Pioneer Educational Trust

preparing the way for others to follow

Accident/Injury/Near-Miss Reporting Procedures

Key document details

Equality Impact Assessment required? If yes, date of EIA	~~Yes~~ / No
Ratified:	Spring2 2026
Approver:	Trust Board
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GENERAL STATEMENT OF INTENT

The Trustees of Pioneer Educational Trust recognise their responsibilities under the Health and Safety at Work Act 1974 (HASWA) to ensure that arrangements are in place to carry out our activities in such a way as to ensure so far as is reasonably practicable, the Health, Safety and Welfare of our employees, pupils and all persons likely to be affected by our activities, including the general public where appropriate.

We will co-operate and co-ordinate with Partnerships, Contractors, Sub-Contractors, Employers, and the occupiers of premises and land where we are commissioned to work in order to pursue our Health & Safety Policy aims.

The Trustees will actively work with the Chief Executive Officer and staff to identify hazards and where these cannot be removed, ensure that they are adequately controlled.
Our aims are to:

- Provide and maintain a safe and healthy working and learning environment ensuring the welfare of all persons
- Maintain control of Health & Safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive Health & Safety culture through regular communication and consultation with employees and their representatives on Health & Safety matters

Our Health & Safety Management System has been developed to ensure that the above commitments can be met. All Staff, Governors and Trustees will be instrumental in its implementation.

Reporting of Accidents/Injuries and Near Misses

The definition of accidents and near misses are:

- Accident - any unplanned event that results in personal injury or damage to property, plant or equipment.

- Near miss - is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Other familiar terms for these events are a "*close call*," a "*narrow escape*," or in the case of moving objects, "*near collision*" or a "*near hit*."

A faulty process or management system is invariably the root cause of accidents, injuries or near misses and must be the focus for improvement.

History has shown repeatedly that most of these events both serious and catastrophic were preceded by warnings or near miss incidents. Recognising, reporting and investigating can significantly improve worker safety and enhance our organisation's safety culture.

Each school will collect personal information on a record form about the injured person(s) in relation to Accidents/injuries/diseases/Near Misses and Dangerous Occurrences arising out of or in connection with work. Under the General Data Protection Act (GDPR) 2018, the Trust may be required to share personal information with the Health and Safety Executive to ensure that it meets our legal responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and to also support the health and wellbeing of the workforce. The personal information being collected and/or shared will be processed under Article 6 of the GDPR, which is 'legal obligation'.

Note: If an accident/injury has to be reported under RIDDOR, the employee's personal information will be kept securely with restricted access within the employee's personnel file (electronic and/or paper) for 3 years after the incident took place.

The record form must:

- Be kept safely and accessible to all staff members.
- The report form must be completed for all accidents/injuries/near misses with details of any investigation or changes to risk assessment, strategic or operational practice that results.
- Be reviewed monthly within the H&S Inspections to identify any potential or actual hazards and report any concerns to the Head of Facilities & Estates. The Head of Facilities & Estates will review with the Director of Student Welfare as required and report any concerns to the Deputy CEO.

Near Miss

To clarify, for the purposes of this policy, a near miss is an unplanned event that did not result in injury, ill health or damage to property, but had the potential to do so. All near misses are opportunities to learn how we can avoid similar events that might lead to major or even fatal injuries.

Recognising, reporting and investigating can significantly improve worker safety and enhance our organisation's safety culture.

Examples of near misses are as below:

- Slips, trips and falls
- Moving vehicles on school grounds e.g. during outdoor activity sessions
- Mishandling a load
- Falling objects, e.g. items stored on tops of lockers or cupboards
- Use of unsafe equipment
- Incorrect use of equipment

Reporting a near-miss

All staff within the Trust must ensure they know and understand the basic procedures they must follow in relation to reporting a near-miss; staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard which could lead to a near miss.

The Responsible Person, i.e. the Head or delegated staff, will ensure that the correct procedures are followed for reporting near-miss incidents.

If anyone is involved in a near-miss, it must be reported immediately using the Accident/Injury/Near-Miss Reporting Form which can be found in the school's SharePoint folder under Staff Forms, Accident/Injury Near Miss Report in order to allow consideration of how to prevent a possible accident happening in the future.

Staff must complete the Near-Miss section of the form; If you see/experience something you believe to be an immediate/significant hazard, you should report it to Reception immediately or as soon as possible to avoid an accident or injury.

Students must report any near-miss to the Reception staff who will complete the Near-Miss section of the form of their behalf.

If any visitors, volunteers and contractors are involved in a near miss they must report this to the Reception staff who will complete the Near-Miss section of the form of their behalf.

Reception staff at all times must inform the Premises Team immediately if there is an imminent danger of an accident or injury occurring.

Accidents/Injuries

The nominated First aid person/s will keep accurate records of any accidents/injuries in the accident report log(s), by completing the accident section of the electronic Accident/Injury/Near-Miss Reporting Form which can be found in the school's SharePoint folder under Staff Forms, Accident/Injury Near miss Report.

If an accident/injury was caused by an immediate/significant hazard, it must be reported to Reception. Reception staff will immediately contact a member of the premises team to report this hazard, to avoid

another accident or injury occurring. Also, if the injury was deemed to be either too difficult or traumatic for a member of staff to self-report, then either a witness statement or a managerial investigation would be executed to aid any further or external investigations.

Monitoring

The Head of Facilities & Estates will monitor the log of all accident/injuries/near misses on a regular basis and the outcomes of any investigations recorded on the log.

The Head will ensure that when the site Monthly H&S Inspections are carried out the log of accidents/injuries/near misses is reviewed and any issues identified in the H&S inspection return.

RIDDOR

What is RIDDOR?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of, or in connection with, work and to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm). RIDDOR

RIDDOR 2013 changes

From 1 October 2013, RIDDOR 2013 comes into force, which introduces significant changes to the existing reporting requirements. The main changes are to simplify the reporting requirements in the following areas:

- the classification of 'major injuries' to workers is being replaced with a shorter list of 'specified injuries';
- the previous list of 47 types of industrial disease is being replaced with eight categories of reportable work-related illness;
- fewer types of dangerous occurrence require reporting.

There are no significant changes to the reporting requirements for:

- fatal accidents;
- accidents to non-workers (members of the public);
- accidents which result in the incapacitation of a worker for more than seven days.

Recording requirements remain broadly unchanged, including the requirement to record accidents resulting in the incapacitation of a worker for more than three days.

What must be reported under RIDDOR?

Work-related accidents

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is work-related; and
- it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

Types of reportable injury

Deaths - All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers - The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalping's (separation of skin from the head) which require hospital treatment;
- 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

Over-seven-day injuries to workers - This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to non-workers – Work related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury'.

Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces.

Reportable dangerous occurrences in schools typically include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Note: *Under RIDDOR deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway are not reportable as these are classed as road traffic incidents and are investigated by the police.*

Who should report and who to report to

The RIDDOR reporting system is only for notification of those incidents which require reports as above under the RIDDOR regulations. Reports should only be submitted by the 'Responsible Persons' i.e. the Head Teacher or the Head of Facilities & Estates. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.

The Head Teacher at each school may delegate reporting to the school leadership team.

You can report all incidents online: http://www.hse.gov.uk/riddor/report.htm where you will find the appropriate form.

There is a telephone service for reporting fatal and specified injuries only:
Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Recording requirements

Records must be kept for:

- any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR; and
- any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

The nominated First aid person/s will keep accurate records of any accidents/injuries in the accident report log(s). This must be made available to HSE, local authority or ORR inspectors if requested.

Reporting out of hours

HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

If the Trust needs to report less serious incidents out of normal working hours, the nominated person should complete an online form at www.hse.gov.uk/riddor/report.htm#online.

Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector e.g., Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR.