



WEDDINGTON PRIMARY SCHOOL

Accident, Incident or Near Miss Reporting and Investigation Policy 2024/5



Introduction:

In the context of health and safety the Council uses the following definitions for an accident, incident or near miss arising out of or in connection with its work activity:

- **Accident** – a separate, identifiable, unintended event resulting in physical injury. This specifically includes acts of violence to people at work.
- **Incident** – an injury that is not the result of a separate, identifiable, unintended event (injuries themselves, e.g., 'feeling a sharp twinge', are not accidents). In addition, includes serious verbal attacks, threatening language and aggressive animals.
- **Near Miss** – an unplanned event with the potential to cause injury.

It is essential that all accidents, incidents and near misses are reported to ensure investigations take place to prevent recurrence, to identify any problem areas or unsatisfactory trends and to satisfy statutory requirements.

Relevant Legislation: Management of Health and Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Manager: It is SLT's responsibility to investigate accidents, incidents and near misses and act to prevent recurrence, identify problem areas and to satisfy statutory requirements.

Employees: It is the Employee's responsibility to report all accidents, incidents and near misses at their place of work to their manager.

Corporate Safety: To report accidents/incidents that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)



Mindfulness



Perseverance



Respect



Reflection



Truth



Aspiration



Inspiration

If an employee, visitor or any other person is injured, the assistance of a first aider must be obtained. The first aider will decide whether to treat the injury or to refer the patient to hospital.

SLT report all accidents, incidents and near misses (including physical and verbal attacks to people at work) reported to them via the online reporting system within 24 hours. Accidents involving visitors, contractors or other persons should also be reported in this way.

Reporting and Recording Incidents

1. Any accident, incident or injury to a child, member of staff or visitor should be recorded on the incident form on the day of the incident. SBM to upload it onto the WCC system within **15 days** of the incident.
2. An accident or injury to a child should be recorded as soon as possible after the incident by the first member of staff on the scene. It may be appropriate to speak with the school First Aider if they have been involved.
3. A similar procedure should follow in the event of an accident or injury to a member of staff or visitor. The member of staff injured must inform their line manager and visitors inform the staff member hosting the visit, who will then support with recording on the form.
4. In ALL cases of injury to staff or pupils, the SLT lead for Health and Safety (or a member of SLT in absence of Health and Safety Lead) MUST be informed and he/she will sign off the incident form and inform the Head Teacher where appropriate.
5. The School follows the processes specified by WCC Council. The SBM will transfer the information onto the appropriate WCC system online and submit it to the appropriate officer.
6. Part of this process is an ongoing assessment of risk management, with a section reflecting on ways to improve the management of risk. This is built into the school's other risk management processes.

