

## Accident and Incident Reporting Policy



<b>Agreed by the Governing Body</b>	February 2020
<b>Chair of Governors or Committee Chair</b>	Mr J Stothard
<b>Review Date</b>	February 2021
<b>Review Schedule</b>	Annual/ Biannual/ 3 Years

At Hawksworth Wood Primary School we take all reasonable steps to provide safe and healthy conditions for all staff, pupils and visitors in line with our Health and Safety policy. All reporting of accidents and incidents follow the HSE (Health and Safety Executive) and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) guidelines. See Appendix 1 for example guidelines on reportable incidents.

We believe that the completion, collation and analysis of incident report forms (CF50 and CF50A) and associated investigations enables us to learn from events and improve our health and safety management system.

This policy explains the arrangements in place for reporting and investigating incidents involving:

- Employees
- Contractors
- Visitors
- Pupils

### Definitions

- **An Incident** – is any event which results in, or has the potential to cause injury, ill health or damage to any person, property or equipment. This includes incidents that result in an injury; non injury incidents; near misses; dangerous occurrences and environmental incidents.
- **An Accident** - any unplanned event that resulted in injury or ill health of people, or damage or loss to property or the environment. Accidents that are NOT Minor Incidents should be notified to LCC Health, Safety and Wellbeing Team using a CF50 form (see appendix 2).
- **Near miss** - any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property.
- **Violent Incidents-**
  - Physical assault – whether injury occurs or not and includes sexual or racial attacks. This includes animal attacks where an animal is used deliberately as a tool for violence.
  - Verbal abuse – the use of inappropriate, offensive language directed towards an individual. This may become a verbal assault if the individual feels under viable threat.
  - Verbal assault / threat – when a viable threat has been made including sexual and racial harassment. This may include bullying / cyberbullying and threats through the use of technology, threats involving the use of an animal, threats of attack against property or threats of attack against an employee's family and friends.

Violent Incidents that are NOT Minor Incidents should be notified to LCC Health, Safety and Wellbeing Team using a CF50a form (see appendix 3).

- **Minor incident**- is an accident or violent incident that does not result in a serious or significant injury but does need to be recorded e.g a pupil trips over and receives a bump to their arm or leg that only results in a red mark, minor bruise or small cuts. For pupils these should be recorded in the accident books (located in the school office). For staff, minor incidents should be recorded in a staff accident book.

Note: If a school becomes aware that a pupil or member of staff is subsequently taken to hospital or their GP's in relation to the incident then a CF50 or CF50a must be completed and sent to Leeds City Council (LCC).

Some incidents may be both notifiable to LCC and HSE following RIDDOR guidelines.

## Reducing the risk of accidents

We acknowledge that unforeseen or unpreventable accidents may occur from time to time without anybody being at fault. In most cases accidents can be avoided and it is our intention to prevent as many as possible.

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff and to some extent the children, are aware of hazards? i.e. putting equipment away tidily etc.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staff identify and report hazards and risks and encourage children to do the same.
- Health and safety leads are appointed to oversee all health and safety issues in conjunction with the site manager and headteacher.

## Roles of staff members

In order to help prevent and manage incidents at our school.

**The Head Teacher/ Deputy headteacher shall be responsible for:**

- Overseeing the maintenance of the school site- keeping in a good and safe condition.
- Arranging for adequate supervision of students. This will follow guidelines as stated in Keeping Children Safe in Education.

- Ensuring that adequate numbers of staff have current First Aid qualifications and training is regularly kept up to date. There is always at least one first aider on site at all times. We aim to have all permanent staff trained in first aid as soon as possible.
- Ensuring the correct method of recording incidents is used.
- They view all completed accident / incident reports, sign & date each form and ensure all parts of the form are correctly completed.
- Under GDPR any person who is identified on the form has a right to see a copy of it. Details such as private addresses, that are not available in the public domain, do not have to be disclosed. Where an alleged perpetrator is named they can be provided with a copy, as long as personal details of the subject and witnesses are removed from view.
- Documents are stored in compliance with GDPR.
- Review all accidents / incidents to identify any trends / 'hot spots' and any action required.
- Use the data to identify new risk assessments that may need to be carried out / review of existing risk assessments.
- Provide data on accident and incidents to the Governing Body.

**Supervising teachers shall be responsible for:**

- Actively supervising students at all times.
- Administering minor first aid for small grazes etc.
- Reporting all incidents in line with school policy.
- Ensure a first aid kit is taken on all outings.

**Nominated First Aiders shall be responsible for:**

- Providing first aid to the injured when called upon.
- Reporting all incidents in line with school policy.
- Notifying Health and Safety Lead when first aid supplies need replenished.

**Health and Safety Lead shall be responsible for:**

- Maintaining the first aid kits in school (located in the Hygiene Suite), any missing items will be noted and replaced as soon as possible.
- Maintaining the defibrillator in school (located in the hygiene suite).

## Guidelines and Procedures

Wherever reasonably possible procedures below should be followed. Please see Appendix 4- Incident Occurs and support with guidelines below.

## **In the event of injury to a student:**

### **Minor Incident**

- The supervising teacher shall assist the student and administer minor first aid and send for assistance if required. A First Aider should attend the injured student when called upon.
- The supervising teacher/first aider shall complete an Accident Report in the Accident Book, located in the office, date and sign it, on the same day that the accident occurs. Details of the accident, the first aid given and any further actions e.g contact parent should be stated. A copy of this shall be given to parents on their arrival or sent home with the child.
- For head injuries, where possible parents should be notified at the time of the injury. This should be at the headteacher or most senior member of staff's discretion.

### **Non Minor Incident**

- The supervising teacher shall report any serious injury to the nominated First Aider and Headteacher or Deputy Headteacher.
- The supervising teacher/ first aider shall ensure that parents are advised immediately or at the earliest possible time of making contact, of any serious injury to their child. This should be at the Headteacher or Deputy headteacher's discretion.
- The Headteacher or most senior member of staff shall arrange Ambulance transportation if transportation is necessary.
- The Headteacher shall arrange for a staff member to accompany the injured student in the Ambulance if parents have not yet arrived.
- The staff member accompanying the injured student shall remain with the student until the arrival of a parent or guardian.

All **non** minor injuries should be reported on a CF50 form or a CF50A form (violent incident or assault) and sent to Leeds City Council (LCC). Some incidents may be both notifiable by the headteacher to LCC and HSE following RIDDOR guidelines.

Parents can request a copy of a CF50 / 50a relating to their child. Any such requests should be fulfilled however, personal information relating to other persons must be redacted before a copy is provided.

## **In the event of injury to a staff member:**

### **Minor incidents**

- A First Aider shall provide assistance to the injured staff member.
- The injured staff member will advise the Headteacher or most senior member of staff immediately.
- The injured staff member (if able) will record details of the incident in an staff accident book (located in the school office)

### **Non Minor incidents**

- A First Aider shall provide assistance to the injured staff member.

- The injured staff member will advise the Headteacher or most senior member of staff immediately.
- The injured staff member (if able) will record details of the incident on a CF50 form or a CF50A form (violent incident or assault) and sent to Leeds City Council (LCC).

If the form is not completed by the affected person they should, if it is practicable, be shown a copy of the form before it is signed off and sent to the Health, Safety and Wellbeing Team. If it is not practicable to show the affected person a copy of the report before it is signed off and sent this should be stated on the form and they should be shown a copy as soon as possible. This will ensure that any differences in opinion as to the cause or injuries received can be addressed.

If changes need to be made to the details on the forms after submission an updated form should be sent into the Health, Safety and Wellbeing Team clearly stating this is an update.

Some incidents may be both notifiable by the headteacher to LCC and HSE following RIDDOR guidelines. A copy is to also be placed in personal staff files.

- If time off work is required following the incident of more than 7 days (not including the day of the incident but including weekends and rest days) then the injured staff member will provide the Headteacher with a medical certificate as soon as possible. The Headteacher will follow the RIDDOR guidelines and report to the Health and Safety Executive (HSE). Please see attached RIDDOR guidelines.

All accident reports and records will be kept for a minimum of 3 years.

## Incident Investigation

All accidents and incidents are reviewed to see if anything can be done to prevent reoccurrence. An investigation will take place if needed.

The extent and depth of the investigation required into an incident will depend on the seriousness of the incident.

In depth investigations will take place where there has been serious injury, ill health or loss as well as those that had the potential to cause the same. The potential for subsequent litigation should also be taken into account.

Where required, any investigation carried out must be done at the earliest opportunity.

An investigation should aim to:

- Identify what (if anything) went wrong
- Learn from events
- Prevent recurrence.
- Identify underlying failures in health and safety management systems (if any).

- Satisfy legal reporting and investigation requirements.

An investigation should be undertaken by a competent person who has the authority, status and knowledge to make and implement recommendations. This will usually be the Headteacher or Health and Safety Lead.

Leeds City Council Officers and / or the Governing Bodies may also need to be involved depending upon the seriousness of the consequences, or potential consequences.

Leeds City Council's Health, Safety and Wellbeing Team or the HSE may instigate an investigation. When:

- the incident is serious, and / or
- the incident may have wider implications across the city and / or
- there may be a potential litigation claim and /or
- It is thought that the Health and Safety Executive may require further information.

The HSE may contact you direct to instigate an investigation.

If HSE instigate an investigation, they have the right to:

- enter premises;
- inspect and investigate;
- take measurements, samples and photographs;
- require an area or machine to be left undisturbed;
- seize, render harmless or destroy dangerous items; and.
- obtain information and take statements.

School and union Safety Representatives may also be able to make a valuable contribution to an investigation and should be informed that an investigation is taking place where it may affect their members' interests. They also have the right to conduct their own independent investigation.

The purpose of an investigation is to identify:

- When did it happen?
- Where has it happened?

- Who has it happened to?
- What has happened?
- How did it happen?
- Why did it happen?

Once this has been completed it should then be possible to identify any actions that need to be taken. The findings of the investigation, any conclusions and recommendations should be detailed in an investigation report.

The proforma included in Appendix 5- Incident Investigation Form can be used to record.

A flowchart included in Appendix 6- Investigation is intended as a guide to be followed in the event of a serious incident. Less serious investigations may incorporate elements of this guide.

## **Appendix 1 – Guidance as issued by Health and Safety Executive (HSE)**

### **Reportable Incidents**

Under RIDDOR certain incidents must be reported to the HSE (if you are a VC/Community school, the LA will do this on your behalf):

- **The death of any person** - all deaths to employees and non-employees, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to an employee.

#### **Employees:**

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness 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
- **Over-seven-day incapacitation of a worker** - accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days.

#### **Non Employees (e.g pupils, visitors, contractors, parents)**

- Accidents that result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury AND the accident arose out of or in connection with work e.g
  - a failure in the way a work activity was organised (eg inadequate supervision of a field trip, lesson or break time);



- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises or equipment was poor (eg poorly maintained or slippery floors, badly maintained play equipment).

If a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

Most playground accidents due to collisions, slips, trips and falls are not normally reportable.

Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

## CF50 Form – Report of an Accident, Incident, Injury or Dangerous Occurrence

**This form is for reporting ALL incidents (excluding violence), dangerous occurrences, near misses and accidents involving ANY person on premises controlled by Leeds City Council and/or to any employee of Leeds City Council on ANY premises.**

ALL relevant parts should be completed, scanned and emailed to [educ.hs@leeds.gov.uk](mailto:educ.hs@leeds.gov.uk) within 10 days of the incident.

In cases of accidents resulting in death, broken bones, amputation, dislocation, eye injury, loss of consciousness, acute illness or immediate admission to hospital, or in the event of a Dangerous Occurrence **telephone 0113 378 8298 IMMEDIATELY** after the incident.

In cases involving violence please complete form CF/50a – Report of an assault / violent incident

### PERSON INJURED:

Surname	
Forename(s)	
Date of birth	
Address	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Non-binary <input type="checkbox"/>
Category of person	Employee <input type="checkbox"/> Pupil <input type="checkbox"/> Visitor / Parent <input type="checkbox"/> Contractor <input type="checkbox"/>
Name of school	
Occupation (if applicable)	

### DETAILS OF INCIDENT:

Date of incident:	Time of incident:	am / pm (delete as appropriate)
Was the person taken directly to hospital from the scene of the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will the injury prevent the member of staff from normal working capacity for more than 7 days following the date of the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Exact location of the incident (e.g. Classroom, playing field, dinner hall, gymnasium, corridor etc.)		
State what happened as fully as possible (attach additional pages if necessary)		
Did the condition of the premises contribute to or cause the incident (e.g. trip in playground due to damaged surface) Yes <input type="checkbox"/> No <input type="checkbox"/>		
If YES please provide details:		
Witness name (s):		
Give details of first aid treatment given and by whom:		

**TYPE OF INJURY:**

Amputation  Concussion  Electric shock  multiple  Sprain / Strain  Near Miss   
Break / Fracture  Cut / Abrasion  Irritation  Poisoning  Swelling / bruise  Burn / Scald   
Dislocation  Mark  Respiratory  None Stated  If other please state:

**PART OF BODY AFFECTED:**

Arm  Back  Finger  Hand  Internal  Multiple  Neck  Torso  Ankle  Eye  Foot  Head  
/ face  Leg  Muscular  Toes  Wrist  If other please state:

**CAUSE OF INJURY:**

Animal  Drowning  Fall above 2 m  Fall Below 2 m  Hit by object  Physical Education   
Vehicle  Bite  Electrical  Illness  Slip / trip  Trap in door  Collision  Equipment   
Fire  Intervention  Spillage  Unknown  Crush/trap  Fighting  Glazing  Manual Handling   
Substance  If other please state:

**INITIAL INVESTIGATION DETAILS:**

Has an investigation been carried out to establish the cause of the incident? Yes  No   
If Yes please provide details of who to contact for further information:

Has any action been taken or is action proposed to be taken to prevent recurrence? Yes  No   
If Yes please provide details:

**DATA PROTECTION DECLARATION**

Under the terms of GDPR 2018 we must inform you of the following. Leeds City Council will process your data for the purposes of monitoring health and safety in Leeds City Council in accordance with relevant legislation. This may involve the sharing of the information you provide with local regulatory bodies.

Please note by signing this form you are declaring the information given to be a true and accurate account to the best of your knowledge at the time.

PRINT name of person completing this form:

SIGNATURE of person completing this form

Date:

Position of person countersigning this form to confirm this is a true and accurate record of events: Headteacher

Head of department  Manager  Other, please state

PRINT name of person countersigning this form:

SIGNATURE of person countersigning this form:

Date:

Please send this completed form to [educ.hs@leeds.gov.uk](mailto:educ.hs@leeds.gov.uk) / Schools Health, Safety & Wellbeing Team, 2<sup>nd</sup> Floor West, Civic Hall, Leeds, LS1 1UR within 10 days of the date of the incident



## Hawthorn Wood Primary School

Please give a more detailed account of what happened including any relevant events leading up to the incident and details of any property damage, verbal abuse, anti-social behaviour etc – use additional sheets if necessary and attach them to this form.

**Type of Incident:**

Verbal abuse       Threat (s)       Physical assault

**Part of body affected if physical assault:**

Arm <input type="checkbox"/>	Finger <input type="checkbox"/>	Internal <input type="checkbox"/>	Neck <input type="checkbox"/>	Ankle <input type="checkbox"/>	Eye <input type="checkbox"/>	Leg <input type="checkbox"/>	Wrist <input type="checkbox"/>
Back <input type="checkbox"/>	Hand <input type="checkbox"/>	Multiple <input type="checkbox"/>	Torso <input type="checkbox"/>	Foot <input type="checkbox"/>	Head / face <input type="checkbox"/>	Muscular <input type="checkbox"/>	If other please state:
Left <input type="checkbox"/>				Right <input type="checkbox"/>			

**INVESTIGATION DETAILS:**

Has an investigation been carried out to establish the cause of the incident? Yes  No

If Yes please provide details of who to contact for further information:

Has any action been taken or is action proposed to be taken to prevent recurrence? Yes  No

If Yes please provide details (e.g. school has excluded pupil or Legal Services have been informed):

**DATA PROTECTION DECLARATION**

Under the terms of GDPR 2018 we must inform you of the following. Leeds City Council will process your data for the purposes of monitoring health and safety in Leeds City Council in accordance with relevant legislation. This may involve the sharing of the information you provide with local regulatory bodies.

Please note by signing this form you are declaring the information given to be a true and accurate account to the best of your knowledge at the time.

PRINT name of person completing this form:

SIGNATURE of person completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

Position of person countersigning this form to confirm this is a true and accurate record of events:

Headteacher  Head of department  Manager  Other, please state \_\_\_\_\_

PRINT name of person countersigning this form:

SIGNATURE of person countersigning this form: \_\_\_\_\_ Date: \_\_\_\_\_

Please send this completed form to [educ.hs@leeds.gov.uk](mailto:educ.hs@leeds.gov.uk) / Schools Health, Safety & Wellbeing Team, 2<sup>nd</sup> Floor West, Civic Hall, Leeds, LS1 1UR within 10 days of the date of the incident



# Appendix 4 Incident Occurs

## Take immediate action

- provide first aid / seek medical assistance
- make the area / equipment safe / secure area (if required)
  - diffuse / de-escalate situation

## Initial Assessment of Circumstances

- Notify SLT if required
- Gather initial findings

AS FAR AS POSSIBLE DETERMINE IF THE INCIDENT IS A REPORTABLE INCIDENT TO THE HSE – IF YES – SECURE SCENE UNTIL FURTHER ADVICE FROM LCC & REPORT IMMEDIATELY TO H, S & W TEAM ON 0113 3788298

- Is it a minor incident, accident, violent incident or serious near miss?

### Minor Incident

Accident or violent incident

### Accident

notifiable via CF50  
Notify ICE\*

### Violent Incident

notifiable via CF50a  
Notify ICE\*

### Serious Near Miss

## Complete Internal Minor Injury record / Behaviour Log

- Notify ICE
- Is further investigation needed?
- Identify and implement any actions required.

## Investigation

- Refer to Investigation guidance and flowchart on pages XXX
- Affirm / determine whether incident is now known to be Reportable – if YES (and not already done so) notify H, S & W Team immediately.

Accident

Violent Incident

Near Miss

### Complete CF50

Send to HSW Team with investigation findings

### Complete CF50a

Send to HSW Team with investigation findings

### Complete CF50

Send to HSW Team with investigation findings

## Monitor and Review

- Actions taken / to be taken.
- Data on minor incidents, accidents, violent incidents and serious near misses – are there trends? Does action need to be taken?

• ICE = In case of Emergency contact







Print Name	
Date	
Signature	

## Appendix 6 Investigation

**When**  
did the  
incident  
happen?

**Where**  
did the  
incident  
happen?

**Who**  
was  
involved or  
saw the  
incident?

**What**  
happened?

**How**  
did the  
incident  
happen?

**Why**  
did the  
incident  
happen?

**What you will need to do to determine When, Where, Who, What, How, Why.**  
The following steps are a guide and not all will be applicable / relevant for every investigation.  
**Use the Investigation Pro-forma in Appendix 4**

### **The Scene**

- Buildings and outside areas.

- Examine the scene.
- Cordon off / take out of use.
- Take photographs.
- Take measurements / readings, samples etc. if safe to do so.
- Take notes of weather, temperatures, lighting, condition, damage etc

### **Equipment / Belongings**

- Machinery, PPE, clothing, electronic devices, and equipment.

- Examine the items.
- Remove / take out of use / seize.
- Take photographs.
- Take notes of condition, damage, make / model, presence of guards etc...

### **The People**

- Individuals involved, witnesses, persons who have provided assistance e.g police, persons in charge.

- Determine names, titles / roles, age, contact details
- Interview / take witness statements.
- Take photographs.
- Take note of any injuries, emotional, medical or physical impairments, clothing.

Appendix 5 for guidance and forms.

### **Documentation**

- policies, risk assessments, PBSPs, accident / assault records, training records, method statements, guidance documents, inspection records, electronic records e.g Evolve etc..

- Examine documentation.
- Take copies.
- Interview persons in charge re documentation.

### **Create an Investigation File – paper or electronic.**

- Give all information gathered including documents, photographs, notes, statements an individual reference number.

N.B this file may become evidence in court proceedings.

### **Complete the Investigation Pro-forma**

- Detail findings, conclusions and recommendations e.g any action to take including who should take that action and a timescale.
- Refer to Incident Management flowchart on page 5.

