

Accident / Incident Reporting Schools

How to Guidance



Do we have to report all accidents to our employer?

Yes, it is a legal requirement for every employer to assess and investigate accidents/incidents that occur in the workplace. This allows for continuous improvement around employee's safety and health in the workplace.

INTRODUCTION

The purpose of this guidance is to provide further practical advice and guidance on how to report and investigate accidents/incidents and near misses.

The investigation and analysis of work-related incidents forms an essential part of managing health and safety.

The Council can only improve its Health and Safety performance by finding the true cause (root cause) of an accident/incident. This will allow

for effective controls to be implemented to prevent recurrence, or continuous improvement.



Aren't most accidents individuals' faults?

Blaming individuals is fruitless and sustains the myth that accidents and cases of ill health are unavoidable when the opposite is true. Learning the lessons from what your investigation uncovers is at the heart of preventing incidents. Identify what is wrong and take positive steps to put it right.

How to Complete the Online Accident Reporting Form

To report accidents/incidents and near miss events you must access the online system. The best way to access this is by going onto the [Health and Safety Documents for Schools page](#) and clicking onto the link circled below.

Accident/incident reporting

You should only use the Accident Report form if you cannot access the [online accident/incident recording system](#). Schools may use it as an internal school document to assist with inputting onto the on-line recording system

- [Accident Reporting and Recording Policy - Schools \(PDF, 185 KB\)](#)
- [Accident Incident Reporting Procedure \(PDF, 89 KB\)](#)
- [Accident Incident Reporting System User Guide \(PDF, 822 KB\)](#)
- [Accident Report Form \(DOCX, 93 KB\)](#)
- [Accident Investigation Report Form \(DOC, 113 KB\)](#)
- [Health and Safety Executive RIDDOR Information for Schools \(PDF, 176 KB\)](#)
- [Accident/Incident witness statement form \(DOC, 77 KB\)](#)

This will take you directly to our system, which will allow you to report and manage accidents/incidents that happen to your employees. Please click on the sign in blue button and this will take you to the log in page.

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You need to sign in before continuing.

WCC Accident/ Incident Recording System

Welcome to Warwickshire County Council (WCC) online Accident/Incident Reporting System. WCC, as your employer, has a legal responsibility to ensure that all workplace accidents, ill health, near misses and dangerous occurrences are promptly reported and accurately recorded. This system enables you to submit a report on-line. Please ensure that the form is submitted as soon as possible after the event. All employees have a responsibility to report accidents, ill health, near misses and dangerous occurrences to their line manager or head teacher. Prompt and accurate reporting ensures that the County Council can meet its legal responsibilities, take appropriate action to prevent a recurrence and support our employees to deal with the aftermath of such an experience. Certain accidents, ill health and dangerous occurrences need to be reported to the Health & Safety Executive within a specified time-frame as required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations – 'RIDDOR'. The majority of RIDDOR incidents/accidents will necessitate further formal investigation; the level of investigation will be proportionate to the injury or severity of the incident and the likelihood of it occurring again. Should you experience any difficulties with this on-line system please contact either; ICT Service Centre - for system malfunctions/problems or; Corporate HS&W Service - for general reporting enquiries; 01926 47 6803 - accidentreport@warwickshire.gov.uk

[Sign in](#)

Then log in through the school's access as shown below.

Login
Please login using one of the following ways to authenticate.

Warwickshire County Council
Login below if you are a WCC employee and have a WCC Microsoft account

Log in with Microsoft

Schools Access
Login below if you have a Schools IDP account and use this account to access either WES, WPD, Your HR, School Upload or Accident Reporting

Log on with Schools IDP

This will then take you to your home page which should look like the below, please ensure all your information is up to date.

Signed in as processor [Steven Hellier](#) [Sign out](#) [Home](#)

Successfully authenticated.

Your details

Please check and update your details

First name

Last name

Telephone

Group
Resources

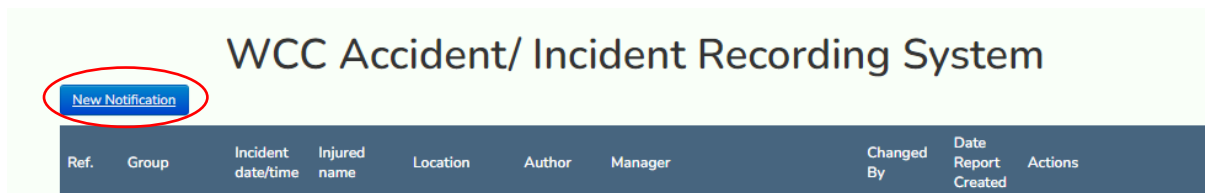
Service

Team

Unit

Then click on the blue home button as circled above in red to take you to your incident management screen. Here you will see accidents/incidents and near miss events you have reported in the past and their progress in the system.

The incident management screen is where you can report a new accident/incident report. To do this you have to click on the blue button new notification as circled below.



This will bring you to the new notification screen. Please select the type of accident that suits what you are reporting, description is included as below.

Accident type

- Accident/Incident which may or may not have resulted in an injury including work related ill health violent incident (verbal and physical), road traffic incident
- Near miss, dangerous occurrence, outbreak of fire, environmental incident and security/vandalism/property/equipment damage, that has the potential risk of harm to people on-site

Then fill in the boxes as they appear, more will appear depending on what you select. Please provide as much information on this form as possible.

Reporting Accidents

When you select accident/incident the form will change, and more boxes become available that need information. The screen should look like this.

Incident date/time
Day ▾ Month ▾ Year ▾ — Hour ▾ : Minute ▾

Circumstances
Describe the circumstances of what exactly happened (Please provide as much information as possible including relevant factors, e.g. internal/external floor conditions/levels, weather, other people involved, use of equipment, chemicals, plant, using PPE, doing something out of the normal usual activity process, not trained to do, damage to property, etc...)

Workplace defects
Was there anything defective with the workplace that may have contributed towards the cause of the incident? e.g. lack of supervision, defective faulty equipment, or the way equipment was used, the condition of the premise (slippery/damaged flooring, spills, etc...). If no defects, state 'None'

Immediate actions
Describe the immediate actions taken following accident/ incident (e.g. who notified (internal and external), who initially checked for defects and when, area made safe, spill cleared up, equipment taken out of use, etc...)

Details of treatment
Was any first aid treatment given directly at location of incident/accident? State 'None' if no treatment given

Injury Type
Please select ▾

Part of body affected
Please select ▾

Please fill in the details of the injured person including location of accident and the specific area on the site this happened.

Circumstances

Please provide as much detail as possible in the circumstances box, information to include what exactly happened leading up to and during the incident. Relevant factors such as condition of internal/external flooring, lighting, weather, equipment involved and people, chemicals in use, plant condition, the use of PPE, doing something out of the norm, training or lack of training and damage etc.

Workplace Defects

Were there any defects to the workplace that led to the incident occurring e.g. lack of supervision, defective faulty equipment, or the way equipment was used, or the condition of the premise such as wet floor. If there were no defects, please type in "None."

Immediate Actions

Describe the immediate actions taken following the accident, such as making the site safe, providing first aid, and calling emergency services, who was notified external/internal, equipment made safe and taken out of service, photos taken etc.

Details of treatment

Please fill in the details of first aid given, by who.

Then select the injury type and part of the body effected by the incident.

Witness details

Provide the contact details of all witnesses so they can be contacted later during the investigation stages if required.

Then complete the manager section and click on save and continue. If you have been on this screen for an extended period, it might be worth saving the information on a word document before pressing save as the system can time out. Please then ensure you delete the word document when completed.

Reporting Near Misses



Why report near misses?

Near misses can lead to injury, if near misses are not reported there is potential for problems to go unnoticed until an accident takes place which could seriously injure someone. Action could have been taken to prevent that from happening.

When you select Near Miss the form changes and a few more boxes appear requesting information.

Incident date/time
Day ▾ Month ▾ Year ▾ — Hour ▾ : Minute ▾

Circumstances
Describe the circumstances of what exactly happened (Please provide as much information as possible including relevant factors, e.g. internal/ external floor conditions/levels, weather, other people involved, use of equipment, chemicals, plant, using PPE, doing something out of the normal or usual activity process, not trained to do, damage to property, etc...)

Workplace defects
Was there anything defective with the workplace that may have contributed towards the cause of the incident? e.g. lack of supervision, defective faulty equipment, or the way equipment was used, the condition of the premise (slippery/damaged flooring, spills, etc...). If no defects, state 'None'

Immediate actions
Describe the immediate actions taken following accident/ incident (e.g. who notified (internal and external), who initially checked for defects and when, area made safe, spill cleared up, equipment taken out of use, etc...)

Details of treatment
Was any first aid treatment given directly at location of incident/accident? State 'None' if no treatment given

Injury Type
Please select ▾

Part of body affected
Please select ▾

Witness Details
Name, address and contact details. State 'None' if no witnesses.

Please fill in the form as above in the accident section with as much information as possible. In the injury type section please select no injury as circled above. Then complete the managers details and submit to manager as circled below.

MANAGER SECTION

Manager/Head Teacher's first name Manager/Head Teacher's last name

Manager/Head Teacher's email

SECTION SUPPORTING DOCUMENTS

If you wish to add supporting documents, please click on the 'Save and continue' button. You will then be able to upload documents and associate them with this notification.

How do I contact the Workforce Health and Safety Team for support as a manager

If the Health and Safety team has not reached out, but you require support to complete the investigation as a manager. Please contact us via the below methods.

Notification of HSE investigations

On occasions the HSE might contact schools, head teachers, managers, or the injured person from a RIDDOR reportable event. If someone makes contact from the HSE with you, you are to notify the Health and Safety team immediately via telephone or email.

Phone: 01926 476803

Email: healthandsafety@warwickshire.gov.uk

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