



the *Kind's* school

Specialising in Maths and Computing

Accidents, Incidents and Near Misses Policy



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 and 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.

Definitions Taken from Appendix A

Accident

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

Near Miss

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

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

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.

Responsibilities

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

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 Facilities, Health and Safety 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:
- 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
- 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 Facilities, Health and Safety Manager

- Provide guidance and support to all staff;
- Keep up to date with new developments;
- Assist in the review of all A, I&NM Report Forms and if necessary instigate an investigation identifying any appropriate action that may be required;
- Where the accident is reportable, liaise with the relevant Union Health and Safety Representative to assist in the investigation;
- Assist in the reporting of any incident that is reportable under RIDDOR 2013.

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 A,I&NM policy which includes the 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

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

The recording of any incident is essential to ensure the correct information is captured at the earliest opportunity. The template embedded below is to be used to record all A,I&NMs.

Reporting an Accident, Near Miss or Violent Incident

As a School, it is extremely important that all incidents are reported, so we have a sound understanding of the risks associated with our work activities. The reporting of a near miss is as important as any accident report. Intervention at the earliest opportunity will prevent a hazard from potentially becoming an accident and a reportable injury. A systematic approach to determining why an incident has happened will form the basis of an action plan to make sure it does not happen again. All A, I&NMs are to be reported using Appendix B.

A, I&NM Investigations

Where the A, I&NM is deemed reportable or the severity warrants an investigation, Appendix C should be used to record all significant findings for further consideration by the Governing Body. The Business Manager and the Facilities, Health and Safety Manager will lead the investigation. The report should include the contributing factors to the incident and where possible, include pictures to enhance the document. The current risk assessment should also be scrutinised and revised as necessary to reflect the recommendations of the investigating team. Failure to review a risk assessment following an incident may mean that the School is contravening Regulation 3 of the Management of Health and Safety at Work Regulations 1999. The information will be used to determine how the School's risk management systems could be improved and to ensure that lessons are learned.

Where the incident is reportable under RIDDOR, the relevant Union Safety Representative will be invited to assist. A guide to what should be reported to the HSE can be found at Appendix D, along with guidance on how to access the online form and information.

Monitoring the Effectiveness of the Policy

Biennially, 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 - The Kings School Roles and Responsibilities
in the event of an Accident, Incident and Near Miss (A, I&NM)**

Is the A, I&NM a serious injury?

Attend to the casualty; administer immediate first aid and phone for an ambulance if deemed necessary.

The students parent or carer will be immediately contacted. Employees next of kin will be informed.

Is the A, I&NM of a minor nature?

Students and employees will receive immediate first aid and an assessment will be made if they should continue with their studies or work.

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.

A decision should be made to the need to complete Appendix B.

The A, I&NM Form must be completed by the employee, visitor or employee on behalf of any student suffering an accident, incident or near miss.

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 A, I&NM that may be RIDDOR reportable immediately; this may be prior to completion of the report.

The Business Manager will:

- Ensure all A, I&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 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.
- 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.

Biennially, 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 B

The King's School - Accident, Incident and Near Miss Report Form

Please tick one (x)	Accident <input type="checkbox"/>	Violent Incident <input type="checkbox"/>	Near Miss <input type="checkbox"/>
SECTION 1: ABOUT THE PERSON			
Surname:		Forename:	
Home Address:			
	Post Code:		Date of Birth:
	Tel No (Home):		Tel No. (Work):
Job Title:			
Employee	<input type="checkbox"/>	Service User	<input type="checkbox"/>
Elected Member	<input type="checkbox"/>	Governor	<input type="checkbox"/>
Agency Worker*	<input type="checkbox"/>	Contractor*/Visitor	<input type="checkbox"/>
		Resident	<input type="checkbox"/>
		Member of the General Public	<input type="checkbox"/>
		Pupil	<input type="checkbox"/>
SECTION 2: ABOUT THE INCIDENT			
Date of the Incident		Time (use 24hr clock):	
Address where it happened:			
Exact Location e.g. bathroom			
Describe what happened: (give as much detail as possible. Continue on separate sheet if necessary and include photographs (if appropriate))			
What injuries were received?			
What part of the body was injured?		Left <input type="checkbox"/>	Right <input type="checkbox"/>
Was first aid required?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Name of First Aider:	
Informed to seek medical attention?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Ambulance called:	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Time of call:		Time arrived:
Did the injured person.....			
Become unconscious?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Need resuscitation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Remain in hospital for more than 24 hours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

SECTION 3: VIOLENT INCIDENTS ONLY						
Name of aggressor:						
Address and postcode:						
If aggressor not known, give description:						
		Age:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>		
Factors involved, if any: (indicate with a X)						
Physical: <input type="checkbox"/>	Verbal: <input type="checkbox"/>	Mental illness: <input type="checkbox"/>	Malicious Intent to Harm: <input type="checkbox"/>	Attention Seeking: <input type="checkbox"/>	Weapon: <input type="checkbox"/>	Behaviour due to illness/disability: <input type="checkbox"/>
Substance misuse please indicate:	Alcohol: <input type="checkbox"/>	Drugs: <input type="checkbox"/>	Solvents: <input type="checkbox"/>	Other (please specify in section 2)		
Discriminatory/abusive behaviour please indicate:	Sexual / Gender: <input type="checkbox"/>	Racial: <input type="checkbox"/>	Religious: <input type="checkbox"/>	Disability: <input type="checkbox"/>	Other (please specify in section 2)	
SECTION 4: WITNESSES (ALL INCIDENTS)						
Did anyone else see the incident happen?		Yes <input type="checkbox"/>	No <input type="checkbox"/>			
WITNESS (1)						
If yes, state:		Name:				
		Address:				
		Postcode:		Tel No:		
WITNESS (2)						
If yes, state:		Name:				
		Address:				
		Postcode:		Tel No:		
WITNESS (3)						
If yes, state:		Name:				
		Address:				
		Postcode:		Tel No:		
SECTION 5: DETAILS OF PERSON COMPLETING FORM (only if different from the person named in Section 1)						
Name:						
Address:						
Job Title:						
Signature:					Tel No:	
Signature of person named in Section 1:					Date:	
<p>The King's School is collecting data to comply with our Health, Safety and Environment and Accidents, Injuries and Near Misses Policies and our Statutory obligations. On occasions, the School will have to contact appropriate third parties to share or verify the information you have provided. The School will only use the information in connection with your employment.</p>						

Appendix C - The King's School Health and Safety Accident, Incident and Near Miss Investigation Report

Where the A, I&NM is deemed reportable or the severity warrants an investigation, this Appendix should be used to record all significant findings for further consideration by the Governing Body. The Business Manager and the Facilities, Health and Safety Manager will lead the investigation. Where the incident is reportable under RIDDOR, the relevant Union Safety Representative will be invited to assist.

Summary of the Incident

A brief explanation of the activity and events leading up to the incident. Include photos if appropriate.

Analysis

What were the contributing factors to the incident? Consideration should be given to the:

- Skills, competence and training of the individual
- Environmental factors (bad weather or poor lighting)
- Have similar accidents occurred (trends)
- Current risk assessment control measures

Has the cause of the incident been identified?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Recommendations

What corrective action (solution/s) could be implemented to eliminate or reduce the risk of the identified cause/s? Use the hierarchy of controls to reduce the hazard.

- Elimination - Complete elimination of the risk
- Substitution - Replace the item/process with a less dangerous one
- Isolation - Isolate the hazard by enclosure, guarding or barriers
- Engineering - Redesign the work process or equipment
- Administration - Provide training and/or procedures
- PPE - Use personal protective equipment

Has a risk assessment been completed and recorded (copy attached)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will the risk assessment be reviewed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has appropriate action been taken to support the individual?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Investigation Outcomes

Outline any controls that were put into place immediately after the incident to eliminate or reduce the risk of recurrence of the incident. Outline the controls and who was responsible for implementing them.

Details of the Investigation Lead			
Name:			
Address:			
Job Title:			
Signature:		Tel No:	

RIDDOR Information (F2508 is attached to this form)			
Date Reported:		HSE Ref No:	
Reported by:		Job Title:	
Reason for reporting (i.e. death, dangerous occurrence etc.):			

Appendix D - General Guidance on the Reportable Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)

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. However, there are some distinct differences when assessing the reporting procedures for students.

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.

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 or a specific injury 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). These must be reported within 15 days of the 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);
- Scalping's (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.

Incidents to Students and Visitors not at Work

Incidents involving a student or visitor will equally be investigated and a decision made if this should be reportable. Many common incidents will not attract the requirement to report, as they are normally minor bumps and high jinks. Consideration must be made to the cause of the incident and if it must be reported if it was a result of:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- The way the equipment or substance were used (e.g. lifts, machinery equipment or experiments);
- The condition of the premises (e.g. poorly maintained environments or slippery floors).

Sporting activities are equally except from the regulations if the incident is a fully supervised activity and is normal rough and tumble. RIDDOR would be applicable if the equipment failed and the injury was a major injury.

How to Report

All reporting will be completed to the HSE online. The Business Manager or Facilities, Health and Safety Manager will complete the form, with a copy printed to support the A, I&NM file.

Phone: 03453 009923 (Fatalities and major incidents only)

Online: <http://www.hse.gov.uk/riddor/index.htm>