



Accident Reporting Policy

The Consortium Academy Trust (TCAT)
An Exempt Charity Limited by Guarantee
Company Number 07665828

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**NB – This document can only be considered valid when viewed on The Consortium Academy Trust website. If the copy is printed or downloaded and saved elsewhere the Policy date should be cross referenced to ensure the current document is the correct version. The linked policies can be viewed at www.consortiumtrust.co.uk*

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1. Statement of Intent

The Consortium Academy Trust, based in Hull and the East Riding of Yorkshire, oversees the educational, health, safety and wellbeing needs of its schools and their learners, staff and visitors. We believe that by providing safe and welcoming environments we are supporting our Trust vision of shaping positive futures for our learners, staff and communities.

We recognise the benefit of a positive Health and Safety culture in promoting an effective learning environment in which employees, learners and visitors are protected from harm, in accordance with the Health and Safety at Work Act 1974.

To maintain a high standard of care and to identify and monitor trends, it is important to record and retain information about any incidents, accidents, diseases, illness or dangerous occurrences that take place at our schools or at events and activities organised by our schools. In addition, proper record keeping helps to identify and mitigate similar risks in the future, and ensures that schools have appropriate documentation available, should it be required.

The Trust relies on the co-operation of all its employees and the trade unions for the implementation and on-going success of this policy.

This guidance will be reviewed not less than every two years, or more often if required by legislative or operational change.

2. Legal framework

This guidance complies with the following legislation and guidance, including, but not limited to:

- a. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- b. Health and Safety at Work etc. Act 1974
- c. DfE (2022) 'Health and safety: advice for schools'
- d. DfE (2022) 'First aid in schools'
- e. DfE (2023) 'Emergency planning and response'
- f. HSE The Health and Safety (First Aid) Regulations 1981 ACOP and Guidance. Third edition.
- g. HSE Education Information Sheet No1 (Rev 3) 'Incident Reporting in Schools'.

3. Reporting and recording hazards, dangerous occurrences and near-misses

- a. Appendix 1 provides definitions of the terms used for accident reporting.
- b. Staff have a duty of care to report any incident, condition or practice they deem to be a hazard, dangerous occurrence or near-miss. Staff without online access to the reporting app must report the incident to their Line Manager or the school Reception as soon as possible.
- c. Learners are encouraged, to report concerns to a member of staff.
- d. Contractors, hirers and visitors have a duty of care to report any incident, condition or practice they deem to be a hazard, dangerous occurrence or near-miss to a member of staff or the school reception as soon as possible. The notified member of staff must then record the concern on the reporting portal as soon as possible

- e. The Facilities Manager must then investigate and, where appropriate, take management action to rectify the issue, taking care to record any remedial action or process change. This will be recorded on the reporting portal.
- f. The Facilities Manager will inform the Headteacher and school's Health & Safety representative of any reported hazards or incidents should the circumstances require it.
- g. Once the management action is completed, the Facilities Manager must ensure all stakeholders are informed and any process changes communicated.

4. Reporting and Recording Injuries and Ill-health procedure

- a. In the event of actual ill health or injury, the casualty must be assessed, and if necessary, treated by a First Aider and the appropriate action taken for the symptoms; e.g. treat injuries, refer to GP or hospital etc.
- b. All instances of verbal abuse; first aid no matter how minor, and near misses, must be recorded on the portal as soon as possible to the time of treatment or assessment.
- c. In the event of a fatality, the school Headteacher, Trust's CEO, Head of Estates, the school's Facilities Manager and the competent Health and Safety adviser must be informed immediately.
- d. Attending staff are responsible for ensuring that details of the incident they are dealing with are recorded on the portal as soon as is practicable and not longer than 24 hours after the incident. They should identify what happened and record the details of the injury or illness and any other relevant information.
- e. For any incident that results in a head injury, seeking further medical attention, hospitalisation or if there are any concerns regarding the events surrounding the incident, the Facilities Manager, or their nominated representative, should complete a Management Action) as soon as possible.
- f. For more serious incidents, including near-misses, the Facilities Manager must investigate appropriate to the severity of the incident. Written statements, signed and dated, should be obtained from all witness and participants, photographs and CCTV footage also should be considered.
- g. All investigations and any outcomes should be recorded and kept with the relevant accident record. These records can be kept electronically; however the school must ensure an appropriate level of security is applied to comply with the General Data Protection Regulation to prevent data protection breaches
- h. Lettings must follow the conditions of use ~~local rules~~ as stated in the Trust's Community Use Policy and lettings guidance documents. Copies of accident records for any significant injury, ill health or near-miss should be sent to the Facilities Manager.
- i. All records must be kept in accordance with the Trust's Records Management Policy.

5. Accident investigation

- a. For all recorded incidents and near misses with the potential for significant harm, the Facilities Manager will investigate the circumstances of each event and establish if there is a need for further investigation. Further guidance is available from the Head of Estates.
- b. If there is any queries or uncertainty surrounding the incident, the Trust's competent Health and Safety Advisor and Head of Estates must be consulted.
- c. The level of investigation will depend on the circumstances and severity of any injury. All investigations must be recorded on the portal.
- d. As part of any investigation, all corresponding risk assessments will be reviewed and where necessary amended to minimise the opportunity for reoccurrence. Revised risk assessments and method statements must be forwarded to the Head of Estates and recirculated to the appropriate personnel.

6. Notification to the HSE

- a) Significant accidents, which are defined in the RIDDOR Regulations 2013 must be reported to the HSE as soon as possible. Appendix 2 provides quick-reference guidance on reportable circumstances, incidents, medical conditions, and injuries.
- b) For further information and guidance, please consult The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and HSE's Incident Reporting in Schools (accidents, diseases and dangerous occurrences) guidance document.
- c) Further guidance is available from The Trust's Head of Estates and the Trust's Competent Adviser.
- d) The Head of Estates must be informed as soon as possible of any incident that is determined as RIDDOR reportable.
- e) The designated person will complete the RIDDOR form online (<http://www.hse.gov.uk/riddor/report.htm>) or, if it is essential to submit a report by post, send it to:

RIDDOR Reports, Health and Safety Executive
Redgrave Court, Merton Road
Bootle, Merseyside
L20 7HS

- f) Alternatively, the designated person can report fatal, specified and major incidents via telephone on 0345 300 9923 (open Monday to Friday 8.30am to 5pm).

Appendix 1: The definitions of the terms used in accident reporting

Section	Definition
Dangerous Occurrences:	Significant event, e.g. collapse, overturning or failure of a load-bearing component of lifting equipment, closed vessel or associated pipework; the collapse of a scaffold more than five metres high
Near misses:	Incidents, accidents or emergencies which did not result in injury, but have the potential to harm. e.g. a branch falling from a height, but not injuring anyone. Conduct and record investigation and review risk assessments if significant.
Minor injuries:	Sprains, strains and bruising; cuts and grazes; wound infections, minor burns and scalds; minor head injuries; insect and animal bites; minor eye injuries; minor injuries to the back, shoulder and chest. Most likely would be dealt with by a qualified First Aider and may be referred to seek further medical advice. Record in accident book. Conduct and record investigation and review risk assessments if significant.
Major injuries:	Fractures, other than to fingers, thumbs or toes; amputations; crushing to the head or torso causing damage to the brain or internal organs; serious burns; chemical or hot metal burn to the eye; penetrating eye injury; electric shock or electric burn leading to unconsciousness; scalping; loss of consciousness due to asphyxia or exposure to harmful substances; loss of sight; any injury likely to lead to loss of, or reduced, sight; any injury that leads to hypothermia or heat-induced illness; pain that is not relieved by simple pain killers; acute confused state; persistent, severe chest pain or breathing difficulties; dislocation of any major joint including the shoulder, hip, knee elbow or spine; loss of consciousness or medical treatment arising from absorption of any substance by inhalation, ingestion or through the skin; exposure to a biological agent, its toxin, or infected material; injury requiring admittance to hospital and/or resuscitation. Record in accident book. Conduct and record investigation and review risk assessments if significant. Determine if incident is reportable.
Fatalities:	Injury resulting in death. Contact Competent Adviser and notify Head of Estates and CEO. Record in accident book. Conduct and record full and in-depth investigation. Review risk assessments. These incidents are reportable.

Appendix 2: At-a-glance RIDDOR-reportable accidents and incidents

- a) Accidents to employees causing either death or major injury.
- b) Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven-day period does not include the day of the accident.
- c) Fractures, other than to fingers, thumbs and toes.
- d) Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- e) Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- f) Any crush injury to the head or torso, causing damage to the brain or internal organs.
- g) Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- h) Any degree of scalping requiring hospital treatment.
- i) Any loss of consciousness caused by head injury or asphyxia.
- j) Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- k) Poisonings.
- l) Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- m) Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.
- n) Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- o) Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.
- p) The term 'significant accidents' is also used to describe incidents concerning equipment and the premises, including:
 - q) The collapse, overturning or failure of any load-bearing part of any lifting equipment.
 - r) The explosion, collapse or bursting of any closed vessel or pipe work.
 - s) Electrical short circuit or overload resulting in a fire or explosion.
 - t) Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
 - u) Any accidental release of a biological agent likely to cause severe human illness.
 - v) Any collapse or partial collapse of scaffolding over five metres in height.

- w) Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- x) Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- y) Any sudden, uncontrolled release in a building of: 100kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
- z) Accidental release of any substances which may damage health.
- aa) Serious gas incidents.

For further guidance please refer to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Appendix 3: How to report an accident, incident or near miss using IAMCompliant, our new reporting platform.

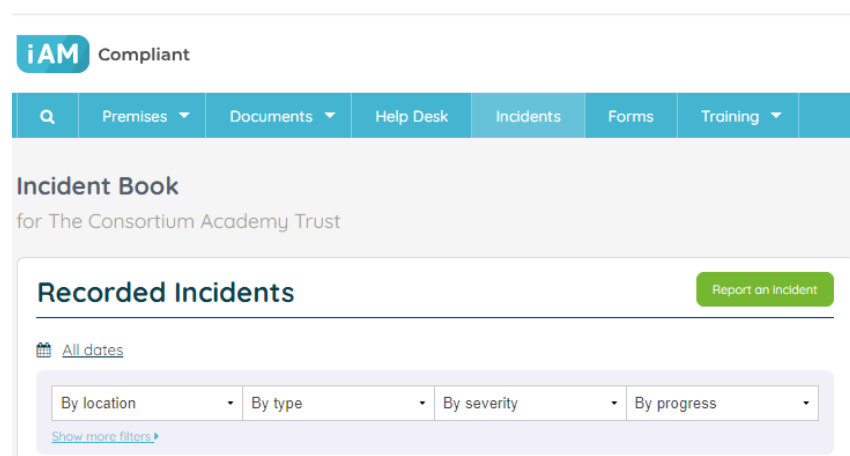
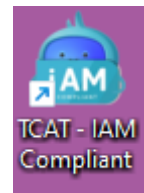
IAMCompliant is our platform for managing our estates. One of the most important features is the **accident reporting facility**. We are moving to electronic reporting of accidents and incidents from the start of Term 2. Not only will this provide greater ease of reporting it will also allow us to analyse trends in the types of accidents and incident within our schools.

All staff have access to this so that all accidents, near misses and incidents can be reported quickly. This takes the place of existing report forms in schools, although where parents need to be informed, the existing procedures still apply.

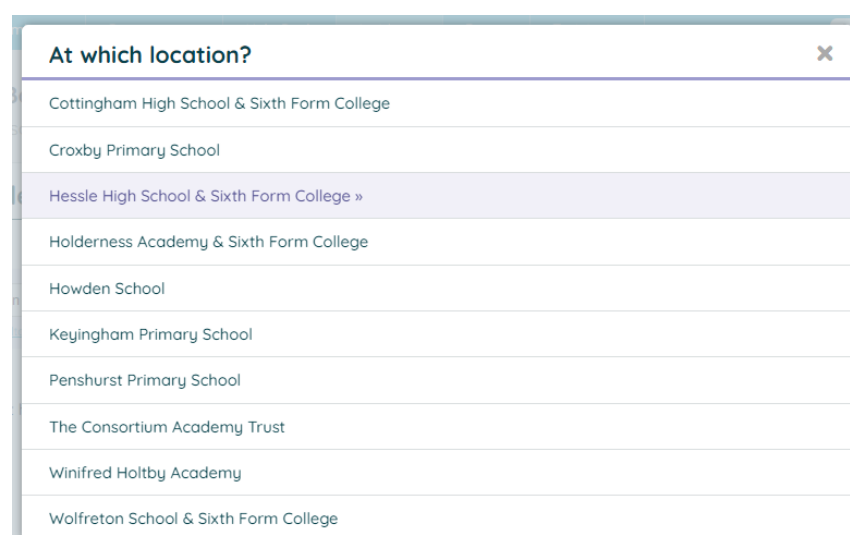
How to report an accident / incident

Open IAM Compliant from your desktop – the icon looks like this:

Click on **Incidents** from the tab at the top.



Click on the green button “Report an Incident” and then choose the location.



Start an incident report

Where?

Incident location
Hessle High School & Sixth Form College

* In which area/zone?

* More precisely, where did the incident happen?

When?

* When did the incident occur?

* At what time?

:

You will now need to identify the location of the incident. IAMCompliant has all areas of each school carefully mapped out.

Click Select Zone and list of locations within the chosen school will appear.

Start an incident report

Where?

Incident location
Hessle High School & Sixth Form College

* In which area/zone?

* More precisely, where did the incident happen?

When?

* When did the incident occur?

* At what time?

:

Chose the correct location. If in doubt you can add more detail in the box below.

Add in the time and the date and then click on "Start incident report".

Now we start to add the details:

Add in what **type of incident** it was using the drop down list.

Add the detail of what actually happened.

Details of incident

Where	When
Hessle High School & Sixth Form College D1F117 - Office	Monday, 23rd December 2024 10:00

What happened?

* Type of incident

Accident
Illness
Near Miss
Observation
Violence
Wellbeing

☐ Yes ☒ No

Witnesses

Witness statements (including contact details for each witness)

The People section: the first question is important because it determines the severity of what is being reported.

If no, ie if it is a near miss, or an observation, the screen will look like this.

Who was affected?
Was anyone physically or emotionally affected, ill, or injured in connection with this incident?
☐ Yes ☒ No

Witnesses
Witness statements (including contact details for each witness)

Evidence
Optionally, upload any supporting evidence of the incident.
[Upload a file](#)

Save report

Any witness details can be added, with contact details.

Photographic evidence or further witness statements can be added here.

If the answer to “was anyone physically or emotionally affected etc” is YES, the following will appear:

Was anyone physically or emotionally affected, ill, or injured in connection with this incident?
☒ Yes ☐ No

Affected person

☐ Staff member ☐ Contractor ☐ Visitor ☐ General public ☐ Pupil

Add in the **details of the injured person** – your own details will appear as a default but these can be changed if you are reporting on behalf of someone else.

Who was affected?
Was anyone physically or emotionally affected, ill, or injured in connection with this incident?
☒ Yes ☐ No

Affected person

☒ Staff member ☐ Contractor ☐ Visitor ☐ General public ☐ Pupil

Full name
Kate Harding

Email address or phone number
kate.harding@consortiumtrust.co.uk

Home address
Consortium Academy Trust, Cottingham High School, Harland Way,

Job role
Head of Central Trust Operations

Now identify the actions taken:

Injury and treatment

Did the incident result in physical injury?

☒ Yes ☐ No

* Where was the injury sustained?

<input type="checkbox"/> Head	<input type="checkbox"/> Face	<input type="checkbox"/> Neck
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Upper Arm	<input type="checkbox"/> Elbow
<input type="checkbox"/> Forearm	<input type="checkbox"/> Wrist	<input checked="" type="checkbox"/> Hand
<input type="checkbox"/> Chest	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Upper Back
<input type="checkbox"/> Lower Back	<input type="checkbox"/> Pelvis	<input type="checkbox"/> Upper Leg
<input type="checkbox"/> Knee	<input type="checkbox"/> Lower Leg	<input type="checkbox"/> Ankle
<input type="checkbox"/> Foot		

Specify the type of injury

Cut

Describe the injury

Small piece of glass embedded in middle finger of right hand.

* Specify the treatment administered at the scene

Wound cleaned

Describe any first-aid or treatment that was administered at the scene

Glass removed by first aider

Add in what the outcome was for the injured person from the drop down list.

Actions taken

* What happened to the affected person?

Stayed

Was the next of kin contacted about the incident?

☐ Yes ☒ No

Note that the next of kin contact is particularly important if this involves a student.

Witnesses

Witness statements (including contact details for each witness)

Evidence

Optionally, upload any supporting evidence of the incident.

[Upload a file](#)

Save report

Finally add in any further witness reports or evidence and save.

IAMCompliant also has a follow-up facility which will usually be used by a line manager or Head of Estates. The follow up facility will be used when an accident or incident needs further investigation. Further information will be distributed to the relevant parties once the system is launched.

Incident Book

for The Consortium Academy Trust

Status	Category	Severity	Owner
Reported	Accident	Uncategorised	Assign

Details

Follow-up

Follow-up

Status of the investigation into this incident:
Reported

This incident has been classified as:
🚫 Uncategorised

Days lost as a result of this incident:
Unknown

HSE informed about this incident:
No

✎ Update follow-up

Incident response forms

No form requests have been sent in response to this incident.

You can send a request to yourself, a colleague, a contractor or another 3rd party asking them to complete an iAM form as part of the follow-up to this incident. The responses will then be available here.

Request a form