



# BYRCHALL HIGH SCHOOL

## Incident Reporting Procedure

### Document Description

Purpose of policy	
To help explain how to complete the school electronic incident report form, thereby enabling the school to meet its statutory duties.	

Approval Process	
Approved By	
Policy Owner	Byrchall High School
Approval Date	
Reviewed On	October 2014
Next Review Date	Upon significant change
Author	Terry Devlin

Evaluation	
Evaluation review date	Upon significant change
Evaluation Owner	Frank Hyland

Consultation & Engagement	
Involved	Consulted
Byrchall High School	

Related Documents	
Policy	
Procedure	
Briefing	
Guidance	
External	The Health & Safety at Work Act The Reporting of Injuries Diseases and Dangerous Occurrences Regulations - RIDDOR The Management of Health & Safety at Work Regulations
Internal	Violence – Legal proceedings Violence warning Marker System

## **Monitoring & Audit**

1. The school will audit directorates on behalf of the Authority.
2. The school will carry out its own in-house audit to ensure standards are being met and maintained.

### **Scope & Objective**

To enable the school to meet its statutory duty to maintain an incident record, reporting them to the HSE as necessary, and to implement the appropriate measures to minimise a reoccurrence.

### **Responsibility**

It is the responsibility of school employees to ensure all incidents and accidents are reported to the corporate safety team.

### **Reporting Incidents**

Employees will complete the school incident reporting form for all:

- 1) Accidents
- 2) Violent incidents
- 3) Near misses
- 4) Dangerous Occurrences (see incident details Page 6)

### **The Reporting of Injuries Disease and Dangerous Occurrences – RIDDOR.**

Certain types of accidents are reportable to the Health and Safety Executive.

The Site Manager must receive the Incident Report without delay; who will telephone the Health Safety and Wellbeing Team immediately for all fatalities or serious injuries (major fractures or amputations etc).

Accident Types Reportable According to RIDDOR

- 1) Death resulting from a workplace activity
- 2) Amputation
- 3) Fracture (except fingers and toes)
- 4) Any injury likely to lead to permanent loss of sight or reduction in sight
- 5) Any crush injury to the head or torso causing damage to the brain or internal organs
- 6) Serious burns (including scalding) which:  
covers more than 10% of the body or  
causes significant damage to the eyes, respiratory system or  
other vital organs
- 7) Any scalping requiring hospital treatment
- 8) Any loss of consciousness caused by head injury or asphyxia
- 9) 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
- 10) Injuries to non-workers which result in them being taken to hospital for treatment
- 11) Any incident resulting in a person having 7 or more days off work.

## **Completing the Incident Form**

There are two ways you can report an incident:

- 1) [Electronic Input](#).
- 2) Using the paper form and then passing the form to the Site Manager (after management review of part 2) to input using the [Electronic Input](#) -

If you require a copy please take one before submitting.

Part 1: Is about the person affected and must be completed by that person, their line manager, supervisor, or in the case of schools by a Teacher or member of staff. Please have all information ready before completing Part 1 once you have submitted it you will not be able to change any fields, unless you save for later.

Part 2: Is the management review and must be completed by the affected persons line manager – the reviewing manager is the Site Manager to investigate (if necessary) any incident with a view to noting any immediate and underlying factors so that remedial action can be applied.

This process is explained in the flowchart: [Appendix 1](#)

### **PART 1 – Incident report form**

#### **Name of Person Affected by the Incident**

Enter the individual details of the person who had the accident, near miss or received the violence – Name, Age, Gender, Home Address, Telephone and Status

#### **Directorate, Section or School**

Upon entering status a drop down menu will be displayed containing establishment details. Complete your Directorate, Section, Normal work base and Job title. On the paper form, circle the status and complete the directorate, section workbase and job title of the person injured.

#### **Incident Details**

Please enter the date and time (in 24 hour format) for the incident. The site of the incident is the location within your premise or if off site the building or street etc where the incident occurred.

#### **Which best describes the Incident**

Tick one of the following:

- 1) Personal Accident
- 2) Near Miss
- 3) Occupational disease
- 4) Violent Incident

A Near miss – something happened with the potential to cause harm but did not. Inform your manager and the Site Manager for advice

Occupational disease:

- 1) Carpal tunnel syndrome;
- 2) Severe cramp of the hand or forearm;
- 3) Occupational dermatitis;
- 4) Hand-arm vibration syndrome;
- 5) Occupational asthma;
- 6) Tendonitis or tenosynovitis of the hand or forearm;
- 7) Any occupational cancer;
- 8) Any disease attributed to an occupational exposure to a biological agent.

For further information on [occupational disease](#):

Dangerous occurrence – relates to a specific list from the RIDDOR regulations. For further information on [Dangerous occurrences](#)

A violent incident – a drop down box will appear on the electronic input that will allow you to further describe the circumstances. On the paper form please indicate if the violence was malicious or there are other factors are involved. Please state the name of the other person (perpetrating the violence) if known.

### **Description of the Incident**

Please give a short, clear and factual description of how the incident occurred. Do not just enter 'refer to additional sheets' in this box. If additional sheets are required to provide a more detailed explanation, then you must still provide a brief description of the incident in this box.

<http://www.hse.gov.uk/riddor/index.htm>

### **Name and Contact details of any Witness**

Please give details of any persons who have actually seen the incident occur. A witness is not someone who was simply at the scene.

### **Injuries Sustained, ill health or adverse effect**

Please describe injuries, ill health, or other adverse effect suffered as a result of the incident, and if applicable the body part affected – Left leg, Right arm etc. If no injury has been suffered please enter No injury.

### **Was medical treatment needed?**

Tick all appropriate and if first aid has been given then enter details of treatment given name of first aider and contact details.

### **Person completing part one**

Enter the details of the person who has completed part one.

## **PART 2 – Incident Report Form**

### **Incident Review**

The aim of the review is to establish the facts not to apportion blame.

This section is to be completed by the Line Manager – use additional sheets if required but make a note of this on the original incident form.

The results of incidents vary considerably from serious injury/death to a near miss.

The incident review will assist in identifying what went wrong and why, (unsafe acts or conditions) and the corrective action necessary to prevent re-occurrence.

If the manager requires assistance in carrying out the investigation then assistance can be sought from the Health, Safety and Wellbeing Team.

### **Incident Description**

This should contain a description of what happened based on your enquiries. It should be factual and avoid comment. Include supporting evidence and/or photographs if possible. Any plant, equipment or tools should be clearly identified including serial or ID number and inspection dates. It may be necessary to withdraw from use and impound items of equipment, particularly if faulty, that may have contributed to the cause of the incident. You will need to consider any immediate or underlying factors, such as:

### **Immediate and Underlying Causes**

#### **Immediate Causes:**

##### **Premises/place of work**

Consider the premises and place of work, taking into account whether anything contributed to the incident. This may include holes in the floor/ground or other trip or slip hazards, inadequate lighting or ventilation, lack of fall protection, unsafe storage of materials or protruding objects, inadequate weather protection, etc.

##### **Plant, equipment and substances**

Consider the precautions for plant, equipment and substances. Was there anything about the adequacy of the controls that may have been a contributory factor? For example, inadequate guarding or stop controls, poor

standard of access equipment, inadequate local exhaust ventilation, etc. Consider whether adequate personal protective equipment was provided and being worn.

#### Procedures

Think about the procedures necessary for the work and for emergency situations. Was there a recognised safe system of, or method of work in place? If there was a recognised system of work in place, were the instructions sufficiently clear and adequate for the work being done? Consider whether adequate personal protective equipment was provided and worn.

#### People involved

Consider the suitability, behaviour and actions of the people involved. The conclusions may be that people are unsuitable for the work being performed, not trained to an adequate level of competence, or they may have suffered from a lapse of concentration, lacked awareness of the risks or may have chosen the wrong action.

Particular consideration may need to be given to people with inexperience, lack of awareness of risks or immaturity. In some cases, the people involved may not be working in accordance with the instructions given or they have purposely done something regarded as being unsafe.

The following examples of immediate factors in the main apply to adults in school. Likewise, students may not have some of the necessary skills needed to take the correct action.

#### Challenging Behaviour

The majority of recorded violent incidents to staff and students occur as a direct result of the mental / physical health condition, frustrations, emotions and disabilities of our students. In the main the service users may not deliberately plan to cause harm against staff and often may not have the knowledge or understanding of the consequences of their actions. These types of incidents need to be identified from those that involve premeditated, wilful violence that may occur with some children.

#### Mental Health Issues

If the person involved in the incident is known to have a history of mental health problems then this may be an immediate factor. They may have been assessed or be waiting to be assessed by outside agencies such as CaMHS.

#### Medication

A number of our students are prescribed various forms of medication to help improve or control their condition. Some types of medication are known to have side effects that could affect the behaviour of the user.

In some instances a change in medication or a refusal to take prescribed medication may result in signs of aggression or other inappropriate behaviour not normally associated with the individual. Careful review of care plans and medication records should be undertaken to identify if this could be an immediate factor. This will be done by the SENCO.

#### Family Contact

Many of our students will face challenging circumstances at home or from other students. When this is the case, the personal circumstances of the child must be taken into account. This includes CLA and those known to social care but can include any student in school.

#### Relationship Issues

It is important to recognise if incidents have occurred due to relationship issues. This may include:-

Character conflict- Two people or groups of people simply cannot “get on” together.

Attention seekers- Individuals may demand attention and cannot cope with other group members getting attention.

People of different backgrounds may not interact without conflict. e.g. different religions, beliefs, social standing, communication difficulties etc. these culture differences need to be considered.

### Staffing Issues

Consideration should be given to any staffing issues that may have contributed to the situation. Where the staffing levels appropriate to the individuals needs. Are specific staff members exposed because of lack of training to deal with inappropriate behaviour / challenging behaviour? Are staff trained to identify triggers for inappropriate behaviour and can apply de-escalation techniques to diffuse adverse situations?

### Imposition of Sanctions

It may be necessary to impose sanctions on individuals or groups of people as part of their behavioural management plan. When doing this, the school procedures and behaviour management policy should be followed. Consideration should be given to identify any sanctions imposed prior to any incident that may have caused an adverse reaction.

### Life Events

It is important to identify any possible outside influences that may have had an impact on an individual's change in behaviour. Things to consider are:-

- Family / close friend bereavement
- Anniversary of bereavement
- Personal Illness or illness of a family member/friend
- Unable to take part in an event

### **Underlying Causes:**

#### Control

Give consideration to the adequacy of supervision and whether those who devise, operate or supervise the implementation of safe systems or procedures have their responsibilities clearly set out, whether they are clearly understood and if they have adequate time and resources to discharge their responsibilities.

#### Consultation and co-operation

Are those who do the work and are exposed to the risks involved in the risk assessments and devising the safe procedures? Were staff consulted on matters that may affect their health and safety? e.g. the introduction of new working practices, new equipment or technology.

#### Communication

Give consideration to whether there is sufficient up to date information on law, technical standards, etc to enable decisions to be made about how to control risks. Are written instructions on controlling risks clear, adequately detailed and provided or displayed in the appropriate positions?

#### Competence

Consider the competence (experience of applying skills and knowledge from training and other areas) of staff for the activity they are involved in, including 'cover' arrangements and supervisory staff and whether competent health and safety advice is available to the department. Were adequate health checks and health surveillance arrangements in place, and were rehabilitation arrangements suitable (including assessment of fitness for work following injury or ill health).

#### Training

Take into account whether the H&S training needs have been identified and addressed, and whether refresher training has been provided to maintain or enhance competence.

#### Inappropriate Placement of Staff

There are occasions when emergency placements are made within the borough that will present known difficulties/challenges to staff. It is important to identify these placements so that any incidents occurring as a direct result of this can be recorded and monitored. Was that person authorised to perform that task?

### **Describe current control measure**

Identify and describe all controls currently in place. Risk assessment should indicate current controls for example safe systems of work, training, inspections of premises or equipment, authorised access / use, use of guards, personal protective equipment.

It is important to identify and record the positive controls that are in place so that we can demonstrate that we are managing risks e.g. adequate lighting, clean dry floors, no obstructions, PAT testing, good housekeeping, supervision etc.

### **Summary of improvements**

Consider the introduction or review of a safety procedure, local instruction, training and supervision etc. If existing systems of work are deemed suitable and sufficient this must be communicated to the relevant people including those who reported the incident. Any actions resulting from the investigation such as changes in policy, working practice, or risk assessments must be communicated to those affected by the changes.

### **Is the accident reportable Under RIDDOR?**

Tick the appropriate box – See guidance on page one of this procedure for a list of reportable incidents. Seek advice from the Site Manager.

### **Date Incident reported to HSE**

Enter the date HSE were first informed of the incident. This may have been via the telephone in the first instance.

### **Date RIDDOR report sent to Assistant Director**

On the electronic form this will appear as a dropdown when you complete the RIDDOR field. Schools should report to the Headteacher.

### **Details of person completing part 2**

Enter details of person completing the investigation (part 2). Please complete and sign your name, date, designation – your position and telephone number.

## Incident Reporting Process Flow (electronic reporting)

