

# Accident Reporting

Version: 1.0

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## What needs to be reported?

Ideally, ALL accidents and incidents that occur to staff, students, pupils, members of the public, etc. that arise out of, or in connection with, the undertaking of the employer are reported.

It is also good practice to record 'near misses' that, if the accident had actually occurred, could have resulted in significant injury or loss.

However, in an educational setting LCC recognises the practical difficulties that the above requirements would create and is mindful that in some cases the usefulness of the data provided is unlikely to justify the effort involved in both providing and processing it.

To make this simpler and ensure all relevant information is being recorded correctly, we are going to split the accidents / incidents into three categories:

- Local reporting of minor accidents / incidents (i.e. minor bumps & scrapes to pupils).
- Reporting of accidents, injuries, illnesses, incidents and dangerous occurrences to the Local Authority.
- Reporting of certain injuries, illnesses or dangerous occurrences to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

## How to report...

### Local reporting of minor accidents / incidents

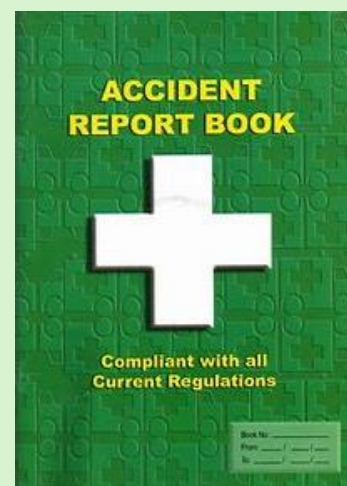
**E.g. pupil trips over during break time and grazes their knee, cold compress applied – minimal First Aid provided.**

This can be done through local measures.

This may include recording the accident in an accident book which is kept on site.

You may also wish to put it on your own localised systems - however you wish to record.

LCC does not need to know through the [AIR for Schools form](#)



## Reporting of accidents, injuries, illnesses, incidents and dangerous occurrences to the Local Authority (LCC)

Inform LCC by entering details on the [AIR for Schools form](#)

When to do so includes:

**All** accidents/incidents etc. to employees or members of the public;

**All** accidents/incidents to pupils/students that result in the injured person receiving or being advised to seek professional medical attention (Doctor, Nurse, Hospital, etc.);

**Any** incident that it is perceived might give rise to litigation;

**Any** incident that results in a person leaving the site prematurely as a result of the injury;

**Any** head injury (in pupils, if you let the parents know)

**Any** injury that requires significant first aid

The accident can also be added to your local source (e.g. accident book as well if you so wish)

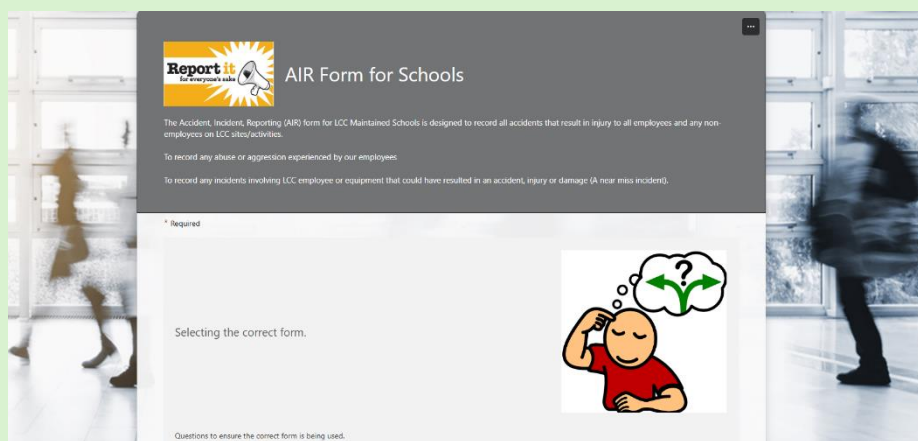
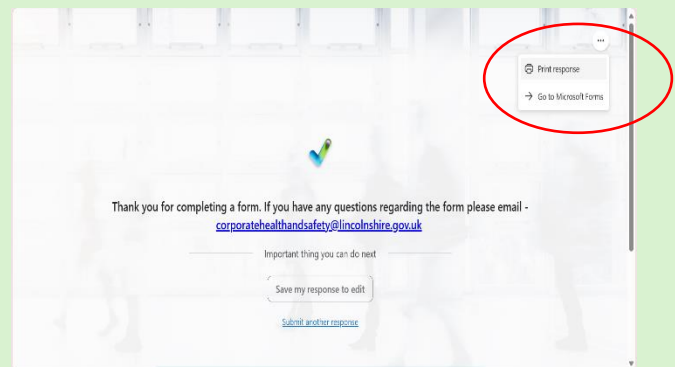
Ensure all info regarding the accident, incident or near miss is gathered before filling in the form, as the form cannot be saved part way through completion.

The AIR form is proportionate to the seriousness of the incident being reported, based on responses to key questions the form will automatically skip unnecessary questions i.e. the more serious the incident, the more questions will be asked.

**Can I save a copy of the form?** – yes, you can print/save a PDF copy of a form if you wish.

Once the form has been submitted, you see the screen pictured. Go to the top right of the screen and click the '3 dots' – this then gives you the option to Print response.

Once clicked, it then gives you the option to print or save it as a pdf which can then be stored locally on your computer.



## **Reporting of certain injuries, illnesses or dangerous occurrences to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).**

Where an incident occurs that falls under the requirements of RIDDOR it must be reported to the HSE [Make a RIDDOR report - Overview - HSE](#) as well as entering it on the [AIR for Schools form](#).

The LCC AIR form acts as a flowchart and depending on your responses, it will guide or give instruction on what action(s) are required next. For example, it will tell you if the incident is RIDDOR reportable, or if you need to contact LCC Corporate H&S team.

The RIDDOR reporting criteria differ depending upon whether the injured person is an employee or not.

**Please note:** when a submission is placed, you do not receive a confirmation email. Therefore, once you submit your report, please take a screenshot of your reference number or make a note of it in case it is needed later on.

### **Employees**

The requirement for RIDDOR reporting of injuries & incidents to employees includes;

- Any accident that results in death.
- Any injury sustained at work that results in an employee being away from work or being unable to do their normal work for more than seven days (including non-work days, but not the day of the incident).
- Any specified Injury e.g. broken bones—except for fingers and toes other injuries are [noted on HSE website](#)
- Occupational diseases; including carpal tunnel syndrome; occupational dermatitis; tendonitis of the hand or forearm. Other reportable occupational diseases can be found [here](#).

Injuries that are as a result of physical violence would be RIDDOR reportable if the above criteria were met - However Work-Related Stress absences are not RIDDOR reportable, regardless of their duration.

### **Non-Employees including pupils**

RIDDOR reporting relating to non-employees and pupils includes;

- the death of the person, if this arose out of or in connection with a work activity;
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

If a pupil injured in an incident remains at school, is taken home first or is simply absent from school for a number of days, the incident is not RIDDOR reportable.

The essential test for RIDDOR reportability is whether the accident was caused by:

- the condition, design or maintenance of the premises or equipment
- Inadequate arrangements for supervision of an activity etc.

If an accident results in an injury arises because of the normal rough and tumble of a game (organised physical education or playtime), the accident and resulting injury would **not** be RIDDOR reportable.

Violence between pupils is a school discipline matter and is not RIDDOR reportable, as it does not arise out of or in connection with a work activity.

## **Dangerous Occurrences**

The requirement for RIDDOR reporting of dangerous occurrences includes;

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion

Due to the requirement for RIDDOR reports of injuries, fatalities & dangerous occurrences to be made to the HSE without delay.

For deaths these are to be called into the HSE asap

For accidents, incidents, injuries, these are to be reported within 10 days of the incident

For over 7-day incapacitation, these are to be reported within 15 days of the incident (not including the day of the incident but does include weekends and any rest days.)

Notification to LCC and completion of an AIR form should be made promptly, with the minimum delay.

More information can be found [here](#)

School specific guidance can be found [here](#)

## **Investigating accidents and incidents**

All accidents and incidents require some form of investigation, in most cases this may be an informal conversation with the employee(s) involved, to establish the series of events that led to them becoming injured or the incident occurring. This could be conducted within 1-2-1's or team meetings and may result in actions such as reviewing a Risk Assessment, training or the replacement / repair of equipment, for example. With this in mind, the AIR system contains a section where details of any actions taken to reduce or prevent reoccurrence can be recorded.

## **More formal if RIDDOR reportable**

Where the accident or incident requires reporting to the HSE under RIDDOR, a more formal investigation is required by the relevant line manager. To assist managers with this requirement an interactive investigation form is available for managers to use.

The link for this form can be found here: [Accident/Incident Investigation Form for Schools – Fill in form](#)

## **Contacts**

LCC Corporate Health and Safety Team – [corporatehealthandsafety@lincolnshire.gov.uk](mailto:corporatehealthandsafety@lincolnshire.gov.uk)