

ACCIDENT REPORTING AND RECORDING PROCEDURE

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|--------------------------------|------------|---|-----------------|
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| Version | Date | Description | Revision author |
| 1.0 | 05/10/2016 | Trust Version Created – based on BFD Council Occupation Health & Safety Procedure | FMW |
| 2.0 | 22/09/2017 | Update to reporting procedure and flowchart and legislation date. | FMW |
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REPORTING ACCIDENTS AT WORK IS A LEGAL REQUIREMENT.

ACCIDENT REPORTING ENABLES BECKFOOT TRUST, BRADFORD COUNCIL AND THE HEALTH AND SAFETY EXECUTIVE (HSE) TO IDENTIFY HOW RISKS ARISE AND AIDE THE INVESTIGATION OF SERIOUS ACCIDENTS.

THE REPORTING OF WORK RELATED ACCIDENTS IS A STATUTORY REQUIREMENT UNDER RIDDOR (REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013).

RESPONSIBILITIES OF TRUST SCHOOLS

Trust Schools will: -

- ensure that all staff accidents in the workplace and/or arising from work activities, whether involving injury or not, are recorded on an Accident Book Form (AB1) and properly investigated where necessary.
- ensure that all student accidents are recorded as soon as possible, especially where first aid has been provided e.g. SIMS student records.
- ensure that a Reportable Injury Form (RIF1) is completed for: -
any accident that leads to injuries and /or causes an employee to be absent from work beyond the day of the accident for one or more days.

OR

any accident, to either an employee or non-employee, that results in them going directly to hospital.

Please refer to Appendix 1 for local school reporting procedures.

- ensure that the Reportable Injury (RIF1) details are submitted online to the Occupational Safety Team via the Rivo System within 5 days of the incident.
- ensure that Occupational Safety Team is contacted by telephone on 01274 431007 as a matter of urgency where: -

the accident is of a serious or fatal nature

OR

an employee is absent from work due to a work-related accident even if the absence occurs at a later date but the injured person states it is related to the accident.

OR

you need advice or guidance

ROLE OF THE OCCUPATIONAL SAFETY TEAM

The Occupational Safety Team will: -

- help Trust School managers and employees clarify or interpret this reporting procedure.
- provide any further information or training that may be relevant following consultation with you.
- monitor the application of the procedure and provide appropriate feedback.
- carry out the employer's statutory duty of reporting certain categories of accidents to the Health and Safety Executive.
- provide a leading or supporting role in the investigation of serious accidents.

FORMS TO BE USED IN ACCIDENT REPORTING AND RECORDING

Accident Book Form (AB1) / Student Accident Records

Please refer to the Flowchart at Appendix 1 for local school reporting procedures.

You must ensure that every accident whether or not involving an injury, is recorded as soon as possible, on either an AB1 Form or other Student Accident Records e.g. SIMS Student records. For non-students, the person who has had the accident can complete this AB1 Form.

All accidents must be reviewed by designated school staff and investigations carried out where necessary. Investigations should be recorded and include significant findings and actions taken to prevent future accidents.

Trust Schools need to ensure that employees are aware of the reporting procedure and that nominated representatives keep accident records confidential to comply with Data Protection requirements.

Where MIS Systems are used to record Student accidents, an Accident Report must be available on request.

Completed Accident Forms and Student accident reports must be available for inspection by the Occupational Safety Team and HSE Inspectors.

Trade Union Safety Representatives are entitled to inspect an accident form but, only with the permission of the accident victim.

Advice and support is available from the Bradford Council Occupational Safety Team and/or the Trust Compliance Officer.

Reportable Injury Form (RIF1)

Please refer to the Flowchart at Appendix 1 for local school reporting procedures.

The completion of a Reportable Injury Form enables the school to ensure a thorough investigation of the accident is carried out.

- An RIF1 must be completed for ALL accidents that lead to injuries which cause an employee, agency worker, apprentice or trainee to be absent from work beyond the day of the accident.
- An RIF1 should also be completed for any person, pupil, agency worker, apprentice, trainee, public, volunteer, student, client, resident or contractor working on our site having an accident that causes them to be sent directly to hospital.

Please inform the Occupational Safety Team regarding an employee's absence from work due to the accident (not including the day of the accident) Lost days due to accidents include weekends, holidays and non-working days, not just the days they are contracted to do.

Occasionally an employee carries on working for some time after an accident but then subsequently becomes absent or has to be placed on light duties because of the accident.

In these circumstances, please contact the Occupational Safety Team for guidance. Telephone 01274 431007, Email: occupational.safety@bradford.gov.uk.

HSE Reportable Accidents (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR)

The Occupational Safety Team is solely responsible for reporting **RIDDOR** accidents to the HSE on behalf of the Trust.

These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents to the Health and Safety Executive (HSE). Under no circumstances should Trust schools or members of staff report an accident directly to the HSE.

Trust schools may be asked to collate documents relating to an accident that may be required for a litigation claim. These documents are securely stored to comply with Data Protection requirements.

A claim for compensation can be made up to three years after the accident date and it can become more difficult to source relevant documents once time has elapsed.

Accident records relating to children and young persons must be retained until they reach the age of 25 (DOB +25 years). This retention period is set in line with the Limitation Act 1980, which allows a claim to be made against an organisation by a child for up to 7 years from their 18th birthday.

Guidance on completing the Reportable Injury Report Form (RIF1)

Part 1

When completing the form ensure ALL the relevant boxes are completed, including

- Please enter the Department/Service as BECKFOOT TRUST, the Workplace, Base, School or Office is the TRUST SCHOOL NAME (AND OFF SITE VISIT VENUE) where the accident occurred.
- The contact details of the injured person. It is important the home address be recorded for RIDDOR reportable accidents because the HSE may wish to contact them directly as part of their investigation.
- The injured person's job title, if applicable, and their status or relationship with the Council.

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|---------------------------|---|
| Employee | Persons who are employed by Trust Schools |
| Casual | Trust School employee working on a casual contract. |
| Student | Student based permanently at school (plus put as Visitor for visiting students from other schools) |
| Agency Worker | Person working for Trust Schools but are employed by an external agency. |
| Contractor | Person carrying out contracted work at your place of work within your area of control, e.g. a building contractor working within your office. |
| Trainee/Apprentice | Person on a Work Placement OR Trust School employee working on an accredited apprenticeship |
| Service User | Community Lettings User (Hired Facilities). |
| Client | |
| Work Experience | Person working within your workplace on a work experience |

scheme.

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| Member of Public | Visitors to Trust Schools e.g. Members of the public for Polling Station, Parents and other visitors. |
| Volunteer | Person carrying out unpaid work/activities on behalf of Bradford Council |

- The **first day of absence** of the injured person. In most cases, this will be the day following the accident, but in some cases, people continue to work for a day or so, then go absent due to their injury. Where this is the case, it should be clearly stated. You should count absence from the time the injured person becomes “**unfit for work**”. This may be a weekend or a day when they would not normally work.
- The section about being engaged in normal and authorised duties; this will be important if the injured person makes a personal injury insurance claim.
- Date **fit for work**; if a person is absent from work as a result of an accident for more than 7 days (not including the day of the accident) it may become reportable to the HSE under RIDDOR. It becomes complicated when the period of absence includes a weekend, a holiday period or other days which would not normally be worked. It is important to establish when the injured person was fit for work so that the Occupational Safety Team can determine further action to be taken.

Note: - all accidents/incidents which incur a work related absence must be reported to the Occupational Safety team.

Part 2

Give as much detail as you can about the accident, including date time and exact location of the accident. If you are using a hard copy of the form then relevant information can be recorded on separate sheets, which can be attached to the form. Talk to everyone involved and try to find out what happened immediately before, during and after the incident; but be mindful to only record the factual information and not hearsay.

Part 3

You need to record the details and severity of any injuries sustained, the first aid treatment, advice offered or if they were taken to hospital. It also aims to identify what else might have contributed to the accident.

Examples:

- Were there problems with weather conditions, floor coverings, poor supervision, third party activities etc.?
- Has sufficient training been given?
- Was the equipment they were using in good working order?
- Any impairments and or behaviours of injured person

These answers will help identify what the cause and contributing factors are to the incident and assist with the investigation.

Part 4

Collate names of any witness (es) that saw the accident or were in the vicinity at the time. It is also important to get them to record what they saw or how they may have been involved in the incident. Any written accounts should be attached to the RIF1 form.

Investigation

It is important all accidents and incidents are suitably investigated according to their severity. All findings including the cause of the incident should be recorded and the actions if required to be taken to prevent recurrence. Copy witness statements should be kept with the RIF1.

Guidance on conducting an accident investigation is available via www.bradford.gov.uk/hands/documents/accidents.

Sign off

It is very important for Trust Schools to designate a senior member of staff to sign off the RIF1 form, as this ensures they are aware of the accident and that every effort has been made to investigate the incident, accurately record the accident information and check that the actions have been or will be completed in a timely manner.

Logging Reportable Injuries on the RIVO System

Designated school users need to log reportable injuries on the RIVO System. These will be assessed by the Bradford Council Occupational Safety Unit and reported to the HSE if necessary.

Reportable injuries can be logged via the Accidents section of the Bradford Council Safety Website - <https://www.bradford.gov.uk/hands>. Frequently asked questions and user guidance are also available.

ACCIDENT NOTIFICATION/REPORTING DEADLINES

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|--|---|
| Notification/recording of Accidents | Accidents should be reported/recorded as soon as possible after accident has occurred. |
| Accident Investigation | The investigation process should be started immediately following an accident with an initial RIF1 completed within 5 days. |
| Submission of Details on RIVO | Submit initial report within 5 days of accident. Further details can be submitted to occupational.safety@bradford.gov.uk . |
| HSE RIDDOR Reportable Injuries | Bradford Council Safety Team to report HSE within 10 days of accident. |

TRUST ACCIDENT ANALYSIS

Annual Accident Summary

Trust Schools are required to provide a Termly Accident Summary (beginning of January and May) and an Annual Accident Summary by mid-September for the previous Academic year. The Trust Health and Safety Board may review this data. Templates will be provided to Trust Schools.

This analysis will provide the Trust with information on accidents across Trust Schools. It allows the Trust and Trust Schools to interpret trends in certain types of accidents or injuries or to a particular group of individuals.

Bear in mind that the difference between a reportable or non-reportable accident may be simply a matter of luck.

We strongly recommend using the Annual Accident Summary and Termly Accident Summary to identify accident trends and to prompt schools to review risk assessments, and procedures as necessary.

(SCHOOL NAME) ACCIDENT REPORTING FLOWCHART

