



Accident, Incident and Near Miss Reporting Policy and Procedure

Introduction and scope

This policy aims to inform all staff, pupils, parents and guardians ("Parents"), contractors, and visitors of the incident reporting procedure that is adopted by The Leys School (the "School").

The procedure applies to incidents, accidents, near misses, illnesses and other related health and safety concerns relating to the School, which must all be reported. This includes vehicle incidents, and accidents, incidents and near-misses taking place on and off the School site, whilst pupils are in the School's care and/or staff are working for the School.

Definitions

For the purpose of this policy, brief definitions are provided below:

An **'accident'** is an unplanned event that causes either injury to persons, damage or loss to property or a combination of both.

An **'incident'** is any event which results in or has the potential to cause injury, ill health or damage to any person, property or equipment. This includes incidents that result in an injury, non-injury incidents, dangerous occurrences and environmental incidents.

A **'near miss'** is an unplanned event that did not cause injury or damage but had the potential to do so.

All accidents, incidents or injuries must be reported to establish a written record of factors causing the event, along with near misses for prompt investigation to support corrective action and provide statistical information that is used for analysing all phases of accidents, incidents and events. The reporting of incidents also allows the School to monitor trends and report to external agencies when required to do so.

Key Guidance and Legislation

This policy has been drafted in accordance with the following law, regulations and guidance:

- Management of Health and Safety at Work Regulations 1999
- Health and Safety at Work etc Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Health and Safety Executive ("HSE") [HSE: Information about health and safety at work](#)
- Department for Education, 'National Minimum Standards for Boarding Schools' (2022)

Related Policies

- Health and Safety Handbook
- Risk Assessment Policy
- Lone Working Policy
- Fire Policy
- First Aid Policy
- Physical Security Policy



Policy

School staff have a duty to ensure that all accidents, incidents and near misses are reported as soon as is practicable, however minor. Reporting should be completed after any assistance or first-aid has been delivered, and only once the School has ensured the safety of the individuals involved the accident/incident and immediate remedial actions to prevent an imminent recurrence.

Suitable information and training will be given to all personnel regarding accident/incident management, emergency response and incident reporting. It is essential that medical attention is sought as soon as possible if it is necessary.

All accidents/incidents must be reported, recorded and reviewed. Unless the School is informed of accidents/incidents, it will be unable to identify what is wrong and take remedial action.

This policy is reviewed annually by the Health, Safety and Security Manager, in conjunction with the Compliance department, and is updated as and when necessary in the meantime.

RIDDOR Requirements

The School understands that it has legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") to report certain serious accidents/incidents to the Health and Safety Executive (HSE).

The following must be reported under RIDDOR:

- accidents resulting in death or major injury must be reported immediately; and
- any incident that results in over seven consecutive days of incapacity for work must be reported within 15 days.

The School must also report certain dangerous occurrences, including physical acts of violence to staff, and certain reportable diseases and medical conditions, as specified in Schedule 1, Part 2 of RIDDOR.

Over three-day absences, as a result of any injuries, are not subject to RIDDOR reporting but a record of them must be kept.

All accidents/incidents that might require RIDDOR notification should be escalated to the Bursar immediately. RIDDOR reports should be made to the HSE by either the Bursar or the Health, Safety and Security Manager.

Sporting Injuries

Sporting activities have a residual risk and injuries to pupils within Games arising from 'normal' contact nature of a sport are not automatically reportable under RIDDOR.

However, some sports injuries are reportable under RIDDOR when it can be directly established that the staff's negligence caused the injury. For instance, any injuries sustained because of lack of sufficient supervision during sporting activities or events should be reported under RIDDOR.



Notification to other external agencies

The School may also be required to report accidents/incidents to other external agencies. This may include, but is not limited to, the School's insurers and the Local Authority.

Procedure

All staff have a duty to report all accidents/incidents, **as soon as practicable**, that result in an injury to pupils, Parents, colleagues, contractors, visitors or themselves, if they are fit to do so.

Responsibility for reporting accidents, incidents and near misses

The report should be made by a member of staff who was present at the time of the accident/incident or who is sufficiently informed of the details of the accident/incident.

As a general guide to seek to ensure that all accidents/incidents and near misses are reported on the School's compliance system 'Every', the following applies:

The person affected by the accident/incident	Responsibility for reporting an accident/incident/near miss
Pupil	Whomever is in charge of overseeing the lesson or activity is responsible for either reporting the event on Every or ensuring that it is reported by a member of staff who is sufficiently informed of the details of the accident/incident.
Member of staff	The member of staff affected should report the accident/incident on Every if they are fit to do so. If not fit to do so, their Line Manager or the Head of Department must ensure that it is reported.
Visitor, Contractor	The main host

If staff are in doubt about whether an accident/incident has been reported, they must always report it. It is of utmost importance that the right people are made aware of any accidents and incidents.

How to Report an Accident/Incident

The School uses 'Every' incident reporting system to manage all accidents, incidents, near misses and other health and safety concerns.

The severity of an accident/incident is allocated to one of the following categories:

- minor;
- major; or



- RIDDOR (for Health, Safety and Security Manager's use only)

The RIDDOR severity level is solely for the use of the Health, Safety and Security Manager. Staff should not select this option.

How to Report a Near Miss

Near misses or dangerous occurrences that had the potential to cause injury must also be reported and recorded. Staff should email the Health, Safety and Security Manager directly, as soon as practicable, with details of the near-miss incident.

Investigation

If an accident/incident occurs which requires a thorough investigation to take place, this is carried out by the Health, Safety and Security Manager. Investigations will only be deemed necessary if the accident/incident resulted in serious injury; where such a risk had not before been identified; or where mitigations should have eliminated the risk of accident/injury.

All investigations carried out by the School are done in accordance with the relevant legislation and HSE guidelines.

Record Keeping and Monitoring

Records of all injuries, diseases and dangerous occurrences are filed confidentially and retained in line with the School's data retention guidelines.

The Health, Safety and Security Manager is responsible for collating all accident/incident data centrally and providing a report to the Health and Safety Policy Committee (the 'Committee') on, at least, an annual basis.

Records regarding pupil and staff accidents/incidents that resulted in serious injury will also be kept in their personnel/pupil files.

The Health and Safety Policy Committee monitor accident and incident trends throughout the year and make decisions on actions that are to be taken in either mitigating or eliminating the risk of reoccurrence. The Committee identify how and why things went wrong, and any deficiencies in the School's risk control management.