

Accident Policy



GLEBE HOUSE
SCHOOL & NURSERY
HUNSTANTON

This policy was updated in January 2025.

Review is due for the beginning of January 2026.

All changes from previous documents and sections have been highlighted yellow.

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This policy initiated - September 2022

Policy written by - Andy Simpson

Policy to be updated on an annual basis.

This policy is currently under review

Change Log – for 2024/2025

Sections that have changes from the previous Accident Policy.

This policy was reworked in January 2025

Accident Reporting and Investigations:

Policy Guidance

Glebe House School is committed to providing an environment which is as healthy and as safe as possible for its students, staff and visitors. However accidents and incidents do happen and there is a statutory requirement to report all serious accidents, dangerous occurrences and instances of occupational ill health to the Health and Safety Executive (HSE). The school also has a duty to investigate and report ALL accidents and incidents affecting students, staff and visitors. All accidents and incidents must be reported for monitoring and investigation, to ensure that procedures are in place to prevent, as far as possible, similar accidents from happening.

The reporting of work related accidents is a statutory requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

This guidance is to enable the school to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") and that appropriate records are kept of accidents involving School activities.

- Most incidents/accidents that happen in school or on school trips do not need to be reported to the HSE.

If a pupil or member of staff has a minor accident (minor cuts, grazes and bruises)

- Administer first aid by a qualified First Aider
- Fill in the Incident/accident book on line (Scholar Pack)
- Fill in the Official Accident First Aid Book & file it under pupils name
- The First Aider is to ensure that a letter home '*accident/illness at school information letter*' or *wrist band* will accompany the pupil that day, explaining the nature of the accident. (If boarding put in the boarding box for the boarding Master/Mistress) Depending on the seriousness of the injury, the accident and the circumstances surrounding it will be investigated by the H & S coordinator and the Head. This will be recorded in the Health and Safety Concerns & incident book in the staff room and appropriate action and measures will be put in place.

If a pupil or member of staff has a head injury and or a more serious injury:

- Administer First Aid by a qualified First Aider.
- Inform the parents/carers by telephone of the accident and complete *accident/illness at school information letter* and send it home or to Boarding Master/Mistress
- Fill in the Incident/accident book on line (Scholar Pack)
- The general principle is that anyone who has a head injury needs observing for 78 hours.
- In the case of a serious head injury arrangements must be made for the pupil to be taken to hospital by ambulance.

If a pupil or member of staff has a more serious injury and they need to go to hospital

- Administer First Aid by a qualified first Aider
- An Ambulance is to be called by the school - Ensure the child is accompanied by an adult
- Ring the parents/carers to inform them and to meet them at the hospital
- Fill in the Official Accident First Aid book and file it under the pupils name
- Fill in the Incident/Accident book to record the event on line (Scholar Pack)

If the accident results in the pupil being taken directly to hospital for treatment (or death) a RIDDOR form must be completed online at www.hse.gov.uk/riddor. The form will then be submitted

directly to the RIDDOR database. A copy of this form should be kept with the original accident form in the pupil record folder.

Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are reportable under RIDDOR when

- the death of the person arose out of or in connection with a work activity; or
- **an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment)**
- the HSE Information Sheet EDIS 1 (rev3) gives guidance and examples of whether an injury arises out of or in connection with work.
- if in doubt guidance should be sought from the HSE, for example when a pupil from another school is injured (specified injury) during a sports match (not reportable) as opposed to a pupil of the school who is injured similarly during a timetabled games lesson (reportable).

Injuries and ill health to people at work are reportable by the responsible person under RIDDOR when

- accidents which result in death or a specified injury (which must be reported without delay). Also a reportable occupational disease when confirmed by a doctor in writing. The HSE Information Sheet EDIS 1 (rev3) gives details of specified injuries and reportable diseases.
- accidents prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days). These must be reported within 15 days of the accident.
- the responsible person is normally the employer of the injured person. The exception will be those that are self employed, where the controller of the premises should report.

Dangerous Occurrences (specified near miss events) are reportable under RIDDOR. The HSE Information Sheet EDIS 1 (rev3) contains the typical examples applicable to schools. Objectives

- To ensure that accidents are recorded and reported in line with statutory requirements and insurance conditions.
 - To ensure that accidents can be appropriately investigated.
 - To identify the root causes of accidents and implement the lessons learned to prevent recurrence.
 - Schools may choose to report near misses internally as well as accidents.
- Guidance
 - **The School Business Manager**/Head will assess the nature of the accident and the reporting requirements. Reference should be made to the HSE Information Sheet EDIS 1 (rev3) (www.hse.gov.uk/pubns/edis1.pdf)
 - If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a form F2508 will be completed and sent to the HSE. Reports can be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone.
 - The School Office Manager or staff on duty is responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school. This will be by completing an Accident form in the First Aid book in the School Office.
 - Completed accident forms are filed in the pupils/personnel folder. The forms are to be kept for a minimum of 3 years and categorised (pupils, staff, visitors). The records should be kept in a locked filing cabinet in the School Medical Centre to ensure compliance with the Data Protection Act.

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- Accident reports will be considered at every meeting of the School Health and Safety Committee.
- All accidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the Business Manager and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the School Senior Management team and the Health and Safety Committee.
- For serious incidents the Business Manager should consider obtaining legal advice at the outset of any investigation. Such support can be obtained by contacting ISBA.
- The Business Manager will contact the school insurer where any incident is felt likely to result in a claim.

Legal Requirements & Education Standards,

References:

- A. Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)
- B. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) (www.hse.gov.uk)
- C. Incident reporting in schools (www.hse.gov.uk/pubns/edis1.pdf)
- D. Health and Safety at Work" Section H of the ISBA Model Staff Handbook (<http://members.theisba.org.uk/member-tools/reference-library/human-resources/staff-management/staff-handbook-section-h.aspx>)
- E. "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide ([http://members.theisba.org.uk/member-tools/reference-library/health-safety/management/bursars-guide-chapter-n-health-and-safety-and-welfare-at-work-\(dec-2008\).aspx](http://members.theisba.org.uk/member-tools/reference-library/health-safety/management/bursars-guide-chapter-n-health-and-safety-and-welfare-at-work-(dec-2008).aspx))
- F. "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd ([http://members.theisba.org.uk/member-tools/reference-library/financial/insurance/bursars-guide-chapter-k-insurance-\(dec-2008\).aspx](http://members.theisba.org.uk/member-tools/reference-library/financial/insurance/bursars-guide-chapter-k-insurance-(dec-2008).aspx))