

FIVE RIVERS Multi Academy Trust



**Five Rivers Academy Trust
Accident/Incident Reporting Policy**

Policy start date: January 2017
Reviewed: January 2021 JC (no amendments)
Next review due: January 2022



Introduction

This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on the Trust's premises.

It is the policy of the Trust to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, the Trust deem an accident and near-miss to be defined as:

Accident: "any unplanned event that results in personnel injury or damage to property, plant or equipment."

Near-miss: "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Accident Books

All accidents must be recorded using the accident/incident and near miss form located in the main office.

The forms must be reviewed regularly by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported to the Principal / Headteacher as soon as possible so that action can be taken to investigate the causes and to prevent recurrence. Should the incident require further investigation this must be reported to the Facilities Manager within the trust.

The accident book will be reviewed on a regular basis by the Facilities Manager and data from within will be reported back to the board of trustees for analysis.



Reporting Procedure: Employees

1. All accidents must be recorded on the appropriate form either by the injured person or, if this is not practical, someone else present at the time.
2. The accident form should must then be given to the premise team.
3. The premises team must then:
 - Note that the accident has occurred.
 - Ensure that the area is made safe and poses no risk to other personnel **(except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority).**
 - Ensure that the form has been correctly and fully completed.
 - Immediately pass the Accident Report form to the Principal / Headteacher or if necessary the Facilities Manager within the trust.
4. The Headteacher or Facilities Manager will then:
 - Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.
 - Complete Part II of the Academy Accident Report form, recording the findings of the subsequent investigation.
 - Discuss the accident and the contributory factors with SLT if needed.
 - Report any findings to the Facilities Manager within the trust who is responsible for Health & Safety and, if necessary, instigate any disciplinary proceedings.
5. The Facilities Manager responsible for Health & Safety will then:
 - Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

Reporting Procedure - Visitors / Contractors

Any non-employee who experiences an accident or near-miss incident whilst on our premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that the procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make



an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

All contractors who are left unattended are to be made aware of this procedure upon induction.

The Trust takes the responsibility for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, therefore the Facilities Manager within the trust must be informed immediately.

Reporting Procedure - Damage / Theft

All accidents / incidents which result in the loss or damage of plant, equipment or vehicles but not necessarily personal injury must be recorded on the "Damage or Loss Report Form" and passed to the Facilities Manager within the trust without delay.

Where this incident results in any injury to a third party the Facilities Manager within the trust must be informed immediately as it may be necessary to report the incident by telephone to the Health and Safety Executive. Should the Facilities Manager not be available this responsibility will pass to the Headteacher, School Business Manager, or, if unavailable, a member of SLT.

Safe System of Work

All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted.

1. Ensure the appropriate report form is completed and forwarded to the Principal / Headteacher or the Facilities Manager within the trust.
2. Obtain treatment for any injury from a first-aider or the local hospital.
3. Ensure that the area is made safe and poses no risk to other personnel **(except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority)**.
4. Enter details on the relevant form and accident book.
5. Inform the injured person's manager (or a responsible person) of the incident.
6. Keep the trust informed of any after-effects, including periods of incapacity for work.



SUMMARY

All personnel on site must report accidents and near-miss incidents whilst working on behalf of the trust.

The four most important steps are:

- Ensure that all relevant details are reported as soon as possible, in accordance with established procedures.
- Remove residual hazards that may pose a risk to others.
- Fence off the undisturbed scene of a serious incident pending investigation.
- Notify management of incapacity for work that results from an injury sustained during a work activity.