



Accident, Incident and Near Miss Reporting Information and Guidance

This guidance sets out the Trust's general approach to the reporting of accidents, incidents & near misses
in all workplace settings

Reviewed by Sam Adams & Louise Barber 31.10.2024

Table of Contents

SECTION	TITLE	PAGE
1.0	Introduction	3
2.0	Organisation of Accident Reporting	3
3.0	Definitions	3
4.0	Reporting Procedure	4
5.0	AssessNET System	6
6.0	School's Responsibility	7
7.0	Appendix 1 – List of Dangerous Occurrences	8
8.0	Appendix 2 – List of Reportable Diseases	8
9.0	Appendix 3 – HSE Guidance	8

1.0 Introduction

- 1.0 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and The Social Security (Claims and Payments) Regulations 1979 requires employers to report and keep records of workplace accidents, occupational diseases and specified dangerous occurrences. The regulations include visitors, members of the public and other persons on educational premises as well as pupils, students and employees.
- 1.1 The primary purpose of accident reporting is to identify immediate and underlying causes, so that steps can be taken to prevent reoccurrence. Badgerbrook Primary School will encourage all employees, pupils, contractors and visitors to report all accidents and incidents so that appropriate action to prevent reoccurrence may be taken.
- 1.2 Some individuals may be reluctant to report accidents. To avoid under reporting the Senior Management Team will continuously encourage a positive health and safety culture, where the emphasis is not on blaming individuals but improving health and safety within the school/academy.

Further guidance for reporting can be found via the HSE link below:
<http://www.hse.gov.uk/pubns/indg453.pdf>

2.0 Organisation of Accident Reporting

- 2.1 All members of staff, pupils, visitors and contractors are responsible for reporting accidents, incidents and dangerous occurrences.
- 2.2 Chloe Allen is responsible for recording details of accidents within the school.
- 2.3 Chloe Allen is responsible for notifying the HSE of reportable injuries/incidents.
- 2.4 Chloe Allen is responsible for notifying Leicestershire County Council Nominated Health and Safety Advisory Service of all major accidents/ incidents.
- 2.5 Chloe Allen is responsible for collating accident statistics when required to report on.

3.0 Definitions

- 3.1 The following definitions are important in understanding the intricacies of health and safety legislation relating to accident and incident reporting and investigation.

Accident: *An unplanned event that results in loss. (Injury/damage to plant/premises/equipment/loss of company reputation and/or financial loss.) This may include acts of violence and aggression.*

Incident: *An unplanned event that potentially could have resulted in loss.*

Dangerous Occurrence: *There are various scenarios which constitute a dangerous occurrence; these are listed in [Appendix 1](#).*

Disease: *Any form of debilitating ill health arising out of or in connection to workplace activities; these are listed in [Appendix 2](#).*

Near Miss: *Any incident, accident or emergency which did not result in an injury but had the potential to cause harm.*

Arising out of or in connection with work: *There are 3 key factors which determine whether or not an accident/incident 'arises out of or in connection to a work activity.' These are:*

- *The way an activity is being undertaken for the purposes of the authority, (including the procedures used, levels of supervision and the times of an incident occurring)*
- *Work equipment or substances being used*
- *The condition of the workplace/premises where the accident/incident occurred.*

Notifiable Accident / Incident / Ill Health / Dangerous Occurrence: *An instance of ill health that needs to be notified to the Health Protection Agency or an accident / incident / dangerous occurrence which needs to be notified to the Health and Safety Executive.*

Investigation: *The process employed to determine the cause(s) of an accident / incident in order that corrective/preventative action(s) can be taken.*

Preventative Action: *Action that is taken to prevent an accident/incident occurring. Usually preventative action includes instruction, training and providing safe equipment/substances.*

4.0 Reporting Accidents and Incidents

4.1 There are 2 pieces of legislation that relate to the reporting of accidents, incidents, occupational ill health and dangerous occurrences. These are:

- The Social Security (Claims and Payments) Regulations 1979
- The Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013. (RIDDOR)

4.2 The former outlines a legal requirement for employees to report personal injury details to their employers. Badgerbrook Primary School uses AssessNET to comply with this duty.

4.3 In addition to the duty to report accidents, there is also a requirement for the employer to take reasonable steps to investigate incidents.

4.4 The RIDDOR regulations place a responsibility on employers to report some deaths, injuries, diseases and dangerous occurrences which arise out of, or in connection with, work activities to the Health and Safety Executive (HSE). Generally, the following accidents/incidents are RIDDOR reportable:

Deaths and Specified Injuries

- any fatality arising out of or in connection with a work activity
- fracture, other than to fingers, thumbs and toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye

- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over-Seven-Day Injuries

It is a requirement to report injuries that lead to an employee being away from work, or unable to perform their normal duties for more than **7** consecutive days. These injuries must be the result of an occupational accident or incident and should not count the day of the accident but should include weekends and rest days. The RIDDOR report must be made within **15 days** of the accident / incident occurring. **Note: it is a legal requirement to keep a record of accidents resulting in the incapacitation of a worker for more than 3 days however these are not RIDDOR reportable.**

Occupational Diseases

The responsible person with the delegated responsibility must report when they receive a written diagnosis from a doctor that they or their employee is suffering from one of the conditions listed in Appendix 2 **and** the sufferer has been carrying out the work activities listed.

Dangerous Occurrences

Dangerous occurrences may be defined as certain listed 'near miss' events. Not all near miss events need to be reported to the HSE. Those that are reportable are listed in Appendix 1.

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

- 4.5 RIDDOR reports for fatalities, major injuries, dangerous occurrences, 7-day-absences and injuries to non-workers can now be submitted via the AssessNET system as and when an accident/incident is being reported. A series of questions determines whether or not an incident is reportable under the RIDDOR regulations. This HSE guide provides information on RIDDOR reporting for schools. <http://www.hse.gov.uk/pubns/edis1.pdf>
- 4.6 It is imperative that records of RIDDOR reports are retained for future reference.
- 4.7 Academies Schools are responsibility for reporting to the HSE.

5.0 AssessNET System

5.1 Badgerbrook Primary School uses AssessNET to keep a log of work-related accidents and incidents; academy schools may choose to use an alternative system.

What should be reported?

5.2 Only accidents / incidents that are work related must be reported on AssessNET. For example, it is not necessary to report incidents of employee or visitor general ill health on AssessNET.

5.3 Work related incidents / accidents that affect employees, service users, visitors, contractors and members of the public should be reported on AssessNET. Within schools it is recommended that very minor injuries pupils sustain are logged in a first aid record book or 'bump book'.

5.4 The following types of incidents must be reported on AssessNET;

- Any **injury** sustained during school times or on school premises (exception of very minor injuries to pupils).
- Any **ill health** or **disease** that is contracted as a result of work activities.
- Any **violent** incident or incident of verbal assault that occurred during working hours or on the school/academy site.
- Any **near miss** which did not result in injury but had the potential to.

- 5.5 It is the employee with delegated responsibility to communicate the requirement to report accidents / incidents to their teams to ensure compliance with the legislation.
- 5.6 Once an incident / accident has been reported on AssessNET the record will be reviewed by the Health, Safety & Wellbeing Duty Officer.
- 5.7 The Duty Officer may make recommendations on the actions that should be taken and can advise on whether the incident is RIDDOR reportable.
- 5.8 **How to Report an Accident / Incident**
- 5.9 Schools should assign at least two employees as Local Administrators for AssessNET. This will give the user access to report, edit and amended accident and incident forms for their school.
- 5.10 The Health, Safety & Wellbeing team should be contacted to set up local administrators on AssessNET; training can also be provided upon request.

6.0 School's Responsibility

- 6.1 Badgerbrook Primary School has a responsibility to monitor health and safety issues within its establishment, including the monitoring and investigation of any accidents and 3-day absenteeism resulting from work related issues.
- 6.2 All accidents/incidents at school must be formally recorded and any serious accidents / incidents must be investigated.
- 6.3 Accident report forms must not be completed by the injured party. It may be necessary for much of the factual information to be provided by the injured party, but this information should be conveyed to the employee in the establishment responsible for completion of these records. Once the necessary forms have been completed, they should be signed by the Office Manager.
- 6.4 Many accidents involving children at school are trivial and include bruises, scratches, minor sprains and bumps. It is advisable in these cases to keep a local report of the incident at site in a 'site accident book'. In these situations, it may still be necessary to notify parents/guardians of the child involved. Parents should always be notified by telephone or in writing if a child has suffered a bump on the head, however minor this may appear initially.
- 6.5 Once an accident has occurred it is necessary to review the Risk Assessment, documenting the date of the review, any further controls required, when they are to be implemented by and who reviewed the document. Never delete a risk assessment, use a version control to write up the revised document. Ensuring the latest version of the risk assessment is shared with all the necessary staff and they have signed to say they have read, received and understood the revised edition. The old version will then need to be archived.

7.0 Appendix 1: List of Dangerous Occurrences

- 7.1 The following link outlines the prescribed dangerous occurrences that are listed under RIDDOR:

<http://www.legislation.gov.uk/ukxi/2013/1471/schedule/2/made>

8.0 Appendix 2: List of Reportable Diseases

8.1 The following link outlines the applicable reportable occupational ill health / diseases that are listed under RIDDOR).

<http://www.legislation.gov.uk/ukxi/1995/3163/schedule/3/made>

9.0 Appendix 3: HSE Guidance

9.1 The following link takes you directly to the HSE guidance on RIDDOR.

<http://www.hse.gov.uk/pubns/indg453.pdf>