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**Local Code of Practice**

**Reporting Accidents, Injuries and Dangerous Occurrences**

**Section 04**

**(Version 3.00 – December 2018)**

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**December 2018**

**STATEMENT:**

In order to comply with legislation and fulfil statutory responsibility, the responsible person, the Council or school must make sure that:

- All contractors, service providers, suppliers (vendors) engaged to do work at schools are competent to carry out work safely, in compliance with health and safety legislation and London Borough of Barnet (LBB) H&S policy procedures;
- Sufficient resources and time are made available to fulfil the LCoP requirements.

**SCOPE:**

This Local Code of Practice (LCoP) applies to:

- All Managers including Head Teachers in LBB maintained schools responsible for engaging contractors and service providers;
- Partner organisations engaging contractors and service providers on behalf of the council;
- All employees of London Borough of Barnet;
- All contractors and service providers working on behalf of the council.

**Issue Control**

This Local Code of Practice is issued and managed by the Safety, Health and Wellbeing team.

Issue		Revision		
Number	Date	Number	Date	Amendments
Version 1.00	2005			
Version 1.01	2009			Formatting
Version 2.00	2015			Formatting
Version 3.00	2018			Thorough review
Review Schedule				
Review Conducted		Next Review Date		
December 2018		December 2020		

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## **1. INTRODUCTION**

In order to comply with legislation and fulfil statutory responsibility, Head Teachers must make sure that:

- All accidents and incidents are reported, recorded and investigated.
- All notifiable incidents are reported to the Health and Safety Executive (HSE)
- Appropriate corrective and preventative action is taken to ensure the safety of employees, contractors and members of the public

## **2. SCOPE:**

This Local Code of Practice (LCoP) applies to:

- All Head Teachers and Managers with nominated health and safety responsibilities.
- All employees of London Borough of Barnet
- All contractors, agency staff and volunteers working on behalf of the London Borough of Barnet

## **3. RESPONSIBILITIES**

### **3.1 Head Teachers are responsible for ensuring;**

- 3.1.1 Systems and resources are in place to report and investigate accidents/incidents, in accordance with this procedure
- 3.1.2 All employees and contractors are aware of accident/incident reporting procedures
- 3.1.3 Consideration is given to recommendations made in accident/incident and investigation reports to prevent a re-occurrence of similar accidents/incidents
- 3.1.4 Trade unions are made aware of incidents where members have requested them to be and consulted during RIDDOR reportable accident investigations and informed of the outcomes

### **3.2 Managers are responsible for ensuring compliance with the LCoP and must;**

- 3.2.1 Actively encourage employees to promptly report all accidents and incidents
- 3.2.2 All accidents/incidents should be reported using HSMS for all the community schools, schools subscribing to the appropriate schools traded service and other education setting. All other schools should have a suitable alternative means of recording accidents and incidents
- 3.2.3 Ensure all work-related accidents and incidents are reported
- 3.2.4 Ensure all accidents and incidents relating to contractors, visitors and members of the public are reported

- 3.2.5 Ensure all pupil related accidents and incidents are reported (for Community schools and those schools subscribing to the LBB schools traded service, they should be using the LBB Incident Management System (HSMS). For all other schools, this should be through their suitable alternative means of recording incidents and accidents.
- 3.2.6 The exception to this is if a pupil incident is of a minor nature, i.e. bumps, bruises, scrapes and grazes etc. occurring as a result of normal playtime activities (and which are not caused by any other condition such as surfaces and equipment etc.) in which case, they may be recorded in a locally held Accident/First Aid Log.
- 3.2.7 Complete accident/incident report in the absence of the injured party, ensuring they are given a copy on their return to provide them with an opportunity to submit and amend if they disagree with what has been submitted on their behalf
- 3.2.8 Actively manage and review accidents/incidents reported in their area of responsibility
- 3.2.9 If using HSMS, ensure the Manager's Review is fully updated for all incidents in a timely manner (within 7 days maximum)
- 3.2.10 Actively monitor trends in the 'Accident Log'
- 3.2.11 Report immediately any death or specified injury to the Safety, Health and Well-being (SHaW) Team by the quickest possible means.
- 3.2.12 Ensure accidents/incidents and industrial diseases are reported to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and where required are investigated, with a view to identifying immediate, underlying and root causes to prevent or reduce the likelihood of similar occurrences
- 3.2.13 Ensure RIDDOR reports returned from HSE are uploaded to HSMS (or suitable alternative reporting system).
- 3.2.14 Ensure all near misses or hazards are recorded on the HSMS (or suitable alternative reporting system).
- 3.2.15 Ensure asbestos incidents, gas incidents or dangerous occurrences are recorded on HSMS (or suitable alternative reporting system).
- 3.2.16 Ensure all accidents/incidents are investigated to establish immediate, underlying root causes, see Appendix 2 and 3 for level of investigation required and by whom) and implement measures to prevent or reduce the risk of further occurrences (i.e. staff briefings, review risk assessments, arrange necessary training)
- 3.2.17 Ensure Safety Representatives are consulted on notifiable accident/incident investigations
- 3.2.18 Assess accident/incident statistics on a regular basis to identify any trends, and ensure appropriate remedial action is taken where necessary
- 3.2.19 Liaise with the SHaW Team during accident/incident investigations and collate all necessary documentation (photos, risk assessments, engineering/inspection/maintenance reports, interview notes, certificates, training records etc. which may be required as evidence in the event of a criminal prosecution or civil claim) ensuring it is uploaded to HSMS (or suitable alternative) accordingly.
- 3.2.20 Ensure reporting lines are met as per Appendix 1

### **3.3 Health, Safety and Well-being Team will;**

- 3.3.1 Assist Head Teachers/Managers to ensure reporting lines are met as per Appendix 1
- 3.3.2 Lead high and specialist level accident investigations, where necessary
- 3.3.3 Collect and collate data of reportable and non-reportable incidents to assess trends and provide statistics and reports as required (for Community schools and schools signed up to LBB SHaW traded service)
- 3.1.5 Make Trade Unions aware of incidents where this has been requested by members and consult with Trades Unions during RIDDOR reportable accident investigations and inform them of the outcomes
- 3.3.4 Review this LCoP periodically

### **3.4 Employees must;**

- 3.4.1 Report all accidents and incidents confirming if they wish their Trade Union to be informed using the tick box on the online reporting form.
- 3.4.2 Ensure reporting lines are met as per Appendix 1
- 3.4.3 Assist with accident/incident investigations as required

### **3.5 Contractors must;**

- 3.5.1 Report all accidents and incidents to the school office
- 3.5.2 Assist with accident/incidents investigations as required
- 3.5.3 Report notifiable accidents/incidents related to their work in accordance with their own procedures
- 3.5.4 Ensure reporting lines are met as per Appendix 1
- 3.5.5 Following an incident, co-operate with the Head Teacher/Manager or SHaW Team as required

## **4. PROCEDURES**

### **4.1 Reporting**

- 4.1.1 If there is a fatality or an injury that meets the HSE's Specified Injuries classification or a Dangerous Occurrence (i.e. something happens which does not result in a reportable injury, but which clearly could have done) involving an employee, contractor, pupil or member of the public (on school premises or business), the Head Teacher/Manager must report it to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). To find out more about when to report an incident under RIDDOR, see HSE publication '[Incident Reporting in Schools \(accidents, diseases and dangerous occurrences\)](#)'.
- 4.1.2 All accidents and incidents (injury and non-injury), violence and abuse, near misses and dangerous occurrences should be reported. For Community schools and schools who subscribe to the LBB SHaW traded service, this can be done via the online Health and Safety Management System (HSMS).

All other schools should have their own suitable alternative reporting process in place.

- 4.1.3 Members of Trade Unions can request that their union representative is made aware of the incident if they wish by ticking to appropriate box on the online reporting form. If this box has been ticked, the H&S team will provide read only access to the incident to the appropriate union representative.
- 4.1.4 The exception to this is when the accident or incident is as a result of normal playground behaviour (and not caused by anything else, i.e. surfaces or equipment etc.) and there is either no injury or the injury is minor (i.e. bump, bruise or graze etc.) in which case, the incident can be reported in an Accident/Incident Log held locally at the school.
- 4.1.5 If there is a work related accident/incident that takes an employee off work for more than 7 days, the Head Teacher must ensure this is reported to the HSE under RIDDOR (<https://extranet.hse.gov.uk/lfservlet/external/F25081E>) as soon as possible and within 10 days as per RIDDOR legislation. The form emailed back from HSE should then be uploaded to the Incident on HSMS (or suitable alternative reporting system).
- 4.1.6 If there is a Reportable Disease, must should be reported on the online incident reporting system (HSMS) or suitable alternative reporting system and also to Public Health England unless it has already been reported by a doctor. For more details on Reportable Diseases and how to report them visit <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>

## 5. Accident/Incident Investigation Process

### 5.1 Accident/Incident Investigation

- 5.1.1 The main purpose of the accident investigation is to prevent reoccurrence. The accident investigation will be used to improve the management of health and safety by identifying immediate, underlying and root causes (management system weaknesses that allowed the causal factor to occur)
- 5.1.2 It should be appreciated that the thorough investigation of accidents is essential particularly where there may be the possibility of criminal proceedings by the enforcement authority and/or civil proceedings by the injured party or his/her representatives.
- 5.1.3 The level of investigation required must be based on the significance of the incident or potential significance and a competent person must be appointed to lead the accident investigation (see appendices 2 and 3)
- 5.1.4 An accident investigation report should be prepared in line with HSE guidance [HSG245 – Investigation Accidents and Incidents](#) for medium, high and specialist level investigations. Supporting evidence (documentation) should be presented to the Head Teacher (and SHaW for Community Schools and schools subscribing to the traded service) and uploaded/attached to the original incident report on HSMS (or suitable alternative reporting system)
- 5.1.5 Accident/Incident investigation reports should be completed within 10 working days of the investigator being appointed. Interim reports must be submitted within 5 working days. Where accident investigation reports will not meet these deadlines, SHaW should be informed (for Community Schools and schools subscribing to the traded service) with reasons as to

why and a reasonable timescale for completion agreed with a further interim report.

- 5.1.6 In complex/serious cases, it may be appropriate for the Head Teacher to lead a small investigating committee comprising of the responsible Manager/Head Teacher, Teacher, Supervisor, Safety Representatives, Technical Specialists, Governor with H&S responsibilities and SHaW if applicable.
- 5.1.7 Examples of evidence documentation that may be collated for medium and high-level investigations along with the accident/incident report are;
  - 5.1.7.1 Training records
  - 5.1.7.2 Minutes of meetings
  - 5.1.7.3 Relevant procedures
  - 5.1.7.4 Risk assessments/method statements
  - 5.1.7.5 Engineering inspections
  - 5.1.7.6 Maintenance reports/certificates, inspection reports
  - 5.1.7.7 Statements, photographs, e-mails etc.

## **6. Legislation**

### **6.1 Main legislation relevant to this document**

- 6.1.1 Health and Safety at Work etc. Act 1974
- 6.1.2 The Management of Health and Safety at Work Regulations 1999
- 6.1.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- 6.1.4 Safety Representatives and Safety Committees

## **7. Contact Addresses and Guidance Links**

- 7.1 Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)
- 7.2 Royal Society for the Protection of Accidents [www.rospa.co.uk](http://www.rospa.co.uk)
- 7.3 Institute of Occupational Safety and Health [www.iosh.co.uk](http://www.iosh.co.uk)

## **8. Appendices**

- 8.1 Appendix A – Reporting guidance
- 8.2 Appendix B – Accident/incident/Dangerous Occurrence Investigation
- 8.3 Appendix C – Levels of Investigation guidance

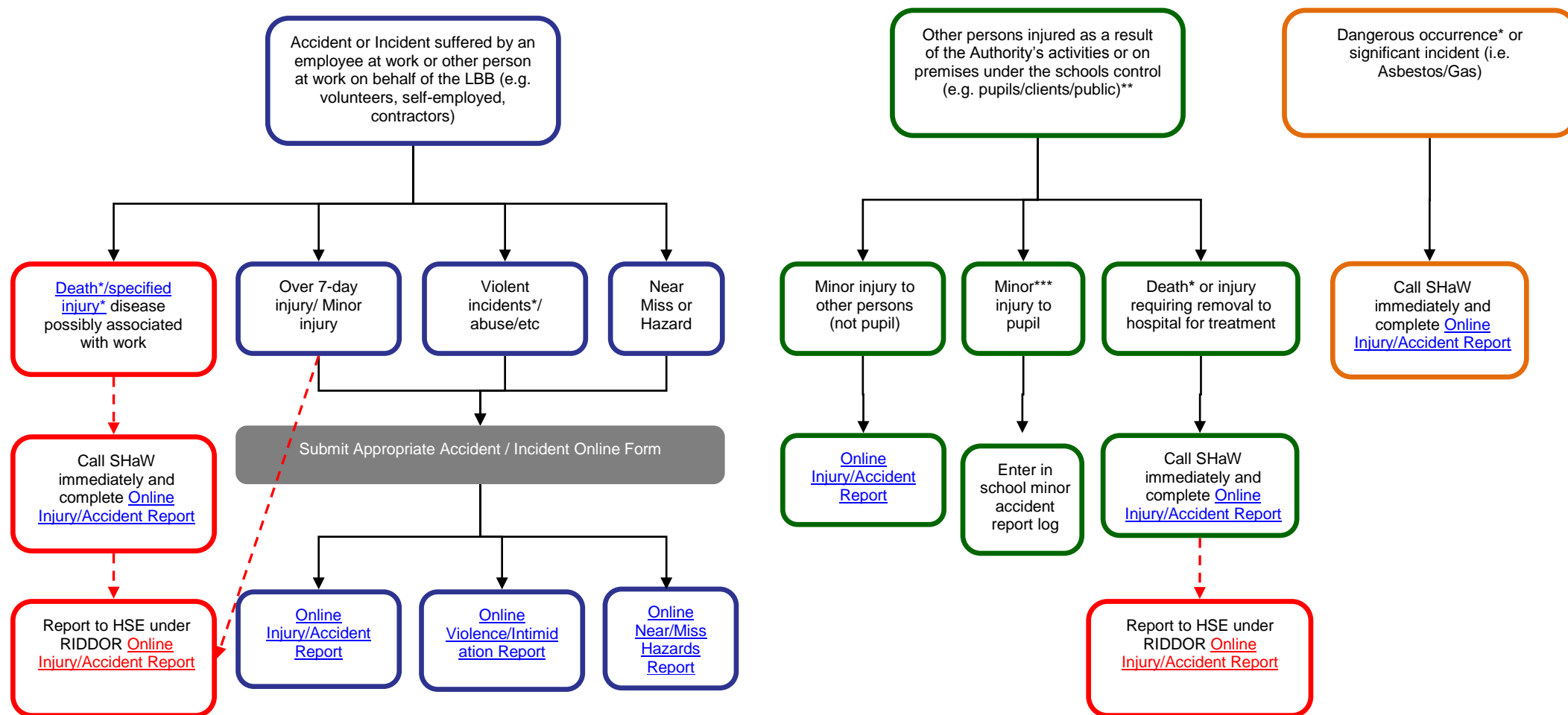
## **9. Useful information**

- 9.1 For advice on when to report an incident under RIDDOR (Incident reporting in schools (accidents, diseases and dangerous occurrences) [EDIS1](#)

For further information or guidance, please contact the Safety, Health and Well-being (SHaW) Team on telephone number 020 8359 7955 or via email [shaw@barnet.gov.uk](mailto:shaw@barnet.gov.uk)



## Appendix 1 - Action Guide for Accident / Incident Reporting



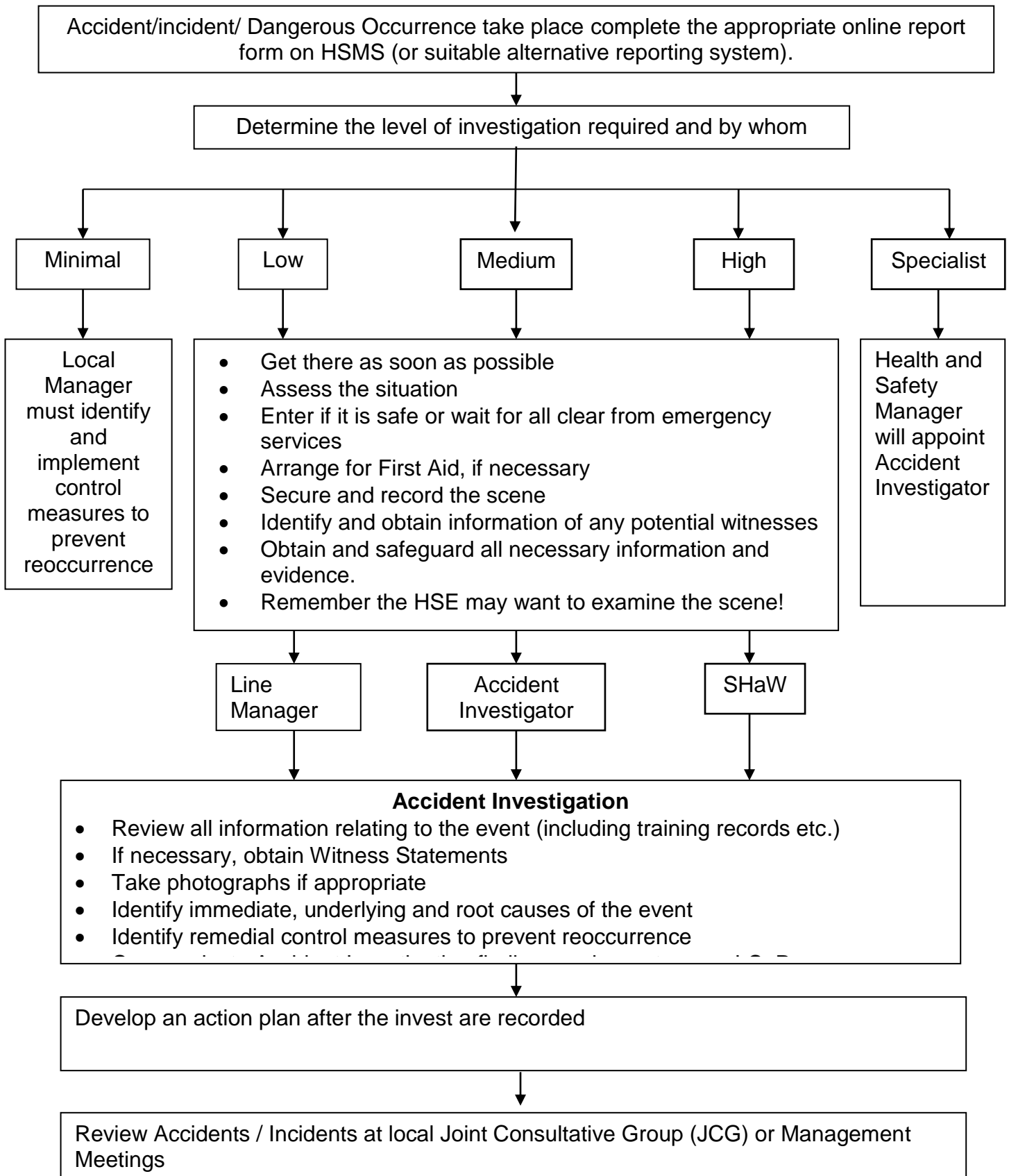
\* In the case of death, serious injury, dangerous occurrences or significant incidents, contact the Safety, Health and Well-being (SHaW) Team immediately by telephoning 020 8359 7955.

\*\*\* Pupils at school who suffer injuries which are not so serious as to cause them to be taken from the site of the accident to hospital for treatment and which were as the result of normal playground type behaviour and not caused by any surface or equipment issues or failure, record the accident in the School Minor Accident Log, held by the school on site in a secure place.

For schools who are not subscribed to the schools traded service, where it refers to HSMS or online reports, please refer to your own specific alternative reporting systems and procedures

## Appendix 2 - Key Stages in an Accident/incident / Dangerous Occurrence

### Management and Investigation



Appendix 3

### Level of Investigation Guide

Level of investigation	Level of Investigation Indicators	Investigated by	Core Competence required	Additional Competency required
<b>Minimal</b>	No harm or minor injury was sustained not requiring significant first aid assistance.	Relevant Supervisor or Accident Investigator	Managing health and safety course	Corporate Managing Health and Safety training
<b>Low</b>	A minor injury which may require significant first aid assistance or more serious harm resulting in up to 7 days off. A near miss that could have resulted in the equivalent results.	Line Manager or Accident Investigator	Risk & Manual Handling Assessment Course + as for Low	Must have attended corporate 1-day Accident Investigators Course
<b>Medium</b>	An over 7 days off work injury or a near miss that could have had equivalent results. A non-employee is taken directly to hospital. Any specified injury or near miss equivalent deemed unlikely to re-occur	Accident Investigator and SHaW where required	IOSH Managing Safely or NEBOSH Certificate (equivalent) + as for Low & Med	Must have attended corporate 1-day Accident Investigators Course
<b>High</b>	Serious injuries / Fatality Dangerous occurrence Near miss that could have had the equivalent results Reportable disease or Press Interest	SHaW (with assistance provided by school)	CMIOSH/ Grad IOSH (or an equivalent)	Must have attended corporate 1-day Accident Investigators Course
<b>Specialist</b>	This will compliment Medium or High-level investigations, where there is a need for a specialist report. For example; structural engineers, field specialists, etc.	Specialist on appointment from the Corporate Health and Safety Manager	Must be competent in their specialist field.	

