



KEA SCHOOL ACCIDENT POLICY

Approved by: Full Governors **Date:** 12 December 2022

Last reviewed on: December 2022

Next review due by: December 2025

Signed by:

Name:

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is Kea School's intention through its practices and policies to prevent as many as possible

The Headteacher is responsible for:

- Maintaining the school site is in a good and safe condition
- Overseeing all health and safety issues.
- Arranging for adequate supervision of pupils
- Ensuring there is always a first aider on site
- Providing first aid equipment
- Ensuring that adequate numbers of staff have current first aid qualifications and there are named first aiders

Kea School aims to reduce the risk of accidents by:

- Carrying out risk assessments for as many foreseeable risks as possible in order to identify hazards.
- Ensure the premises are regularly checked and used properly.
- Staff and children are made aware of hazards
- Staff and children are encouraged to care about their environment and their colleagues.
- Staff identify and report hazards and risks and encourage children to do the same.

Supervising teachers shall be responsible for:

- Actively supervising pupils at all times
- Administering minor first aid for small grazes etc.

The nominated First Aider shall be responsible for:

- Maintaining the first aid kits and supplies in the first aid room
- Ensuring personal protective equipment is available to staff administering first aid
- Providing first aid to the injured when called upon

PROCEDURE

In the event of injury to a pupil:

1. The supervising teacher shall assist the pupil and administer minor first aid and send for assistance if required. The nominated first aider should attend the injured pupil when called upon.
2. The supervising teacher shall report any serious accident to the nominated first aider and the headteacher or deputy headteacher.
3. The supervising teacher/first aider shall complete an accident report in the accident book, located in the first aid room, date and sign it, on the same day that the accident occurs.

4. The supervising teacher will ensure that parents are advised immediately of any serious injury or any head injury to their child. Parents are given a bumped head letter with guidance to follow should the child's condition deteriorate when at home.
5. The headteacher/deputy headteacher will arrange ambulance transportation if necessary.
6. The headteacher shall arrange for a staff member to accompany the injured pupil in the ambulance if parents/carer are not available.
7. The staff member accompanying the injured pupil shall remain with them until the arrival of the parent/carer.

In the event of injury to a staff member:

1. The nominated first aider shall provide assistance to the injured staff member.
2. The injured staff member will advise the headteacher/deputy headteacher immediately.
3. The injured staff member (if able) will record details of the incident in the accident book. A copy is also filed in their personal staff file. If unable to do so, the nominated first aider or headteacher/deputy will complete the form
4. If time off work is required following the accident then the injured staff member will provide the headteacher with a medical certificate as soon as possible.

The school follows the local authority's procedures for reporting accidents, incidents and near misses.

What needs to be reported?

The table below lists the type of accidents and incidents that need to be reported online and/or by telephone to the Health and Safety Helpdesk.

Incidents That Need to Be Reported		
Type of Incident	Report Online	Phone HS Helpdesk
<p>Minor injuries - Any injury to anybody arising out of a work or school activity.</p> <p>This will include incidents which:</p> <ul style="list-style-type: none"> • Occur during any organised work or school activity • Occur due to a defect in property or equipment. • Required first aid treatment <p>This WILL NOT include very minor injuries. For example; injuries to pupils occurring in the playground such as bumps, scrapes & bruises are not included. A paper-cut to someone working in an office is not included, etc.</p>	Yes	No
<p>Violent incident - Any instance of violence (physical or verbal) to an employee, trainee or contractor must be reported (regardless of whether an injury is sustained).</p>	Yes	No
<p>Over 7 Day injury - Any injury to an employee, trainee or contractor which results in the injured party being unfit for normal duties for 7 or more consecutive days (excluding the day of the incident).</p>	Yes	No
<p>Hospitalisation of Non- Employees - Any injury incident to a person not at work (e.g. Pupil, Client or member of the public) taken from the scene of the accident to Hospital or other Medical facility for treatment.</p>	Yes	No
<p>Specified Injuries to workers - Any injury to someone at work which meets the criteria for specified major injuries as set out in the Schedule of RIDDOR – Specified Injuries.</p> <p>This includes incidents where the injury is “suspected” to be a specified injury.</p>	Yes	No
<p>Death - Death of anyone arising out of, or in connection with, any of the Council’s undertaking.</p> <p>(Please refer to the Work-Related Death Protocol)</p>	Yes	Yes

Incidents That Need to Be Reported		
Type of Incident	Report Online	Phone HS Helpdesk
Specified Dangerous Occurrences – Only incidents which meet the criteria for dangerous occurrences as set out in the Schedule of RIDDOR – Dangerous Occurrences .	Yes	Yes
Specified Occupational Diseases – Only clinically diagnosed diseases which meet the criteria set out in the Schedule of RIDDOR – Occupational Diseases .	Yes	Yes
Near Miss - an event not causing harm, but has the potential to cause injury or ill health – or a set of conditions or circumstances that have the potential to cause injury or ill health	Yes	No

What needs to be investigated?

All accidents and incidents will need an initial investigation at least to determine: -

- What happened?
- Why did it happen?
- Can anything be done to prevent it happening again?
- What can be improved to prevent a similar incident?

The level of investigation will be determined by several factors including: -

- The severity of the injury
- Whether there is a suspected breach of legislation
- Whether there is a suspected failure of work equipment
- Whether the incident is reportable under RIDDOR

Initial investigations should be carried out by the immediate line manager of the injured person – where the injured person is an employee – or by the person in control of the activity or area if the injured person is not an employee.

More serious incidents will require senior management involvement and support from the HSW Team.

Levels of investigation	
Type of Incident	Investigation Level
Non-injury incidents, minor violent incidents and near misses	<p>Low Level Investigation</p> <p>Short investigation by the relevant supervisor or line manager.</p> <p>Recorded direct onto AssessNET</p>

Levels of investigation	
Type of Incident	Investigation Level
Minor injuries or near misses which could have led to injury	<p>Medium Level Investigation</p> <p>Investigation led by a Line Manager with assistance from supervisor and guidance from a H&S Adviser</p> <p>Formal report – appended to AssessNET report</p>
<p>RIDDOR reportable incidents, Dangerous Occurrences or Occupational Diseases</p> <p>Any incident identified by a Principal H&S Adviser as needing a high-level investigation.</p>	<p>High Level Investigation</p> <p>Investigation led by a H&S Adviser supported by Line Manager, Senior Managers and employee representatives where appropriate.</p> <p>Formal report – appended to AssessNET report</p>
Fatality	<p>Service or Strategic Director Investigation</p> <p>Lead by a Service or Strategic Director with support from H&S Adviser.</p> <p>Formal report – appended to AssessNET report</p>

Evidence and Statements

Evidence can be: -

- Physical (damaged equipment, samples, etc)
- Verbal (witness statements, injured person statement, etc)
- Documents (service records, risk assessments, training records, photographs, etc.)

Verbal evidence should be recorded and signed and scanned. All documents should be appended to the AssessNET report.

Any physical evidence should be photographed, and the photographs appended to the AssessNET report.

The physical evidence should be kept, if it is safe to do so, for at least 3 years if there is the reasonable likelihood of a civil claim for damages.

Further information, advice and support

- **H&S Helpdesk 01872 322155 (492155) – Available 8:30-17:00 weekdays**
- HandS@cornwall.gov.uk