)

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

*UK General Data Protection Regulation (UK GDPR): 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.*

Academy:		incident Location:	
Site Address:			
H&S Responsible Person:			
Incident:		Date:	Time:
Incident Category:	Fatal <input type="checkbox"/> Major <input type="checkbox"/> 7 Day <input type="checkbox"/> Dangerous Occurrence <input type="checkbox"/> Minor <input type="checkbox"/> Near Miss <input type="checkbox"/>		
Incident Type:			
Injured/Affected Person (IP):		Age:	
Occupation, Staff ID, Employer's Name and Address:			
Nature of the task being carried out:			



<b>Injury/Damage sustained:</b>	
---------------------------------	--

<b>First Aid/Follow Up Treatment:</b>

<b>Person (s) in charge of the Activity OR IP Line Manager:</b>

<b>Site Investigation:</b>

Attachments:			
Risk Assessment	<input type="checkbox"/>	Method Statement	<input type="checkbox"/>
Record of Activity Briefing	<input type="checkbox"/>	Record of Training	<input type="checkbox"/>
Map of Site	<input type="checkbox"/>	Photographs	<input type="checkbox"/>
Accident Book Copy	<input type="checkbox"/>	Injured Person/Witness Statements	<input type="checkbox"/>

Immediate Cause			
Unsafe Act		Unsafe Conditions	
Operating Equipment Without Authority	<input type="checkbox"/>	Inadequate Guards or Barriers	<input type="checkbox"/>

Failure to Warn	<input type="checkbox"/>	Inadequate or Improper Protective Equip.	<input type="checkbox"/>
Failure to Secure	<input type="checkbox"/>	Defective Tools, Equipment or Materials	<input type="checkbox"/>
Operating at Improper Speed	<input type="checkbox"/>	Congestion or Restricted Action	<input type="checkbox"/>
Overriding Safety Devices	<input type="checkbox"/>	Inadequate Warning Systems	<input type="checkbox"/>
Using Defective Equipment	<input type="checkbox"/>	Fire and Explosion Hazards	<input type="checkbox"/>
Failure to Use PPE Correctly	<input type="checkbox"/>	Poor Housekeeping/Disorder	<input type="checkbox"/>
Horseplay	<input type="checkbox"/>	Noise Exposure	<input type="checkbox"/>
Under the Influence of Alcohol/Drugs	<input type="checkbox"/>	Radiation Exposure	<input type="checkbox"/>
Using Equipment Improperly/Unsafely	<input type="checkbox"/>	Temperature Extremes	<input type="checkbox"/>
Failure to Follow Procedures	<input type="checkbox"/>	Inadequate or Excessive Illumination	<input type="checkbox"/>
Improper Physical Effort/Act	<input type="checkbox"/>	Inadequate Isolation	<input type="checkbox"/>
Operating Without Adequate Training	<input type="checkbox"/>	Poor Access	<input type="checkbox"/>
Riding Hazardous equipment	<input type="checkbox"/>	Inadequate Ventilation	<input type="checkbox"/>
Using hand tools Unsafely	<input type="checkbox"/>	Hazardous Environment Conditions.	<input type="checkbox"/>
Undue Haste	<input type="checkbox"/>	Inadequate Visibility	<input type="checkbox"/>
Inattention	<input type="checkbox"/>	Projection Hazard	<input type="checkbox"/>
Other <b>(Specify)</b>	<input type="checkbox"/>	Unexpected Movement Hazard	<input type="checkbox"/>
		Other <b>(Specify)</b>	<input type="checkbox"/>

Considerations:

Reviewer's Conclusion				
Has the investigating officer identified the basic causes of this event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the Trust Estates & Facilities Management Professional Services Team been made aware?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments				
Reviewing Manager		Print Name:		Date:

## **Appendix 4 : Parago Online Incident Reporting System**

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

With the exception of bumps and scrapes all other work-related incidents including major and those that fall under RIDDOR must be reported using the Parago online reporting system (please refer to the Parago guidance on the intranet provided by the Trust).

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

Any incident logged by the Academy falling under RIDDOR will be reviewed by the Trust Safety and Compliance Manager who will generate the appropriate form on Parago and create the RIDDOR report on the HSE website.

As the registered management administrator for the Academies, the Trust will regularly monitor 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 5: RIDDOR GUIDANCE

Additional reporting measures must be undertaken by the Trust 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 Trust Safety and Compliance Manager to ensure that these types of accidents/incidents are identified and reported and **not** the duty of the individual academy to report RIDDOR.

### 6.1 What to report?

Please follow link for definitions [Reportable incidents - RIDDOR - HSE](#)

#### **Reportable Dangerous Occurrences:**

Please follow link for definitions [Dangerous occurrences - RIDDOR - HSE](#)

#### **Reportable Occupational Diseases:**

Please follow link for definitions [Occupational diseases - RIDDOR - HSE](#)

## Appendix 6: EYFS Statutory Framework Reporting Requirements

- 6.1** Early Years registered providers must notify Ofsted of any serious incident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made by the academies' Designated Safeguarding Lead (DSL) 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.

### 6.2 Reporting to Ofsted:

Serious incidents, 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 incident, injury and illness that must be reported.

### 6.3 Reporting to Local Authority Child Protection Agencies:

West Sussex CC contact details:

West Sussex County Council Integrated Front Door	<a href="#">Integrated Front Door</a>	Tel: 01403 229900 Email: <a href="mailto:wschildrenservices@westsussex.gov.uk">wschildrenservices@westsussex.gov.uk</a>
	Emergency Duty Service – after hours, weekends and public holidays	Tel: 0330 222 6664

East Sussex CC contact details:

East Sussex CC Referrals into Early Help and Social Care	<a href="#">Single Point of Advice (SPOA)</a>	01323 464222 0- 19.SPoA@eastsussex.gov.uk
	Emergency Duty Service – after hours, weekends and public holidays	01273 335906 01273 335905

## Appendix 7: PHE Reporting Serious Illnesses (Infectious Diseases)

Certain infectious diseases are notifiable and must be reported to the UK Health Security Agency (UK HSA). The trusts' local Centre is:

UKHSA Surrey and Sussex Health Protection Team (South East)  
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 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 Centre has established that a suspected case /outbreak of infectious disease is genuine i.e., confirmed by a GP. Once confirmed the 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** required to be recorded on the Parago online reporting system. Academies are required to record such cases on staff and pupil/student absence records.

## Appendix 8: Staff Working from Home

The Trust has the same health & safety responsibilities for staff working from home as for any other worker.

The following guidance refers to those who work at home long term or split their working hours between the workplace and home, known as hybrid working.

Most of the time, risks to home workers will be low and the actions required to protect them will be straightforward. It is important to keep a balanced and proportionate approach for home workers. In most cases you do not need to visit them to ensure their health and safety, but you should make sure they have a healthy and safe environment to work in. You may decide to visit a member of staff at home if for example:

- To meet any special requirements, such as for a worker with a disability,
- If the worker activity includes any significant hazards like tools or chemicals.

When planning for incident reporting consider:

- How will you maintain communication with each member of staff?
- What type of work will they be undertaking?
- How can it be carried out safely?
- Are any controls needed to protect the worker?

Practical steps to consider:

- Provide guidance on set-up for home working,
- Make use of self-assessment tools or questionnaires,
- Maintain regular contact via the telephone, Teams calls etc.
- Provide DSE training for staff working from home, for them to carry out a suitable DSE assessment,
- Ask staff to check for any damage to electrical equipment such as sockets, plugs and leads,
- Provide advice regarding hazards of overloading extension cables. (The Trust is only responsible for the electrical equipment provided to workers, but it has to be demonstrated that the Trust is checking it is being used correctly and in a safe environment),
- Provide advice on how to minimise the risk from slips, trips and falls,
- Ensure workers know what to do in an emergency and who to contact; consider what procedure you might follow if you are unable to contact the worker.

Not all incidents in a person's home will be reportable; only incidents which are work related, i.e connected to a work activity or work equipment provided, need to be reported.