

Accident, Incident or Near Miss Reporting and Investigation Policy

2022-23

Introduction:

In the context of health and safety the Council uses the following definitions for an accident, incident or near miss arising out of or in connection with its work activity:

- **Accident** – a separate, identifiable, unintended event resulting in physical injury. This specifically includes acts of violence to people at work.
- **Incident** – an injury that is not the result of a separate, identifiable, unintended event (injuries themselves, e.g., ‘feeling a sharp twinge’, are not accidents). In addition includes serious verbal attacks, threatening language and aggressive animals.
- **Near Miss** – an unplanned event with the potential to cause injury.

It is essential that all accidents, incidents and near misses are reported to ensure investigations take place to prevent recurrence, to identify any problem areas or unsatisfactory trends and to satisfy statutory requirements.

Relevant Legislation: Management of Health and Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Manager: It is SLT’s responsibility to investigate accidents, incidents and near misses and take action to prevent recurrence, identify problem areas and to satisfy statutory requirements.

Employees: It is the Employee’s responsibility to report all accidents, incidents and near misses at their place of work to their manager.

Corporate Safety: To report accidents/incidents that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

If an employee, visitor or any other person is injured, the assistance of a first aider must be obtained. The first aider will decide whether to treat the injury or to refer the patient to hospital.

SLT report all accidents, incidents and near misses (including physical and verbal attacks to people at work) reported to them via the online reporting system within 24 hours. Accidents involving visitors, contractors or other persons should also be reported in this way.

Read in conjunction with Work Related Violence Policy, referring to Reporting and Recording Incidents found within this document.

Claimcontrol

<https://kirkleeshs.alphatec.net/>

If an accident results in an employee being absent from work for more than seven days, a member of SLT should telephone the Corporate Safety Unit, on 01484 226457, to confirm the employee is still absent, as this will require reporting to the Health & Safety Executive (HSE) to comply with RIDDOR.

Certain injuries and dangerous occurrences must also be reported to the HSE under RIDDOR. In the event of any accident resulting in death or serious injury (including a fracture of any bone in the arm, leg etc.) or a dangerous occurrence, the Corporate Safety Unit should be contacted by telephone immediately on 01484 226457.

SLT should then report the accident or dangerous occurrence via the online reporting system as soon as practicable.

Note:

Outside office hours or at weekends, serious accidents should be reported to the Duty Officer on **0777 333 4 999**. If the phone is not immediately answered, leave a message and the Duty Officer will contact you as soon as possible.

RIDDOR applies to members of the public if an accident on work premises results in a fatality or where someone is taken to hospital for treatment. This does not include hospitalisation on medical grounds. Further guidance on RIDDOR is available in the guidance note on Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

When any accident, incident or near miss occurs, SLT will carry out an investigation. The minimum investigation will consist of the manager interviewing the person involved and any witnesses, ascertaining all the information required to make an entry on the online reporting system.

For more serious incidents or where the consequences could have been more serious if the circumstances had been different, a more detailed investigation is needed. The Corporate Safety Unit can be contacted for assistance.

What else do I need to do?

Carry out a post-accident risk assessment where needed.

Reporting and Recording Incidents



1. Any accident, incident or injury to a child, member of staff or visitor should be recorded on the electronic IR/22 Incident Report Form on the day of the incident. Business Support to upload it onto the Kirklees Council system within **15 days** of the incident.
2. An accident or injury to a child should be recorded as soon as possible after the incident by the first member of staff on the scene. It may be appropriate to speak with the school First Aider if they have been involved.
3. A similar procedure should follow in the event of an accident or injury to a member of staff or visitor. The member of staff injured must inform their line manager and visitors inform the staff member hosting the visit, who will then support with recording on the IR/22 form.
4. In ALL cases of injury to staff or pupils, the SLT lead for Health and Safety (or a member of SLT in absence of Health and Safety Lead) MUST be informed and he/she will sign off the IR/22 incident form and inform the Head Teacher where appropriate.
5. Southgate School follows the processes specified by Kirklees Council. A member of the business support team will transfer the information onto the appropriate Kirklees system online (ClaimControl) and submit it to the appropriate officer.
6. Part of this process is an ongoing assessment of risk management, with a section reflecting on ways to improve the management of risk. This is built into the school's other risk management processes e.g. the Positive Management Plans of pupils with challenging behaviour and environment risk assessments, these should be adapted accordingly.

See Southgate's system for reporting and recording incidents.

Southgate's System for Reporting and Recording of Incidents

-For pupils or visitors: Class teacher or ETA complete the electronic Incident form (IR/22) for pupil/visitor

Found in: staff shared - Health & Safety - Incident reporting folder

- For staff member: Line manager/SLT to complete the electronic Incident form (IR/22) with staff member.

Found in: staff shared - Health & Safety - Incident reporting folder

- Staff member to save IR/22 Incident Report Form with date of incident and initials of incidentee in the following format.

e.g. GT 051222
(Initials Date)

Save in – (Y) Staff shared-Health & Safety-Incident reporting-New Incidents Folder

-Staff to email incidents@southgateschool.co.uk with date of incident and initials of incidentee e.g. GT 051222 into the heading of the email.

-Reported incident checked by SLT.
Investigation carried out and witness statements to be completed by witnesses if required.

-Business Support input IR/22 Incident Report Form and witness statements on the Kirklees Council's ClaimControl reporting system.

-SLT or Health & Safety Lead record the findings from the investigation on the Kirklees Council's ClaimControl reporting system.

Southgate incident reporting, recovery and review process

Incident occurs at work



- Report to a First Aider (if required)
- Inform a member of Senior Leadership Team



Recovery

- Time out for employee (if required). Another member of staff to cover in class if necessary



Reporting and Recording

- Line Manager / SLT with staff member complete Incident Report Form (IR/22).
- Witnesses complete witness statements.

Refer to Southgate's System for Reporting and Recording Incidents



Review

- Investigation of violent incident by SLT/Head of Health & Safety.
- Review to feed into the completion of the Incident Investigation and reported via ClaimControl online reporting system.