

ACCIDENT & INCIDENT REPORTING

GUIDANCE FOR SCHOOLS



LEGISLATION

- The Social Security (Claims and Payments) Regulations 1979
- The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Management of Health and Safety at Work Regulations 1999

WHAT YOU NEED TO DO

- Ensure the establishment has access to the Hammersmith & Fulham Council incident reporting website (see link below)
- Ensure the establishment has a procedure in place for staff to report accidents or incidents on-line
- Ensure that the establishment has an appropriate person/s nominated to be the system administrator
- Ensure that all staff are aware of the accident reporting procedures and are aware of what incidents have to be reported
- Ensure that incidents are reported to Hammersmith & Fulham Council as soon as is practicable
- Nominate an individual to investigate incidents further when this is necessary
- Co-operate with Hammersmith & Fulham Council and any outside agencies where they are required to investigate accidents or incidents

INTRODUCTION

It is the duty of all employees under the Health and Safety at Work etc. Act to report all accidents, incidents and dangerous occurrences. This responsibility extends to incidents involving children, students, contractors, visitors and other members of the public as well as to employees.

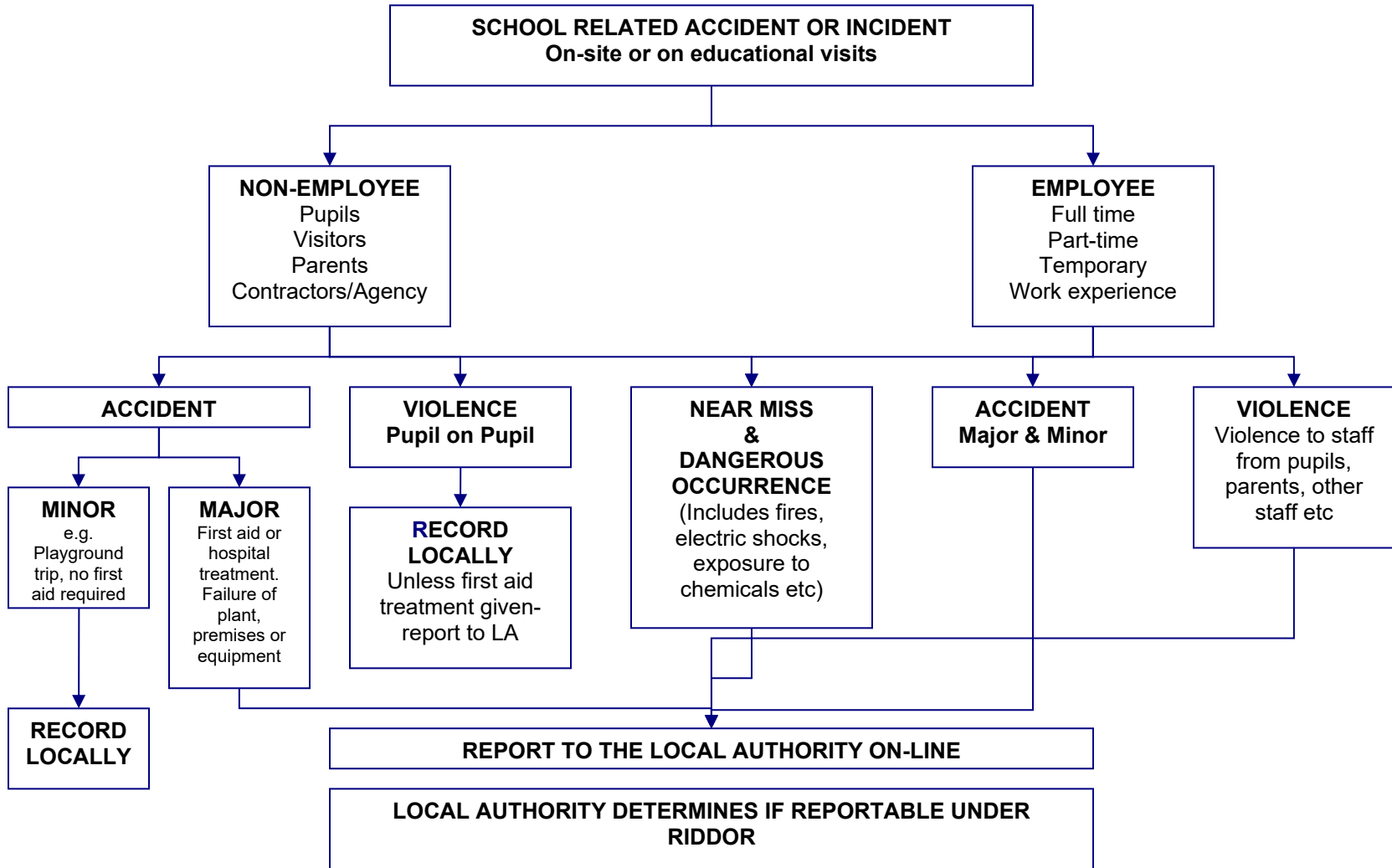
ON-LINE REPORTING SYSTEM

Hammersmith & Fulham Council have introduced an on-line accident and incident reporting system. The system has replaced the older accident reporting forms that were available as either a carbon-copy book or as a word document. The on-line system can be accessed via the following link:

<https://tri-b.info-exchange.com/school>

Establishments may create a shortcut link to this website on desktop computers if they wish to do so. There is no limit to how many links that can be created.

WHAT HAS TO BE REPORTED?



ON-LINE REPORTING PROCEDURE

Establishments will need to develop an internal system that will allow accidents or incidents to be reported using the new on-line system. There are two options that can be considered:

- 1) To allow all staff to report accidents or incidents by allowing access to the system via desktop computers
- 2) To nominate an individual/s to be responsible for reporting all accidents and incidents via a dedicated desktop computer

Where the first option is selected, it will be necessary to ensure that staff have access to an appropriate desktop.

Where the second option is chosen, it will be necessary for the establishment to ensure that there is a means for staff to provide the nominated individuals reporting accidents or incidents with the appropriate information to enable them to complete the on-line form. This can be verbally or by utilizing some form of accident record template (e.g. the old reporting form).

The establishment can monitor the accidents or incidents being reported by ensuring they have a nominated administrator (see below).

Note: Those who are reporting an accident or incident do not need a username or password to complete the on-line reporting form.

SYSTEM ADMINISTRATORS

System administrators have a number of functions. They may:

- Receive e-mail alerts of reported accident and incidents
- Review and amend any accident or incident forms that are completed
- Generate local reports and statistics for the establishment

All primary school headteachers have been automatically nominated to be system administrators. In secondary establishments other staff have been nominated to undertake this role.

All nominated administrators have been given a dedicated username and password that will enable them to access the system.

If establishments wish to nominate additional or alternative system administrators, they should contact the Corporate Safety Team:

Tel: 020 8753 4681/2205/3728/6852
e-mail: corporatesafety@lbhf.gov.uk

STAFF TRAINING

All staff should be made aware of the accident and incident reporting procedures. This should form part of any induction training and should also be included in the Staff Handbook.

If system administrators require information and instruction on how to use the system, they may contact the Corporate Safety Team who will be able to provide advice and guidance.

COMPLETING THE ON-LINE INCIDENT REPORT FORM

A powerpoint presentation detailing how to complete the on-line reporting procedure is available on the School Staff Zone website at:

http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/158080_Accident_and_incident_reporting.asp

All accidents or incidents should be reported as soon as is practicable, once there is sufficient information to complete the form.

FATAL ACCIDENTS

An accident that results in a fatality may have consequences for the organisation and senior management.

Details of any death or life threatening incident must be reported immediately by telephone to the following:

020 8753 4681: Office hours (Corporate Safety Team)

020-8748-8588: Out-of-hours (Contact Centre)

In the event of an out-of-hours incident, the Contact Centre will inform the Children's Services Emergency Duty Team of any incident.

In the event of a fatal incident, the area and any equipment or plant associated with the accident will initially be treated as a crime scene. As such, all reasonable steps must be taken to preserve the scene and prevent access by unauthorized persons.

ACCIDENT AND INCIDENT INVESTIGATION

Adverse events need to be investigated for a number of reasons:

- To meet legal requirements (Management of Health and Safety at Work Regulations 1999)
- To identify deficiencies in the risk control measures
- To prevent further similar adverse events from occurring

HEALTH AND SAFETY - SCHOOL ACCIDENT AND INCIDENT REPORTING

In some circumstances, this will have to be undertaken by the local authority and external agencies such as the HSE. In these circumstances, establishments will be required to cooperate fully.

At a local level, schools should undertake a basic investigation where there is thought to be some form of shortfall or failure that has contributed to the unwanted incident. This could be a failure of plant, damaged equipment or premises that are unsafe.

A basic investigation will include the following steps:

STEP 1: Establish the facts	<p>How the incident occurred? Who was involved? What happened? Where did the incident occur? When did the incident occur? What was happening when incident occurred? (I.e. what activity was being completed or what piece of equipment was being utilised at the time?) Were there any witnesses? If so gather names and addresses and ask at a later date for witness statements to accompany your investigation. It may be necessary to sketch or photograph the scene to assist the investigation</p>
STEP 2: Identify immediate causes	<p>Were there any unsafe acts or conditions</p>
STEP 3: Identify underlying causes	<p>Lack of knowledge or skill of staff? Inappropriate supervision? Inadequate maintenance? Was the person trained to use the piece of machinery? Was suitable and sufficient instructions and information given to the person to complete the task or activity?</p>
STEP 4: Identify action required	<p>Do staff need to be retrained? When? Does the faulty piece of equipment need to be removed from use and labelled accordingly? If so should this be done immediately? Does the work environment need to be reorganised? Do working procedures need to be reviewed?</p>
STEP 5: Record	<p>Record in a suitable report</p>