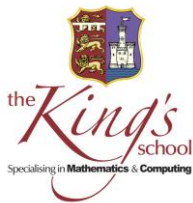


the *Kind's* school

Specialising in Maths and Computing

# Accidents, Incidents and Near Misses



## ACCIDENTS, INCIDENTS AND NEAR MISSES POLICY

### Policy Statement

The Governing Body of The King's School (TKS) acknowledges that under the Health and Safety at Work Act 1974 we have overall responsibility for health and safety. The Accident, Injury or Near Misses (A,I&NM) Policy should be read in conjunction with the HSE Incident reporting in schools (accidents, diseases and dangerous occurrences) Guidance for employers document and the HSE Reporting accidents and incidents at work guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) which TKS will adhere to.

We have in place procedures, aligned to the guidance document that is attached as Appendix A, to deal with any accident, injury or near misses involving staff, students or School visitors either on School premises or on educational visits.

We believe it is essential for all School personnel to understand the School's accident and emergency procedures and to have in place a system to report all accidents, injuries or near misses.

### Purpose

- To have in place an A,I&NM Policy and Procedural document to deal with any incident that takes place on School premises or on an educational visit;
- To comply with all legislative requirements.

### Scope

This policy will be used by all staff and will apply to all students, employees and School visitors regardless of age and ability.

### Responsibility

The A, I&NM Policy at The King's School is the responsibility of everyone that forms part of the school community, this extends to employees, students and visitors to the School.

### School and Staff Commitment

Role of the Governing Body, the Governing Body has;

- Appointed the Headteacher to be responsible for Health and Safety within TKS;
- Delegated powers and responsibilities to the Headteacher to ensure all School employees and visitors to the School are aware of and comply with this policy;
- Appointed a governor to Chair the Health and Safety Committee and to visit the School regularly, to liaise with the Business Manager and Site Services Manager and to report back to the Governing Body;
- Ensure that there is sufficient funding allocated to support effective Health and Safety management;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

### Role of the Headteacher, the Headteacher will;

- Ensure all School employees, students and School visitors are aware of and comply with this policy;
- Provide health and safety training for all School personnel as required;
- Ensure that there is sufficient funding allocated to the School budget to support effective Health and Safety management;
- Have in place a system to report all accidents, injuries and near misses;
- Provide an Accidents, Injuries and Near Misses Procedural and Associated Documents file that is available for all School personnel and articulated through the induction process;
- Ensure that all School personnel are aware of the above document;
- Report the work-related accidents, dangerous occurrences and near misses as set out in Appendix A:

### Work related Accidents resulting in death or a reportable specific injury;

- Acts of violence to staff;
  - Diseases and medical conditions;
  - Accidents causing incapacity of more than seven consecutive days (not counting the day of the accident);
  - Near misses.
- Ensure confidentiality of the details of any incident in the event of any subsequent legal proceedings.

### Role of the Health and Safety Committee, the Health and Safety Committee will:

- Review the A,I&NM Policy and procedural documents on a regular basis;
- Review all reportable accidents, incidents or near misses and request further reports and, or, investigations if appropriate;
- Consider all data provided by the Business Manager that indicates where and how risks arise and identify trends;
- Target activities effectively and develop strategies to help prevent injuries, ill health and near misses.

### Role of the Business Manager, the Business Manager will;

- Lead the development of this policy throughout the School;
- Work closely with the Headteacher and the Chair of the Health and Safety Committee;
- Provide guidance and support to all staff;
- Keep up to date with new developments;
- Ensure all A,I&NM Report Forms submitted by the First Aid and Safety Support Assistant are completed in full, signed and dated;
- Co-ordinate and monitor all near miss, accident and incident data and review any trends;
- Review all A, I&NM Report Forms and if necessary instigate an investigation identifying any appropriate action that may be required, this will cover accidents and assaults.
- Ensure that our insurers are informed immediately of any serious accidents that may result in a claim.
- Report to the HSE all RIDDOR reportable accidents, industrial diseases and dangerous occurrences.
- Review and monitor the effectiveness of the policy;
- Annually report to the Governing Body on the success and development of this policy.

### Role of the First Aid and Safety Support Assistant, they will:

- Administer first aid and contact the parent/carer if appropriate. Arrange transport to hospital if necessary. As a matter of course all visible injuries and head injuries are reported to parents/carers;
- Complete the Accident, Incident or Near Miss Report Form providing the necessary support to colleagues to aid completion of the form;
- Liaise with the Business Manager regarding the Accident, Incident or Near Miss Report Form and a decision will be made as to whether the Accident, Incident or Near Miss is reportable to RIDDOR;
- Submit the completed Accident, Incident or Near Miss form to the Business Manager.
- Maintain the Accident, Injuries and Near Misses Procedural and Associated Documents File;
- Prepare a written report for all Health and Safety meetings outlining all reportable accidents, incidents and near misses.

### Role of School Personnel, they will;

- Comply with this policy;
- Attend health and safety training as required;
- Know what to do in the event of an accident, injury or near miss;
- Ensure the safety of all students, employees and visitors to the School.

### Accident, Injuries and Near Misses Procedural and Associated Documents File

The Accident, Injuries and Near Misses Procedural and Associated Documents File will include:

- The names and responsibilities of staff;
- The names of all first aiders;
- The location of first aid equipment;
- The location of the area that is utilised as a medical room, i.e. - OC5
- The accident, injuries and near misses procedural flow chart.

### Records of Accidents, Injuries or Near Misses

- Date and time;
- The location of the incident;
- The name of the injured person;
- A description of accident, industrial disease or dangerous occurrence.

### Reporting Forms and Guidance Documents

This policy should be read in conjunction with the following documents:

- The HSE Incident reporting in schools (accidents, diseases and dangerous occurrences) Guidance for employers document and the HSE Reporting accidents and incidents at work guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- The General Guidance document relating to Accidents, Incident and Near Misses that is attached as Appendix A;
- The Incident Report form is attached as Appendix B;
- The Near Miss Report Form that is attached as Appendix C;
- Roles and Responsibilities in the event of an accident, injury or near miss are set out in Appendix D;

### Monitoring the Effectiveness of the Policy

Bi-annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

## Appendix A - General Guidance on Accidents, Injuries and Near Misses

### Introduction

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 were made under the Health & Safety at Work Act 1974 and were produced to consolidate and simplify the law by applying a single set of requirements for reporting certain specified incidents.

Although the regulations relate to employees, the School requires the reporting of accidents to non-employees to be undertaken in the same manner.

The Accident, Incidents and Near Misses (A, I&NM) Forms provide the School with data that is used to indicate where and how risks arise and to identify trends. This allows the School to target activities effectively and develop strategies to help prevent injuries, ill health and accidental loss.

### Health and Safety Committee

All reportable A, I&NMs will be reviewed by the Health and Safety Committee. The members of the Committee will, if felt necessary, request reports or investigation on specific accidents and incidents.

### Reportable Accidents and On Site Accident Investigation

The Business Manager:

- Must view all completed A, I&NM Report Forms and sign and date each Form after ensuring all parts of the form are correctly completed.
- Should review all accidents and if necessary instigate an investigation identifying any appropriate action that may be required;
- Will engage with union representatives to involve them in all reportable accidents, incidents and near misses;
- Will initial each accident form indicating on the form any reportable accidents or assaults.
- Ensure that our insurers are informed immediately of any serious accidents that may result in a claim.
- Report to the HSE all RIDDOR reportable accidents, industrial diseases and dangerous occurrences.

### Reporting an Accident, Near Miss or Violent Incident

The Management of Health and Safety at Work Regulations 1999, regulation 5, requires employers to plan, organise, control, monitor and review their health and safety arrangements. A I&NM Report Forms are an essential part of this process.

As a School it is extremely important that we have a sound understanding of the risks associated with our work activities. A systematic approach to determining why an incident has happened will form the basis of an action plan to make sure it doesn't happen again. The findings of the investigation may point to areas of our risk assessments that need to be reviewed.

Failure to review risk assessment following an incident may mean that the School is contravening the Management of Health and Safety at Work Regulations 1999, regulation 3.

The information will be used to determine how the School's risk management systems could be improved and to ensure that lessons are learned.

The School uses one Incident Report Form (IRF) which is embedded below and is used for all accidents including violent incidents.



Appendix B Incident  
Report Form final.doc

The School uses a separate Near Miss Report Form which is also embedded below:



App C Near Miss  
form June 2014.docx

### **Accident - A Definition**

An event that results in injury or ill health to a person or damage to property.

### **Near Miss - A Definition**

An event that, while not causing actual harm, has the potential to cause injury, ill health or damage to property. All near misses are opportunities to learn how we can avoid similar events that might lead to major, even fatal, injuries.

#### **Here are some examples of a near miss**

- Slip or trip;
- Unauthorised vehicle entering a work area;
- Moving vehicle passing unacceptably close or too fast;
- Mishandling a load;
- Falling objects;
- Use of unsafe or incorrect access or equipment;

This list is not exhaustive, you may see something that could lead to an incident.

### **Violent Incident - A Definition**

Any event in which a person is abused, threatened or assaulted in circumstances relating to work activities. This includes verbal or physical abuse or a combination of both.

### **RIDDOR**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), some incidents must be reported to the Health and Safety Executive (HSE). The School **must** report:

- Deaths;
- Specific injuries as set out below;
- Over-7-day injuries - where an employee is away from work or unable to perform their normal duties for more than 7 consecutive days (not including the day of the accident/incident);
- Injuries to members of the public or people not at work where they are taken from the scene of an incident to hospital;
- Some work-related diseases;
- Dangerous occurrences;
- Some flammable gas incidents.

The specific injuries set out below:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, Respiratory system or other vital organs);
- Scalpings (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Further guidance is available via - <http://www.hse.gov.uk/riddor/do-i-need-to-report.htm>

Major injuries as defined by the HSE are:

- 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 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.

How to report:

**Phone:** 0845 300 99 23

**Online:** [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

**Email:** [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk)

**Post:** Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

## Appendix D - The King's School Roles and Responsibilities In the event of an Accident, Incident or Near Miss

If a student suffers an Accident, Incident or Near Miss (AINM) and the incident is sufficiently serious the student's parent or carer will be immediately contacted.

If an employee suffers an AINM and the incident is sufficiently serious the employee's next of kin will be immediately contacted and an ambulance called where necessary.

If the incident is of a very minor nature the student will receive any first aid and if they recover sufficiently, will return to class. If the incident is as a result of behavioural issues an Incident Report Form (IRF) will be completed and submitted to the Year Achievement Leader. If the AINM is sufficiently serious an IRF will be completed.

The IRF or Near Miss Form must be completed by the employee, visitor or employee on behalf of any student suffering an accident, incident or near miss.



Appendix B Incident  
Report Form final.doc



App C Near Miss  
form June 2014.docx

Assistance will be given by the First Aid and Safety Support Assistant (FA&SSA) to aid completion of the forms if required.

The FA&SSA will inform the School Business Manager (SBM) of any AI&NM that may be RIDDOR reportable immediately; this may be prior to completion of an IRF.

The Business Manager will:

- Ensure all AI&NM Report Forms submitted by the First Aid and Safety Support Assistant are completed in full and will sign and date each Form;
- Review all AI&NM Report Forms and if necessary instigate an investigation identifying any appropriate action that may be required, this will cover accidents and assaults.
- Ensure that our insurers are informed immediately of any serious accidents that may result in a claim.
- Inform the HSE of any RIDDOR reportable accidents, industrial diseases and dangerous occurrences.

All reportable A, I&NMs will be shared with the union representatives and reviewed by the Health and Safety Committee. The members of the Committee will, if felt necessary, request reports or investigation on specific accidents and incidents.

The Business Manager will co-ordinate and monitor all near miss, accident and incident data and review any trends.

Bi-annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the Governors.