

ACCIDENTS, INCIDENTS AND NEAR MISSES

Aim

1. There are many hazards present in all school. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health.
2. The aim of this policy is to establish clear reporting and investigation procedures for accidents, incidents and near misses.
3. Records will be routinely reviewed to enable monitoring and learning to take place.

Definitions

4. Accident: an unplanned event which results in personal injury, damage to property or loss of service capacity.
5. Incident: any event that gives rise to the possibility of personal injury, damage to property or loss of service capacity. Severe abuse and threats are included within this definition.
6. Near Miss: an event that could have personal injury, damage to property or loss of service capacity, but narrowly missed doing so.

Management Responsibilities

7. In order to ensure that any accidents, incidents and near misses are properly recorded, investigated and, where appropriate, reported to the relevant authorities, the school shall:
 - (a) communicate a clear accident, incident and near miss reporting protocol throughout the school (see Appendix 1);
 - (b) appoint a responsible person who will report all reportable accidents, incidents and near misses to the Health and Safety Executive (HSE) using the appropriate online RIDDOR reporting form: <http://www.hse.gov.uk/riddor/report.htm> (see Annexe 1 for an outline of reportable matters). At Norfolk House School this is the Headmistress, or in her absence, the Deputy Head (Pastoral);
 - (c) ensure that all accidents, incidents and near misses are recorded in the appropriate place, namely, the Pupil Accident, Incident or Near Miss Form (PAINF) in the case of pupils; and the Citation Accident Book (CAB) in the case of staff, visitors and third parties.
 - (d) investigate all accidents, incidents and near misses fully to establish their root cause and to inform new procedures to reduce recurrence. In the majority of cases, the details contained within the PAINF and CAB will constitute an investigation. However, where a more detailed investigation is required, the Accident, Incident and Near Miss Investigation Form (AINF) should be completed.

- (e) review accident, incident and near miss statistics on a half-termly basis to identify trends;
- (f) implement improvement strategies to help prevent or minimise occurrences, thus reducing the risk of future harm;
- (g) review risk assessments and introduce further control measures where necessary;
- (h) ensure that all members of staff are adequately trained to carry out their work safely and provided with all necessary information on safe working practices and accident prevention within the school; and
- (i) review this policy at least annually, but more frequently if necessary.

Staff Responsibilities

8. Any member of staff who is involved in, or aware of, an accident must follow the Accident, Incident and Near Miss Reporting Protocol set out in Annexe 1.

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Annexe 1: The Accident, Incident and Near Miss Reporting Protocol

Categories of Person	Action
Pupils	
All accidents, incidents and near misses	The member of staff in charge at the time of the occurrence should obtain a copy of the Pupil Accident, Incident and Near Miss Form (PAINF) from the Office Manager, complete and return it to her for filing (unless the pupil has suffered any injury to the head, in which event see below).
Accidents, incidents and near misses which result in the child receiving treatment	Parents are notified of all accidents, incidents and near misses which result in the child receiving treatment by means of a yellow form which is sent home with the child. These forms are checked daily by a named First Aider and signed, with any concerns referred to the Deputy Head (Pastoral) or the Headmistress who are made aware of any more serious incidents.
Head bump / injury to a pupil	<p>If a pupil suffers any bump / injury to the head, the PAINF should be obtained and completed as above and handed to the Deputy Head (Pastoral) who will ensure that the parents are notified immediately and advised that they should collect the child and seek further medical advice.</p> <p>The Deputy Head should then hand the PAINF to the Office Manager for filing.</p>
Staff and Visitors	
All accidents, incidents and near misses	<p>The Office Manager should be asked to produce the Citation Accident Book (CAB) and an appropriate entry made therein by:</p> <ul style="list-style-type: none"> (a) the member of staff affected by the accident, incident or near miss; (b) where a visitor was so affected, by a member of staff present at the time; (c) where a visitor was so affected but no member of staff was present, by the visitor themselves.
All Persons	
Occurrences which require a more detailed investigation	Where, in the view of the Office Manager, a more detailed investigation of the occurrence is required than the PAINF and CAB permit, she should notify the Headmistress immediately and commence an investigation using the Accident, Incident and Near Miss Investigation Form, taking witness statements where

<p>Occurrences which are reportable to the HSE</p>	<p>RIDDOR reportable instances include the following. This list is not exhaustive and the Headmistress should contact Citation Ltd's advice line for further guidance, support and clarification.</p> <p>(i) Death</p> <p>Workers and non-workers who have died of a work related accident</p> <p>(ii) Specified Injuries</p> <ul style="list-style-type: none"> * Fractures, other than to fingers, thumbs and toes. * Any injury likely to lead to permanent loss of sight or reduction in sight. * Any crush injury to the head or torso causing damage to the brain or internal organs. * Serious burns (including scalding) which:- <ul style="list-style-type: none"> ○ covers more than 10% of the body, or ○ causes significant damage to the eyes, respiratory system or other vital organs. * Any 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:- <ul style="list-style-type: none"> ○ leads to hypothermia or heat-induced illness, or ○ requires resuscitation or admittance to hospital for more than 24 hours. <p>(iii) Over seven-day injury</p> <p>This is an injury which is not major but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.</p> <p>(iv) Occupational disease</p> <ul style="list-style-type: none"> * Severe cramp of the hand or forearm. * Occupational dermatitis. * Occupational asthma. * Any occupational cancer.
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(v) Dangerous occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.: -

- * Collapse, overturning or failure of load bearing parts of lifting equipment.
- * Electrical short circuit or overload causing fire or explosion.

(vi) Persons not at work

- * A member of the public or person who is not at work has died.
- * A member of the public or a person not at work has suffered an injury and is taken from the scene of the accident to hospital for treatment to that injury.