



## 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 the Medical Centre 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.
- If immediate First Aid is required:
  - in the first instance to ring the Medical Centre for the Day Matron,
  - if the Day Matron is 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 Day Matron /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 Medical Centre/First Aider must call an Ambulance to attend

##### **Post -injury**

###### Immediate actions

- Where necessary, the parents of day boys should be contacted by the Medical Centre to collect their child;
- Where necessary, parents of boarders/boarding staff should be notified.

**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 file;
- 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 Day Matron /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 Day Matron;
- 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 Day Matron /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**

The Medical Centre must keep an up-to-date list of First Aiders to hand. A list will also be held in the staff room, school office and the Refectory.

**Reporting**

**Procedures**

- The Accident Report book (paper but soon to be electronic) is kept in the Medical Centre and is available for all staff to use. 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 the Central T-drive.
- Reportable incidents are recorded on Patient Tracker Software
- Reports are reviewed weekly by the Day Matron and School Business Manager
- Recommendations for implementation of change arising from these reports are the responsibility of the School Business Manager

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

**The following must be reported immediately to the Health and 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 coming into contact with 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.

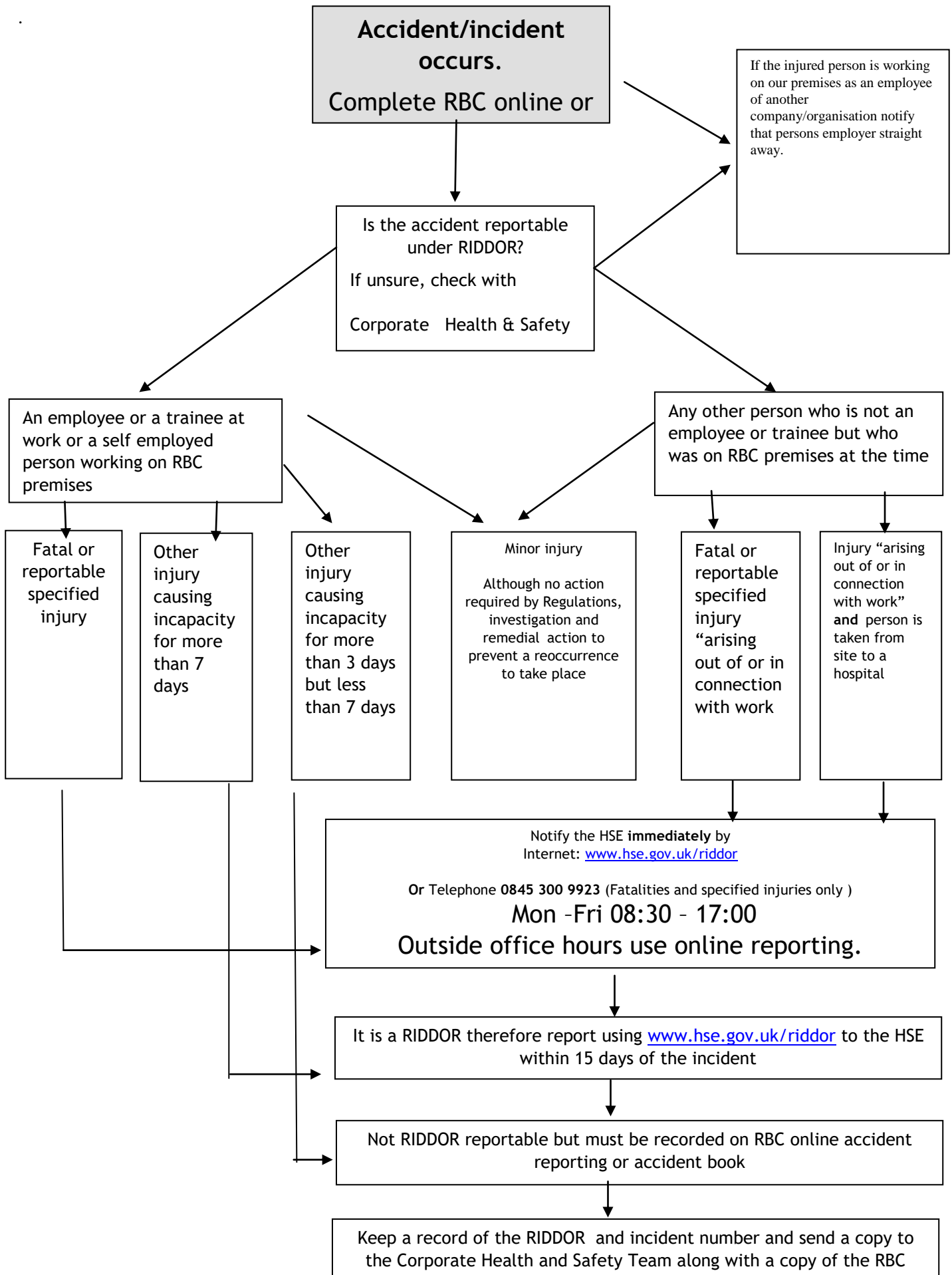
**E. All serious incidents must be reported to the Headmaster, the Chair of the Governing Body and the School's insurers.**

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 School Business Manager. Copies of all correspondence to go to the Headmaster. Forms B1 510, 2508A and 2508 are held in the Finance Office.

Approved by:	EXPC Committee of the Governing Body
Date:	8 May 2017
To be reviewed:	May 2019

### GUIDELINES FOR REPORTING AN ACCIDENT OR INCIDENT



Headmaster  
Mr A Robson

Policy Number: E4