



READING SCHOOL

THE REPORTING OF ACCIDENTS AND INCIDENTS

THE COMPANIES ACT 2006

Reading School (The Academy) is the employer. The business of the Academy Trust is managed by the Governing Body.

Accidents that cause injury or could potentially have caused injury should be reported to Student Support Services as soon as possible. In all cases a written report should be completed and reviewed with a view to identifying contributory factors and those that might prevent a future recurrence.

This policy pertains to accidents and incidents affecting students, staff and visitors to the site and should be read in conjunction with the First Aid policy.

A. The procedure in the event of a student's accident:

1. Minor injuries –

- Student to be sent (and accompanied if necessary) to the Medical Centre / Student Reception
- If immediate First Aid is required:
 - in the first instance to ring Medical Centre for the First Aider,
 - if the First Aiders unavailable, a member of the staff on the current list of First Aiders should be contacted
- If the accident occurs on the playing field during P.E. the teacher in charge should send for the First Aider to attend
- If the accident occurs at an off-site playing field, the teacher in charge should use the most appropriate means to call the emergency services if necessary and to send a message to School;

2. Major injuries

- In the event of serious injury or illness the First Aider must call an Ambulance to attend and notify parents asap

Post -injury

Immediate actions

- Where necessary, the parents of day boys should be contacted by the staff within Student Reception to collect their child;

- Where necessary, parents of boarders/boarding staff should be notified by Matron or Housemasters
- Fill out Reading Council Accident form depending on injury.

Later actions

- The accident/incident form to be completed by the teacher in charge at the time of the accident for completion and signature within 24 hours. The form should be returned to The Medical Centre for processing;
- A copy of the accident report will also be put in the student's Bromcomfile;
- In some cases, the accident must be reported to the Health and Safety Executive - please refer to paragraph D.

B. The procedure in the event of an employee's accident:

- In the event of an accident or injury the employee should report to the First Aider for first aid if required. (Current first aid list on staff boards and Health and Safety file)
- In the event of serious injury, the employee should be accompanied to the Accident and Emergency department at the Royal Berkshire Hospital, or an ambulance called for;
- It is a statutory requirement to enter details of injuries to employees (as opposed to pupils/visitors) on an Accident/Incident Form, from the First Aider;
- In some instances, the accident/incident should be reported to the Health and Safety Executive – please refer to paragraph D.

C. The procedure in the event of a visitor's accident:

- The visitor should be treated by the First Aider if necessary
- In the event of serious injury, the visitor should be accompanied to the Accident and Emergency department at the Royal Berkshire Hospital, or an ambulance called for;
- A school accident form should always be completed, witnessed and signed;
- In some instances, the accident/incident should be reported to the Health and Safety Executive – please refer to paragraph D.

Underlying premise

Student Support Services must keep an up-to-date list of First Aiders to hand. The list will be held in Student Support Services and be available online.

Reporting

Procedures

- The Accident Report book is kept in the Medical Centre and is available for all staff to use (yellow book on desk). It is the responsibility of the staff member involved/aware of the accident to complete this procedure. Recording should be done within 24 hours of the incident.
- PE minor accidents are recorded electronically on bromcom
- Reportable incidents are recorded on Parago
- Reports are reviewed weekly by the Head of Operations & Projects / Health and Safety Officer
- Recommendations for implementation of change arising from these reports are the responsibility of the Head of Operations & Projects

D. Reporting to the Health and Safety Executive

The following must be reported immediately to the Health & Safety Executive:

- Major injury or death of an employee, pupil or visitor.
- Injuries to an employee resulting in absence from work for 3 or more days after the day of the injury.

D1. Reportable specified injuries are:

1. a fracture, other than to fingers, thumbs and toes.
2. amputation of an arm, hand, finger, thumb, leg, foot or toe.
3. permanent loss of sight or reduction of sight.
4. crush injuries leading to internal organ damage.
 - a: serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
 - a: scalping (separation of skin from the head) which require hospital treatment.
5. unconsciousness caused by head injury or asphyxia.
any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

D2. Reportable dangerous occurrences are:

- a) Collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- b) Explosion, collapse or bursting of any closed vessel or associated pipe work.
- c) Failure of any freight container in any of its load bearing parts.
- d) Plant or equipment encountering overhead power lines.
- e) Electrical short circuit or overload causing fire or explosion.
- f) Any intentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- g) Collapse or partial collapse of a scaffold over 5 metres high or erected near water where there could be a risk of drowning after a fall.
- h) Unintended collapse of: any building or structure under construction, alteration or demolition where over 5 tonnes of material falls; a wall or floor in a place of work; any false work.
- i) Explosion or fire causing suspension of normal work for over 24 hours.
- j) Sudden, uncontrolled release in a building of: 100kg or more of flammable liquid; 10kg of flammable liquid above its boiling point; 10kg or more of flammable gas; or of 500kg of these substances if the release is in the open air.
- k) Accidental release of any substance which may damage health.

D3 Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These reportable occupational diseases include:

- a) carpal tunnel syndrome.
- b) severe cramp of the hand or forearm.
- c) occupational dermatitis.
- d) hand-arm vibration syndrome.
- e) occupational asthma;
- f) tendonitis or tenosynovitis of the hand or forearm.
- g) any occupational cancer.
- h) any disease attributed to an occupational exposure to a biological agent.

E. All serious incidents must be reported to the Headmaster, the Chair of the Governing Body and the School's insurers.

All the above must be confirmed within 7 days of the accident by a written report to the H & S Executive Form 2508A must be used for reporting prescribed diseases. In both cases, copies must be sent to the headmaster.

All contact with the Health and Safety Executive should be made solely by the Chief Operations Officer. Copies of all correspondence to go to the headmaster. Forms B1 510, 2508A and 2508 are held in the Finance Office.

Notify the HSE immediately by
Internet: www.hse.gov.uk/riddor

Or Telephone 0845 300 9923 (Fatalities and specified injuries only)

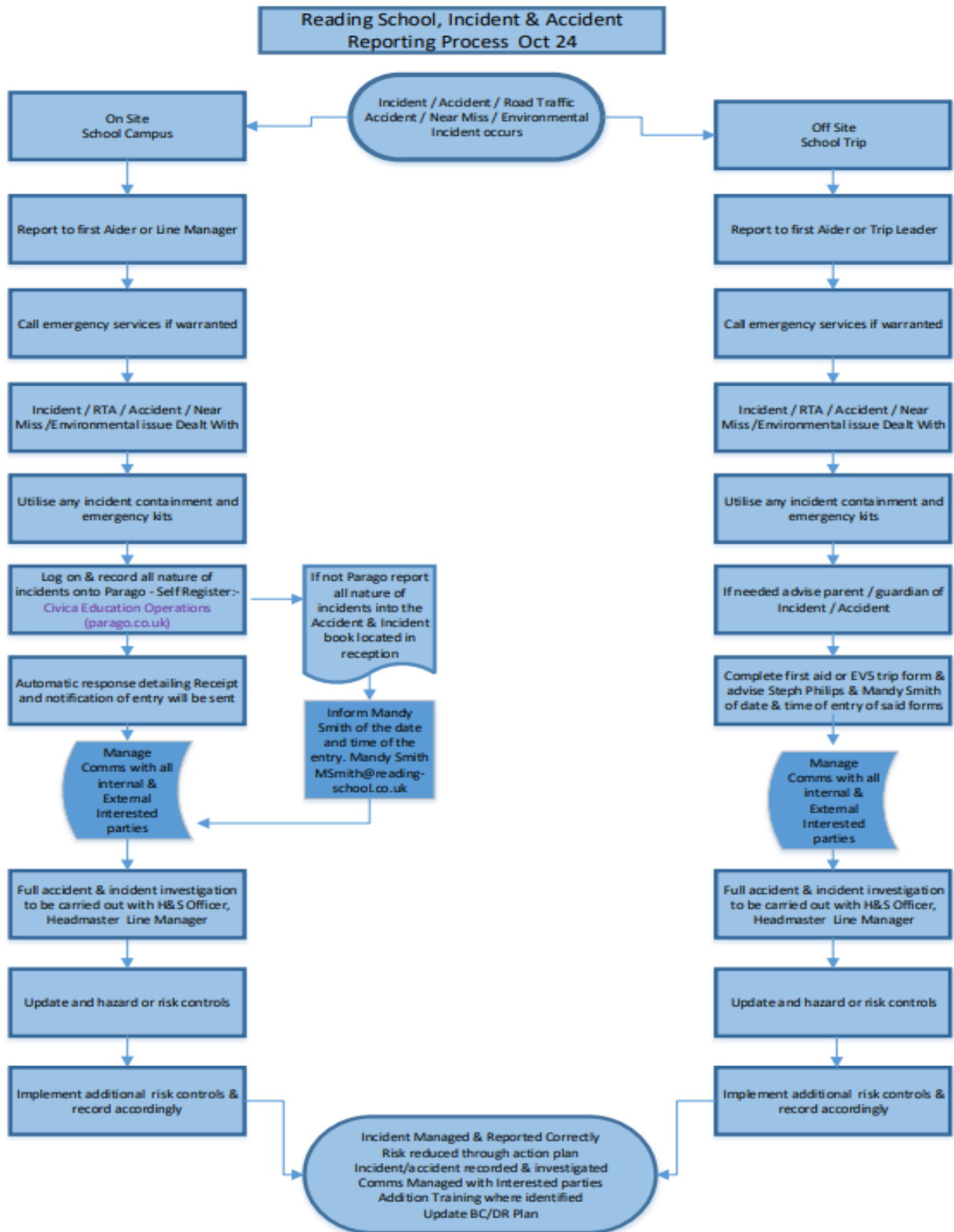
Mon -Fri 08:30 - 17:00

Outside office hours use online reporting.

It is a RIDDOR therefore report using www.hse.gov.uk/riddor to the HSE
within 15 days of the incident

Not RIDDOR reportable but must be recorded on RBC online accident
reporting or accident book

Keep a record of the RIDDOR and incident number and send a copy to
the Corporate Health and Safety Team along with a copy of the RBC
online or internal accident/incident report form.



Approved by:
Date:
To be reviewed:

EXPC Committee of the Governing Body
29 Sept 2025
June 2027

Headmaster
Dr Chris Evans

Policy Number: E4

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