



Accident, Injury and Near Miss Reporting Policy

Document Control

Author/Contact:	ATLP Operations and Estates team joanne.berry@atlp.org.uk eunice.boote@atlp.org.uk	
Document Reference:	<u>Accident, Injury and Near Miss Reporting Policy</u>	
Version	01	
Status	Final	
Publication Date	March 2020	
Related Policies		
Review Date	Annually – March 2021	
Approved/Ratified By	Trust Board	Date:23/3/2020

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Reporting procedure](#)
3. [Notification to the HSE](#)
4. [Reporting hazards](#)
5. [Accident investigation](#)

Appendices

[Accident, Injury and Near Miss Reporting Flowchart](#)

Statement of intent

The Arthur Terry Learning Partnership (ATLP) takes the health and safety of staff, pupils, volunteers, contractors and visitors very seriously. Schools will always follow the correct procedures in order to ensure the safety of anyone on ATLP premises.

This policy outlines the HSE process, which is to be implemented when reporting any Accident, Injury or Near Miss.

1. Legal framework

1.1. This policy complies with the following legislation, including, but not limited to:

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health and Safety at Work etc. Act 1974

1.2. This policy complies with the following guidance, including, but not limited to:

- DfE (2014) 'Health and safety: advice for schools'
- DfE (2014) 'First aid in schools'
- DfE (2014) 'Emergency planning and response'

2. Reporting procedure

2.1. The Operations and Estates Team will be responsible for ensuring all reportable incidents are appropriately logged with the Health and Safety Executive, Incident Contact Centre within 3 working days.

2.2. The designated Operations and Estates Manager will complete:

**RIDDOR Reports
Health and Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS**

This can be done online, hard copy by post or by telephone 0345 300 9923 Monday to Friday 8.30am to 5pm.

3. Notification to the HSE

3.1. Incidents defined as significant under the RIDDOR Regulations 2013 must be reported to the HSE in line with legislation.

3.2. Significant **Accident, Injury & Near Miss** are as follows:

- Accidents, injury & near misses to employees causing either death or major injury.
- Accidents, incidents & near misses resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven-day period does not include the day of the accident.
- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Poisonings.
- Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.
- Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

3.3. The term 'significant accidents, injuries & near misses' is also used to describe incidents concerning equipment and the premises, including:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height.
- Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 100kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.

4. Reporting hazards

4.1. Staff, pupils, volunteers, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

4.2. Hazards will be reported to the **site manager** as soon as possible who will inform the **headteacher** as appropriate.

4.3. **A near-miss is defined as** 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, or even fatal, injuries.

Examples of common near-miss incidents include the following:

- Slips, trips or falls
- Unauthorised vehicles entering a work area

- Moving vehicles passing unacceptably close or too fast
- Mishandling a load
- Falling objects
- Use of unsafe equipment
- Incorrect use of equipment

5. Accident, Injury & Near Miss Investigation

- 5.1. All accidents, incidents & near misses, however small, will be investigated by an appointed party and the outcomes recorded.
- 5.2. The length of time dedicated to each investigation will vary on the seriousness of the accidents, incidents & near misses. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accidents, incidents & near misses.
- 5.3. The Operations and Estates Team will undertake regular evaluations of all reported incidents including injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any accident/injury.

Accident, Injury and Near Miss Reporting Flow Chart.

