



Hemingford Grey  
SCHOOL

# INCIDENT REPORTING

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HEMINGFORD GREY PRIMARY SCHOOL

# **Incident Reporting**

## **Introduction**

It is the duty of workers, under the County Council H & S policy to report all accidents, incidents and dangerous occurrences, which occur on County Council premises (schools) which arise from work carried out on behalf of the County Council. This responsibility extends to incidents involving children, students, contractors, visitors and other members of the public as well as to employees.

## **Reporting Procedures**

There are 3 levels of reporting;

- a) Recorded locally within the school
- b) Via the online IRF96 form at [www.reportincident.co.uk](http://www.reportincident.co.uk) to the County Council (via the H & S team)
- c) To the health and safety executive (HSE)

## **Reporting at a local level**

As soon as practicable after an incident, the details should be reported, either orally, or in writing to the school office and / or Headteacher. Minor incidents (such as playground falls requiring no or nominal first aid treatment) should be recorded in the schools own accident book. All other incidents should be reported both locally and to the County Council using the online IRF96 form at [www.reportincident.co.uk](http://www.reportincident.co.uk). The circumstances of an accident should be investigated at the earliest opportunity. Where remedial action is required, then this should be carried out without delay.

## **Reporting to the Health and Safety Team**

Where the LA is the employer (ie for PR use, community, VC and special college) the Headteacher (or manager with delegated responsibility) must report the following accidents and dangerous occurrences to the education health and safety team within 5 calendar days of the incident;

- Incidents/workplace illnesses where employees are off work, or incapacitated for normal work for more than 3 days;
- Pupil incidents requiring more significant first aid and those linked to the condition of the premises, equipment or as a result of a curriculum activity.

When the health and safety team receive report forms, they are read and centrally held on a database as part of the councils general monitoring of health and safety matters. The health and safety team may request further information for make recommendations for remedial actions as

appropriate. Examples of what to report to the Health and Safety Team and what should be recorded locally is provided at appendix A.

### **Sports Activities**

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

### **Playground Accidents**

Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work eg because of ;

- The condition of the premises or equipment
- Inadequate supervision

### **Bumps to heads and minor injuries in primary school**

During playtime or sports activities children can often be involved in accidental collisions which result in a bump to the head or minor injuries. In these circumstances, it is acceptable to have a system in place for informing all employees that the child has received a bump to the head (paper stickers on the child's chest are commonly used system) so that they can raise the alarm quickly should the child experience sickness or dizziness etc.

On completion of the school day the child's parent or guardian should receive a text informing the parent/guardian that their child has received a bang to the head and advising them to seek medical attention should the child experience sickness, dizziness etc. A record of the incident should be recorded in the school local accident reporting book.

### **Reporting to the Health and Safety Executive**

The reporting of injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report serious incidents to the Health and Safety (HSE). In the case of PRU's, community, VC and special schools this is undertaken by the health and safety team. If the school has academy status and has bought back into the health and safety team's service then this function will be carried out by the health and safety team.

## **Accident Investigation**

All accidents need to be investigated to determine what action is needed to prevent a recurrence. Not all accidents will warrant further actions.

Accidents which are the result of, for example, faulty equipment or damage to buildings or furniture may require one or more of the following to prevent recurrence:

- Removal of the damaged or faulty item;
- Isolation of the damaged or faulty item and the surrounding area;
- Repair of the damaged or faulty item.

Where an accident is the result of unsafe practices, those practices need to be reviewed and changed. Risk assessments should be immediately reviewed to ascertain whether additional control measures or changes are required.

The result of an accident investigation and of the remedial or preventative action, if any, should be recorded.

## **Follow-up Actions**

When completing the online IRF96 form at [www.reportincident.co.uk](http://www.reportincident.co.uk) for reporting an incident to the health and safety team correct follow-up actions should be taken. The following are examples of incorrect follow-up procedures;

“gave pupil first aid and sent back to class”

“Told pupil to be careful next time”

“Called parents”

For correct follow up actions see examples in Appendix A

## Appendix A

Example	Activity	Incident	First Aid Treatment	Actions	Remedial Action taken to prevent a re-occurrence
1	Pupil running around the playground at lunchtime	Pupil falls over due to running too fast and no other contributory factors	Pupil taken to hospital for treatment	Incident should be recorded locally and using the IRF96 form	Review playground Risk Assessment
2	Pupil running around the playground at lunchtime	Pupil falls over due to a playground defect (eg a raised paving slab)	Pupil taken to hospital for treatment	Incident should be recorded using the online IRF96 form and a copy held locally	Playground defect rectified asap. Review playground Risk Assessment
3	Pupil is being restrained	Pupil assaults a member of staff	Members of staff receives first aid treatment for minor injury	Incident should be recorded using the online IRF96 form and a copy held locally	Review pupil risk assessment. Review pupil IBP
4	Pupil is being restrained	Pupil assaults a member of staff	Members of staff receives first aid treatment for injury and is off work for 3 days or more.	Incident should be recorded using the online IRF96 form and a copy held locally	Review pupil risk assessment. Review pupil IBP
5	Pupils playing basketball at lunchtime	Pupils falls whilst playing basketball. No defect with playground equipment and no other contributory factors.	Pupil taken to hospital for suspected fractured arm.	Incident should be recorded locally and using the IRF96 form.	None
6	Pupils playing basketball at lunchtime	Pupil falls whilst trying to shoot a basket and falls into bushes at side of court. Bushes causes injury	Pupil taken to hospital for treatment of cut face.	Incident should be recorded using the online IRF96 form and a copy held locally	Review playground risk assessment.
7	Member of staff is putting up a pupils work on the wall, places chair on table to be able to reach up high.	Member of staff falls off chair which is placed on table.	Member of staff suffers minor injury and is taken to hospital	Incident should be recorded using the online IRF96 form and a copy held locally	Review risk assessment for working at height.

8	Member of staff is putting up a pupils work on the wall.	Member of staff falls off chair which is placed on table.	Member of staff suffers minor injury and is off work for 3 days or more.	Incident should be recorded using the online IRF96 form and a copy held locally	Review risk assessment for working at height.
9	Pupils playing at break time.	Two pupils run into each other and clash heads and there is adequate supervision.	Pupils both receive first aid treatment by school first aider.	Incident should be recorded locally.	Review playground Risk Assessment.
10	Pupils playing at break time.	Two pupils clash heads whilst running in the playground and there is no supervision.	Pupils both receive first aid treatment by school first aider.	Incident should be recorded using the online IRF96 form and a copy held locally	Review playground Risk Assessment.
11	Midday Supervisor is assisting setting up for lunchtime.	Midday supervisor hurts her back whilst moving tables.	Midday Supervisor visits her doctor and is unable to work for more than 3 days.	Incident should be recorded using the online IRF96 form and a copy held locally	Review manual handling risk assessment.
12	Supervised curriculum sports during PE lesson.	Pupil injures their leg.	Pupil is taken to hospital	Incident should be recorded using the online IRF96 form and a copy held locally	See note 9.

Notes:

1. Review playground supervision to ensure adequate supervision is in place.
2. Review the risk assessment to ensure that it identifies that a control measure is in place to ensure prompt maintenance.
3. Review the risk to ensure that it identifies that staff have had appropriate training as a control measure.
4. Review the pupil's individual behaviour plan (IBP) and risk assessment to ensure that they identify any issues that the pupil may have.
5. Review the risk assessment to evaluate whether the bushes are too close to the playground and that grounds maintenance is in place.
6. Review the working at height risk assessment and ensure that suitable and sufficient control measures have been identified, ie use of kick stool for accessing high positions or ladders made available and staff (Site Manager) have attended ladder training.

7. Due to the nature of some services eg. Working with pupils with special educational needs (SEND), it is not always practical to complete the online IRF96 form for every minor accident/incident. In these situations it is acceptable to use “low level” accident incident log sheets, for similar, in which to record such incidents. These records should be monitored on a regular basis to identify trends, inform employees and update IBP’s and risk assessments as necessary.
8. Review manual handling risk assessment to ensure staff other than kitchen staff have received manual handling training.
9. Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable to the Health and Safety Executive.