



## CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL

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Head Teacher: Steve Dew

### Accident/Incident Policy

Church Cowley St James C of E Primary School adopted the attached model policy at the Full Governing Body Meeting of 20<sup>th</sup> February 2018.

The Accident/Incident Policy was produced by the school. The Governing Body will review this policy every two years.

Reviewed: February 2018

Approved: 20<sup>th</sup> February 2018

Signed: .....  ..... Chair of Governors

Next Review: February 2020



# ACCIDENT/INCIDENT REPORTING POLICY

## **1. General statement**

This policy outlines the procedures that are to be adopted when any child, employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on the School premises. It is the policy of the school to identify and investigate unplanned losses (accidents), their source and hence their underlying causes. The school's policy is that all workplace accidents/incidents will be reported in an accident book that will be kept in the main office. Apart from being a legal requirement, this enables the School Manager and Head Teacher to investigate the more serious accidents/incidents in order to ensure that they do not re-occur. Therefore, all staff are expected to abide by the following procedures in the event of an accident/incident. In order to avoid misunderstanding, the school deems an accident and near-miss to be defined thus:-

**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.

## **2. Legal position**

The law on accident/incident reporting is covered by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**. These Regulations set down requirements for reporting certain types of accidents/incidents to the enforcement authorities and how this is to be done.

## **3. Recording of accidents/incidents**

All accidents will be recorded as soon after the event as possible. This may be done by the injured employee or a colleague. If a visitor has an accident, then the employee they are visiting is responsible for ensuring that it is recorded, unless a first aider or appointed person is providing treatment. If this is the situation, they are responsible for making the report.

Due to data protection requirements, the completion of personal details will need to be made by School Manager or Head Teacher. Therefore, the form should be forwarded to them as soon as possible. The accident book will 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 as soon as possible so that action can be taken to investigate the causes and to prevent recurrence. This should be done via the near-miss sheets in the staff room and handed to the School Manager..

Cases of reportable diseases will only be accepted with proof from a General Practitioner etc.

Reports of dangerous occurrences should be made by the relevant manager/supervisor responsible for the activities taking place.

## **4. Reporting of accident /incidents**

Some types of accident/incident require reporting to the enforcing authorities. This should be made by the School Manager or Head Teacher via Oxfordshire's online Health & Safety reporting system.

Fatalities and major injuries, i.e. broken bones and amputations, should be reported to the HSE as soon as possible. This report can be made by telephone on **0845 300 99 23**.

All other reportable injuries, diseases or dangerous occurrences should be made via the HSE's RIDDOR

website: <http://www.riddor.gov.uk>. The report should be made using the appropriate form:

- F2508 Report of an injury
- F2508 Report of a Dangerous Occurrence
- F2508A Report of a Case of Disease
- F2508G1 Report of a Flammable Gas Incident; or
- F2508G2 Report of a Dangerous Gas Fitting.

#### **5. Off-site accidents**

If an employee is working on third party premises, details of any accident should be reported in their accident book as well as ours. This is because host employers have duties under RIDDOR to report any reportable accidents which may occur to our staff should an accident take place on premises which they are responsible for. Employees should not use the accident book/form to report an accident which occurred in their own home or on an activity which is not work-related.

#### **6. Employee duties**

We expect all employees to assist us in complying with our legal duties under RIDDOR. This means that employees are expected to have due regard for their health and safety and that of their colleagues. If safe systems of work have been introduced, staff are expected to follow them, along with any instructions. All employees are expected to report accidents in a timely manner. In the event that an employee fabricates or exaggerates an accident, we reserve the right to bring disciplinary proceedings which could result in dismissal.

#### **7. Accident investigation**

Unless the accident is trivial, it will be investigated by the School Manager, to the appropriate extent. This will help us ensure that the accident is not repeated. Where necessary, remedial measures will be introduced and monitored. Details of such accidents will be discussed at our health and safety meetings.