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**The County High School Leftwich**  
**Granville Road, Northwich, Cheshire, CW9 8EZ**  
**Telephone: 01606 333300**

POLICY NAME Accident and Incident Investigation and Reporting  
DATE November 2022

## **STANDARD FOR ACCIDENT AND INCIDENT INVESTIGATION AND REPORTING**

### **1. PURPOSE**

#### **Introduction**

- 1.1. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 came into force on 01 Oct 2013. RIDDOR requires that work related deaths, major injuries, dangerous occurrences and diseases are reported to the Health and Safety Executive. The legislation imposes duties on employers, the self-employed and those in control of work premises.
- 1.2. The Regulations place an obligation for a recording system of all workplace accidents/incidents.

### **2. AIM OF STANDARD**

- 2.1. The aim of this standard is to ensure compliance with RIDDOR and to monitor trends. To meet this aim of the School, we will assign responsibilities for reporting through the normal system of management within the School structure, and set up a system of reporting and recording accidents and incidents.

### **3. SCOPE AND RESPONSIBILITY**

- 3.1. The School's approach for fulfilling its legal obligation under RIDDOR is incorporated within this standard.
- 3.2. This standard provides details on the principles relating to accident and incident investigation and reporting, organisational responsibilities, procedures and record keeping.
- 3.3. The person responsible for accident and incident reporting should ensure that:
  - 3.3.1. All procedures for managing and reporting injuries, diseases, and dangerous occurrences specified within this standard are detailed within their Departmental health and safety arrangements.
  - 3.3.2. Arrangements are in place to investigate all significant accidents and the information then used to action methods of accident prevention and control.
  - 3.3.3. Suitable and sufficient information on accidents and incidents will be provided through the consultation mechanism.

#### 4. REFERENCES AND RELATED DOCUMENTS

- 4.1. The Guidance on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 gives advice and requirements on reporting and is made under the Health and Safety at Work Act etc. 1974.
- 4.2. Useful information on reporting injuries, diseases and dangerous occurrences is contained in the leaflet produced by the HSE, Reporting Accidents and Incidents at Work.

#### 5. DEFINITIONS

##### 5.1. **Accident**

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

##### 5.2. **Work-Related**

RIDDOR only requires the reporting of accidents that happen out of or in connection with work.

##### 5.3. **Incident (Near Miss)**

An occurrence which could have resulted in an accident, commonly called a near miss.

##### 5.4. **Reportable Injuries**

The following injuries are reportable under RIDDOR when they result from a Work-Related accident:

5.4.1. The death of any person (Regulation 6)

5.4.2. Specified Injuries to workers (Regulation 4) which include those enclosed in Appendix 1

5.4.3. Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)

5.4.4. Accidents to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

##### 5.5. **Reportable Dangerous Occurrences**

Reportable Dangerous Occurrences that are covered under RIDDOR include those enclosed in Appendix 2.

#### 6. PROCEDURES

- 6.1. The Head of Finance shall ensure that, through their health and safety arrangements, all employees are aware of the school accident and incident reporting system and

where accidents/incidents occur, an appropriate record shall be completed. This also applies to incidents of violence and aggression.

6.2. School employees must receive appropriate information and training to allow compliance.

6.3. The Head of Finance shall ensure that systems are in place for: -

6.3.1. Accident investigation

6.3.2. Monitoring

6.3.3. Collection and collation of information

6.3.4. Employees to be made aware of the procedure for notifying the Head of Estates following an accident/incident as soon as possible.

6.4. The School shall also have procedures in place to ensure that accidents and dangerous occurrences notifiable under RIDDOR are reported to the HSE within 10 days, or, where applicable, without delay. For accidents resulting in the over-seven-day incapacitation of a worker, The School will notify the HSE within 15 days of the event, using the appropriate online form.

## **7. RECORDS**

7.1. Completion of the appropriate sections of The School Accident/Incident reporting online system satisfies the requirements of the Social Security Act 1975 in respect of reporting and recording accidents.

7.2. Details of all accidents/incidents will be held on the The School Accident/Incident reporting online system database. This information will be collated, analysed and used for monitoring and review purposes.

7.3. Records of accidents shall be retained by the Head of Finance for a period of 3 years. In serious cases, such records may need to be held for up to 40 years.

## **Appendix 1 - SPECIFIED INJURIES TO WORKERS**

1. Fracture other than to fingers, thumbs or toes.
2. Amputation of an arm, hand, finger, thumb, leg, foot or toe.
3. Dislocation of the shoulder, hip, knee or spine.
4. An injury likely to lead to a loss of sight (temporary or permanent).
5. Any crush injury to the head or torso causing damage to the brain or internal organs.
6. Chemical or hot metal burn which
  - 6.1. Cover more than 10% of the body; or
  - 6.2. Cause damage to the eyes, respiratory system or any other vital organs.
7. Any scalping requiring hospital treatment.
8. Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
9. Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
10. Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
11. Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
12. 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.
13. The death of an employee if this occurs within one year of a reportable injury.

## Appendix 2 - DEFINITIONS OF REPORTABLE DANGEROUS OCCURRENCES

1. Lifting equipment  
The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.
2. Pressure systems  
The failure of any closed vessel, its protective devices or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.
3. Overhead electric lines  
Any plant or equipment unintentionally coming into:
  - 3.1. contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
  - 3.2. close proximity with such an electric line, such that it causes an electrical discharge.
4. Electrical incidents causing explosion or fire  
Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
  - 4.1. results in the stoppage of the plant involved for more than 24 hours; or
  - 4.2. causes a significant risk of death.
5. Explosives  
Any unintentional:
  - 5.1. fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration, as the case may be, under regulation 9, 10 or 11 of the Manufacture and Storage of Explosives Regulations 2005; or
  - 5.2. explosion or ignition of explosives (unless caused by the unintentional discharge of a weapon, where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to) except where a fail-safe device or safe system of work prevented any person being endangered as a result of the fire, explosion or ignition.
6. The misfire of explosives (other than at a mine or quarry, inside a well or involving a weapon) except where a fail-safe device or safe system of work prevented any person being endangered as a result of the misfire.
7. Any explosion, discharge or intentional fire or ignition which causes any injury to a person requiring first-aid or medical treatment, other than at a mine or quarry.
8. The projection of material beyond the boundary of the site on which the explosives are being used, or beyond the danger zone of the site, which caused or might have caused injury, except at a quarry.

- 8.1. In this paragraph, 'danger zone' means the area from which persons have been excluded or forbidden to enter to avoid being endangered by any explosion or ignition of explosives.
9. The failure of shots to cause the intended extent of collapse or direction of fall of a structure in any demolition operation.
10. Biological agents  
Any accident or incident that results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
11. Radiation generators and radiography  
The malfunction of:
- 11.1. a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography, the irradiation of food or the processing of products by irradiation, which causes it to fail to de-energise at the end of the intended exposure period; or
- 11.2. Equipment used in fixed or mobile industrial radiography or gamma irradiation, which causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.
- 11.3. In this paragraph, 'radiation generator' means any electrical equipment emitting ionising radiation and containing components operating at a potential difference of more than 5 kV.
12. Collapse of scaffolding  
The complete or partial collapse (including falling, buckling or overturning) of:
- 12.1. a substantial part of any scaffold more than 5 metres in height;
- 12.2. any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
- 12.3. any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.
- 12.4. the taking of precautionary measures additional to any contained in the original drilling programme where a planned minimum separation distance between adjacent wells was not maintained; or
- 12.5. the mechanical failure of any part of a well whose purpose is to prevent or limit the effect of the unintentional release of fluids from a well or a reservoir being drawn on by a well, or whose failure would cause or contribute to such a release.
13. Pipelines or pipeline works  
In relation to a pipeline or pipeline works:
- 13.1. any damage to, accidental or uncontrolled release from or inrush of anything into a pipeline;
- 13.2. the failure of any pipeline isolation device, associated equipment or system; or
- 13.3. the failure of equipment involved with pipeline works which could cause personal injury to any person, or which results in the pipeline being shut down for more than 24 hours.

14. The unintentional change in position of a pipeline, or in the subsoil or seabed in the vicinity, which requires immediate attention to safeguard the pipeline's integrity or safety.
15. Structural collapse  
The unintentional collapse or partial collapse of:
  - 15.1. any structure, which involves a fall of more than 5 tonnes of material;
  - 15.2. or any floor or wall of any place of work arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground.
16. The unintentional collapse or partial collapse of any false work.
17. Explosion or fire  
Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.
18. Release of flammable liquids and gases  
The sudden, unintentional and uncontrolled release:
  - 18.1. inside a building
    - 18.1.1. of 100 kilograms or more of a flammable liquid;
    - 18.1.2. of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point;
    - 18.1.3. of 10 kilograms or more of a flammable gas; or
  - 18.2. in the open air, of 500 kilograms or more of a flammable liquid or gas.
19. Hazardous escapes of substances  
The unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases.



### **Appendix 3 - REPORTABLE DISEASES**

Regulation 8 requires employers and self-employed people to report cases of certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The reportable diseases and associated hazards, include:

1. Carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools;
2. Cramp of the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm;
3. Occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitizer or irritant (including strong acids, alkalis and domestic bleach);
4. Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration;
5. Occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitizer (including wood dust and soldering using rosin flux);
6. Tendonitis or tenosynovitis, in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements;
7. Any occupational cancer;
8. Any disease attributed to occupational exposure to a biological agent;

## Appendix 4

### CHSL Accident/Incident Investigation Report

<b>Name and DOB of injured person</b>		<b>Role/form group/visitor</b>		<b>Reported by</b>	
<b>Date and time of incident</b>		<b>Specific Location of incident</b>			
<b>Incident details</b>					
<i>Describe in detail what happened, how it happened/cause and what injuries the person incurred, was this witnessed?</i>					
<b>Action taken</b>					
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards</i>					
<b>Hospital visit / emergency service attendance</b>					
<i>Did the person need to attend hospital because of the incident, include which hospital and outcome of the visit</i>					
<b>Follow-up action required</b>					
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>					
<b>Name of person attending the incident / qualified first aider</b>					
<b>Signature</b>				<b>Date</b>	

## Appendix 5

### EXAMPLE ACCIDENT/INCIDENT NOTIFICATION PROCEDURES

These procedures are designed to assist in the correct notification of accidents and incidents (including acts of violence and aggression) occurring on school premises or during school events e.g. off-site educational visits. This ensures that the School has the necessary information to comply with the requirements of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.

1. The School Accident/Incident reporting online system report form in appendix 4, should be used to report any work or premises related accident/incident involving staff, learners, customers, visitors or contractors on site.
2. The report should be completed or at least countersigned after initial investigation by the manager or supervisor of the staff or department where the accident/incident occurred.
3. After completion the form should be entered onto The School Accident/Incident reporting online system via teams by Reception and without delay. The School Accident/Incident reporting online system allows the Head of Finance and Senior Management to access the detail and create reports.
4. In the event of a work related **death, major injury or reportable dangerous occurrence**, the incident must be reported to the Headteacher (or another Senior Manager in his/her absence) by the **quickest practicable means (telephone/ messenger)**
5. In the event of a **member of the public** (e.g. student, visitor) **being taken direct to hospital** the accident/incident report form must be completed and, in addition, the Head of Finance must be **notified immediately** by telephone.
6. If the accident/incident results in a member of staff being either absent or incapable of carrying out their usual work for more than seven days, the Head of Finance must be notified by telephone.
7. It is very important that report forms are completed as fully as possible and that ambiguous (unclear) statements are avoided. Avoid also abbreviations. Remember, if the matter goes to court the accident/incident report is one of the records the prosecution will call upon.

**Satisfactory completion of the report is essential. Failure to follow the procedures could lead to disciplinary and legal action. If in doubt contact the Head of Finance.**

### **MAJOR INJURIES ARE AS FOLLOWS**

1. Fracture other than to fingers, thumbs or toes.
2. Amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (temporary or permanent).
5. Chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
8. Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
9. 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