

**Local Code of Practice 1**

**Accident, Incident, Near Miss, Violence and Aggression Reporting**

**Health, Safety and Wellbeing**

**Tel: 020 8496 4444 Option 3**

**December 2022**

1. **Introduction**

Reports are made using a mobile phone, tablet or computer by completing the online My Compliance Incident Form. Access to the register can be gained using the QR code on the posters, displayed in school, similar to the one on the left. The large QR code takes you to the school register via your internet browser, the small QR code if for staff that have downloaded and use the “My Incidents App” from either Google Play of Apple Store. The poster is unique for your school, so please don’t try and use the example here as it will not take you to the school register.

Accident reporting and investigating is required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 13).

Its purpose is to enable us to identify where and how risks arise and to investigate serious incidents. We can then help and advise you on preventative action to reduce injury and ill health.

RIDDOR 13 requires the reporting of work-related accidents, diseases and dangerous occurrences to the Health and Safety Executive (HSE). The Health, Safety and Wellbeing Team (HS&W) undertake reporting to the HSE on behalf of school and council staff. HS&W are dependent upon receiving the necessary information from establishments.

All staff should be made aware of the procedures outlined in this guidance, of their legal duty to report any hazards at work and to notify their line manager as soon as they can, if they are injured, or injuries occur to pupils or visitors.

Accidents should be investigated to discover cause(s) and prevent possible recurrence. The monitoring of accident forms is the responsibility of the Headteacher/School Business Manager/Head of section or line manager. Aspects to consider include cause, severity, location, persons involved, recurrences and trends, with the constant aim of reducing similar accidents.

Please note that failure to comply with the regulations is a criminal offence.

1. **How do I report an accident or incident?**

If there is a serious accident or fatality you should immediately contact the Health, Safety and Wellbeing Team on 020 8496 4444 Option 3 for help and support. For less serious incidents use the QR code on the school accident poster to access the incident form.

In the event of an incident the **Injured Person (IP)** or the line manager for the activity must report the incident as soon as possible and the report **must** be an accurate description of what has happened. Fill in the boxes of the form, some of which are mandatory, so you will not be able to submit the incident unless all of the mandatory fields have been completed.

If this is not possible for either the IP (Injured Person) the manager or another colleague to report the incident, or for any other safety related matter [**please contact the Health, Safety and Wellbeing Team on 020 8496 4444 Option 3.**](https://foresthub.walthamforest.gov.uk/services/health-and-safety/contact-us)

1. **What should I report?**

Any accident or incident **must** be reported whether it is to an employee, a service user, a student, a visitor or contractor. This includes **any** near miss\* verbal abuse, assaults and violence.

\* A near miss is an event not causing harm but has the potential to cause injury or ill health. An example of a reportable near miss is a trailing cable across a walkway; this could potentially result in a head injury from tripping and falling on a corner of a desk. Another example is somebody working at heights and dropping a spanner off the side narrowly missing someone below.

Where a pupil or other non-member of staff is taken directly from the scene of the incident to hospital for treatment this is potentially RIDDOR reportable, more details are available in the HSE guidance: <https://www.hse.gov.uk/pubns/edis1.pdf>

1. **Who can make a report?**

The system is open to any employee or contractor to LBWF.  Employees and contractors can also report incident and accidents occurring for another employee, a service user, a student, a visitor or contractor.

1. **What happens to my report?**

The report will be electronically recorded on the school accident register and an email will be sent to

* School management who will be required to verify and investigate the incident
* The Health, Safety and Wellbeing Team.

1. **Why should you report Accidents/Incidents?**

There are many reasons for reporting incidents, accidents and near misses.

* To identify the cause of accidents;
* To stop them from re-occurring;
* To comply with legislation;
* To enable accident trends to be identified so that we can tackle the root causes of accidents e.g. lack of suitable training, Potentially Violent Parents/Guardians etc.

1. **What Happens After an Accident?**

If there has been an injury, the injured person must get the treatment they need. All accidents should be investigated by the manager concerned and must (if necessary), take action to avoid a re-occurrence. Risk assessments should be reviewed and where reasonably practicable appropriate new control measures introduced.

After an assault, whether verbal or physical, an offer of counselling via Occupational Health, or school Employee Assistance Programme should be made.

The Health, Safety and Wellbeing Team review accident statistics and trends termly and use anonymised information to prevent further occurrences.

1. **How is the data managed?**

Data is managed closely and in line with GDPR, where if it’s necessary to share information we will gain permission first.

We will always ask you before sharing information and copy you into any investigation and report documentation.