LANGLEY HALL ARTS ACADEMY
ELIGE VITAM MIRANDAM

ACCIDENT / INCIDENT POLICY

POLICY	PROCEDURE	REFERENCE	FORMS
	SHPr3 - Dealing with Adult Accidents Procedure	SHR32 – Reporting Injuries, Diseases and Dangerous Occurrences - RIDDOR	SHF2 - Child Accident Notification Form
	SHPr4 - Dealing with Child Accidents Procedure		SHF3 - Accident/Incident Report (Child)
	SHPr5 - Accident Investigation Procedure		SHF7 - Accident/Incident Report (Adult)
			SHF31 - Master Accident Record
			SHF57 Witness Statement Form

About the Policy

This policy deals with how accidents (minor and major) are dealt with. It does not deal with first aid but assumes that this has been dealt with in an appropriate manner either by a member of staff qualified in first aid or by other medical professionals e.g. paramedic or doctor, depending on the seriousness of the accident.

This policy concentrates on what occurs after first aid has been administered, under three main headings.

- Recording
- Reporting
- Investigation

Recording

Accidents are recorded:

- because there is a legal requirement to do so.
- to prevent recurrence.
- so that parents can be accurately informed.
- to reassure parents that we take accidents seriously.
- to provide statistical information for analysis.

The first and most important consideration for Langley Hall Arts Academy is to prevent recurrence. This is achieved through:

Simple recording methods

Using the online Incident Log, staff record the accident and e-mail the details to parents. The person responsible for dealing with the accident is also the person who is responsible for sending the e-mail and

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verbally notifying the Principal, Assistant Principal(s), Head of Business Operations (HoBO) and the Health & Safety Officer.

All accidents, however minor, are reported and an email sent to parents. If the child has had a head injury, a splinter or if the accident is major, the parent receives a phone call first and this is followed up by the report.

Honest reporting through the adoption of a no-blame culture

- where staff feel free to admit mistakes and learn from them.
- where staff are able to learn from the mistakes of others.
- where denial and cover-ups are eliminated.
- where staff do not fear the consequences of making a mistake.

Recording accidents involving adults (staff or visitors)
Accidents involving adults are recorded on Accident / Incident Report (Adult) **SHF7** in accordance with Dealing with Adult Accidents Procedure **SHPr3**. The form should be allocated the next number in sequence and once completed is stored in the Adult Accident File in the Principal's office.

Recording accidents involving children
During normal school days, any accident involving a child is recorded on the Accident Log. Once signed and saved, a notification of the accident will be sent to the child's parent contact. The Accident Log ensures a record is kept and available for Ofsted and the child's record, and also that written advice is received by the parents.

During non-school days (e.g. clubs) or where the online log reporting tool is not available, accidents involving children are recorded on Accident / Incident Report (Child) **SHF3**, Master Accident Record **SHF31** and Child Accident Notification Form **SHF2** in accordance with Dealing with Child Accidents Procedure **SHPr4**. This ensures that a basic master record is available for the Ofsted Inspector, that a confidential detailed record is kept within an individual child's records and also that a written advice is taken home by the parents in case of query when the school is closed. The Master Accident Record **SHF31** is also used for analysis and assessment of trends. However the Accident Log reporting tool is the main way in which we collect and record accidents, and it is used to report and analyse trends each half term.

If the person collecting the child does not wish to sign the Accident / Incident Report (Child) **SHF3** then this should be noted on the form and brought to the attention of the Principal or Assistant Principal, one of whom will sign the note.

Timescales

Parents must be advised by telephone in the event of a serious accident to their child. At Langley Hall Arts Academy we advise all parents by telephone if their child has a head injury, splinter or major accident, however minor, so that we can ensure that when the child is finally collected the parent is able to ask further questions about the event if necessary.

All records (child and adult) should be kept for at least 3 years or until 3 months after an Ofsted inspection, whichever is longer and then archived until the child turns 21years old.

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Reporting Accidents

Health & Safety Executive (HSE)
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations is commonly known as RIDDOR and identifies circumstances when an accident or an incident must be reported to the HSE. (See Reporting Injuries, Diseases and Dangerous Occurrences – RIDDOR **SHR32**)

The duty to report rests with the 'responsible person' (usually defined as the main employer). For academies and free schools, the responsible person is defined as the Governing Body who guides the Principal and the Health & Safety Officer.

For the purposes of RIDDOR, an accident is defined by the HSE as:

"a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work."

An accident is reportable only if it is 'work-related'. The HSE defines an accident as being 'work-related' if any of the following played a significant role:

- The way the work was carried out;
- any machinery, plant, substances or equipment used for the work; or
- the condition of the site or premises where the accident happened.

A report must be made if an accident results in:

1. Death

2. Specified Injuries to workers:
    - broken bones (other than fingers, thumbs or toes)
    - amputation of arm, hand, finger, thumb, leg, foot or toe
    - permanent loss 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.

3. Over 7 day injuries to workers
    - Any injury to a worker resulting in an absence or inability to do normal work lasting 7 consecutive days (not counting the day of the accident).

4. Injuries to non-workers
    - Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment for that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

5. Reportable occupational diseases

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6. Employers / self-employed people are required to report occupational diseases where they are likely to have been caused or made worse by their work:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis
    - Hand-arm vibration syndrome
    - Occupational asthma
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to occupational exposure to a biological agent

7. Reportable dangerous occurrences
    - A report must also be made to the HSE in relation to a dangerous occurrence (near miss) that did not result in any harm, but could have done and the possible harm could have been serious.

The HSE RIDDOR website contains a list of 27 categories of incidents that qualify as 'dangerous occurrences'.

With effect from 12th September 2011 only major or fatal incidents can be reported to the Heath and Safety Executive by telephone. All other incidents must be reported using the HSE online reporting system. The online forms can be accessed at http://www.hse.gov.uk/riddor/report.htm

Ofsted

Schools are required to report to Ofsted/ISA events including, allegations of abuse of a child, food poisoning, notifiable diseases, changes to the premises or other significant events as well as serious accident, illness, injury or death of a child while in the care of Langley Hall Arts Academy.

To ensure consistency Langley Hall Arts Academy will automatically report to Ofsted/ISA any occurrence which is reported to RIDDOR.

Langley Hall Arts Academy will also report to Ofsted/ISA any less serious accident or incident which the Principal believes may be reported to Ofsted/ISA by a parent.

Investigation

The responsibility for investigating accidents lies with the Principal, Assistant Principal(s) and/or the HoBO who will be supported by the Health and Safety Officer using Accident Investigation Procedure **SHPr5**.

When to investigate

Langley Hall Arts Academy will investigate:

- when an accident is reportable under RIDDOR (1995).
- if a small type of accident is reoccurring (this will be picked up by regular analysis of the Accident Log reporting tool).
- if there is potential for a claim.
- if a parent requests it.

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Why investigate?

- to ensure it is not repeated.
- to bring in controls and prevention measures.
- to comply with the law.
- to provide evidence in the event of a claim.
- to provide information for parents.
- to provide information for Ofsted/ISA and other statutory bodies.

How to investigate

- Obtain reports from the person concerned (if an adult).
- Obtain reports from any witnesses. Witness statements should be taken by a member of middle leadership (Assistant Principals) or a member of the senior leadership team not involved in the investigation using ***SHF 57*** *Witness statement Form.* The ***SHF57*** should be given to those investigating the incident.

The report must contain the following information:

- date of incident;
- time of incident;
- place;
- those present;
- name of person making report;
- details of the incident;
- any other relevant facts e.g. height, distances, conditions;
- sketches / photographs if appropriate;
- action taken.

Principles of investigation

- determine the cause and prevent reoccurrence.
- do not quickly apportion blame.
- differentiate between measurable fact and hearsay / opinion.

To conclude the investigation

The Principal, Assistant Principal(s), HoBO, Health and Safety Officer and any other involved parties will draw together all the reports and statements together with the initial accident report. They will give full consideration to each document and decide what action needs to be taken.

All documentation (the initial accident report, all statements and notes on the conclusions drawn from the evidence and action taken) should be kept together and filed for at least 3 years or until 3 months after an Ofsted/ISI inspection, whichever is longer, after which the documents should be archived until the child turns 21 years old.

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