

Ewanrigg Junior School – Accident Reporting

Procedures

The Head Teacher/Health and Safety Co-ordinator is responsible for ensuring that the rules governing reporting of accidents, violence to staff in the course of their work, work related diseases and dangerous occurrences are made known to all new employees/volunteers during their induction training.

RECORDING AND REPORTING

The Head teacher is required to ensure that **all** accidents and relevant incidents, including acts of violence and aggression, that occur on school premises or during off-site school activities are recorded and reported.

A simple flow chart to illustrate the reporting procedure is provided in Safety Advice Note (G)3.

a) Accidents/Incidents Involving Pupils

As soon as possible after an incident, the details should be reported to the school's nominated person, **Mrs K Dawson**

Minor incidents to pupils, i.e. those resulting in no / insignificant injury **AND** having no potential for more significant injury. e.g. playground collision requiring no or only nominal first aid treatment etc. will be recorded in the Pupil Accident Book/log sheets held in **the left cupboard in the office. Key 41**

Where the following criteria is fulfilled:

- All serious injuries involving pupils
- Pupils taken to hospital or where medical advice is sought or advised
- Serious head injuries (minor head injuries are exempt) i.e. where pupil is taken to hospital or medical advice is sought or advised
- Where fault can be assigned i.e. lack of supervision, faulty equipment, frayed carpets etc.
- Any incidents of violence or aggression

A V3 Form should be completed and copied and the original returned to the Corporate Health and Safety Team.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report serious incidents to the Health and Safety Executive (HSE). The responsibility for reporting such incidents is delegated to the Head teacher via the Corporate Health and Safety Team.

Injuries to members of the public, including pupils where they are taken from the scene of an accident to hospital for treatment **and** the accident arose in connection with 'work activities' are reportable under RIDDOR. In these instances, a telephone report must be made **immediately** to the Corporate Health and Safety Team Tel: 01228 227169 (or as soon as possible if outside of normal office hours). *The essential test here is whether the accident was caused by factors such as the condition, design or maintenance of the premises or equipment (e.g. slippery flooring, poorly maintained play equipment, trailing cable etc.) or as a result of inadequate arrangements for supervision of an activity (e.g. inadequate supervisory levels on a field trip).*

Sporting activities have a residual risk and injuries to pupils within PE arising from the 'normal' contact nature of a sport are not automatically reportable under RIDDOR.

Examples of reportable incidents would include:

- the condition of the premises or sports equipment being a factor in the incident, for example a pupil slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event e.g. a pupil's arm being struck by a trampoline whilst folding the equipment away and member of staff was not actively involved.

The Corporate Health and Safety Team will notify the HSE on school's behalf of any incidents that are reportable under RIDDOR. It is important therefore, that a P25 is forwarded to the Corporate Health and Safety Team within 7 days of the accident.

All injuries sustained as a result of accidents involving pupils will be notified to individual parents/carers. 'Bump letters' are sent home with pupils following any accident involving head injuries. When head injuries occur, the reporting member of staff phones home to alert parents as to the injury.

Violent incidents between pupils will be dealt with in accordance with the Whole School Behaviour Policy and do not need to be reported to the Corporate Health and Safety Team unless serious in nature i.e. severity of injury, police involvement etc. although we can record them using the V3 Accident Form for statistical purposes and to analyse patterns or trends.

b) Accidents/Incidents Involving Employees

As soon as possible after an incident, the details should be reported to the school's nominated person, **Mrs K Dawson**.

The Official Social Security Accident Book which is compliant with the Data Protection Act must be completed for all incidents/accidents involving staff or school volunteers. The entry in the accident book can be made either by the injured person or by **Mrs K Dawson**. The Official Accident Book is held **opposite Miss Craig's Office on book shelf**.

For all accidents/incidents involving staff, a V3 Form should be completed and copied and the original returned to the Corporate Health and Safety Team. The person who has sustained the injury must NOT complete the V3. The form must be completed by the Line Manager and signed by the Head teacher.

Under RIDDOR, any accidents to staff which result in:

- Fatality
- Specified Injuries
- Over seven-day absence
- Reportable diseases

are reportable to the HSE. The responsibility for reporting such incidents is delegated to the Head teacher via the Corporate Health and Safety Team. The Corporate Health and Safety Team will notify the HSE on school's behalf of any incidents that are reportable under RIDDOR as for pupils

C. Dawson