



Bishop's Stortford College

Accident Reporting Policy

1. Scope

- 1.1. This guidance is to enable the College 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.

2. Definitions

- 2.1. **Accident/Incident.** Any event, which actually causes or has the potential to cause injury or damage to people, premises, plant and equipment.
- 2.2. **Dangerous Occurrence.** A specific, unplanned, uncontrolled event which has the potential to cause injury or damage and is listed in Schedule 2 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 2.3. **Near Miss.** A near miss is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

3. Introduction

- 3.1. Most incidents that happen in schools or on school trips do not need to be reported to the HSE. If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.
- 3.2. Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when:
 - the death of the person arose out of or in connection with a work activity;
 - 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; or
 - 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).
- 3.3. Injuries and ill health to people at work are reportable by the responsible person under RIDDOR when:

- accidents 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; and
- 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.

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

4 Objectives

- 4.1. To ensure that accidents are recorded and reported in line with statutory requirements and insurance conditions.
- 4.2. To ensure that accidents can be appropriately investigated.
- 4.3. To identify the root causes of accidents and implement the lessons learnt to prevent recurrence.
- 4.4. Schools may choose to report near misses internally as well as accidents.

5. Guidance

- 5.1. The Senior Nurse and the Health and Safety Advisor 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).
- 5.2. 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.
- 5.3. The Senior Sister, or in her absence the Medical Team, 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 the Accident Register when they attend the Medical Centre for any occurrence requiring first aid.
- 5.4. Completed accident forms are forwarded to the Health and Safety Advisor, who will escalate if required, and return to the Medical Centre to upload onto an individuals' medical/personnel file. 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 or digitally under restricted access on the College SharePoint.
- 5.5. Accident reports will be considered at every Health and Safety Committee meeting.
- 5.6. All accidents reportable by the College under RIDDOR will be investigated. This will normally be undertaken by the Health and Safety Advisor or nominated individual, and may include the taking of witness statements, photographs and the production of a

written report. All such reports will be reviewed by the respective Head of School or Bursar and by the Health and Safety Committee.

- 5.7. For serious incidents the Bursar should consider obtaining legal advice at the outset of any investigation. Such support can be obtained by contacting the ISBA.
- 5.8. The Bursar will contact the College insurer where any incident is felt likely to result in a claim.
- 5.9. The Senior Sister is responsible for coordinating with pastoral staff the escorting of pupils to hospital and for ensuring that Pastoral Staff are informed. They will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury.