

Local authority accident/incident/near miss reporting procedure for schools

Schools must have a system in place to record, report and investigate all accidents, incidents and near misses and take any necessary and appropriate action to prevent recurrences.

For community and voluntary controlled schools, community special schools & maintained nursery schools:

1. Minor accidents, e.g. minor cuts and bruises should be recorded in school only.
2. All non-minor accidents, incidents and near misses affecting employees, pupils, parents, visitors, contractors, members of the public and others which relate to school activities (on or off the school premises, including educational visits) **must be reported to WCC** through the on-line **WCC Accident / Incident Recording System** <https://apps.warwickshire.gov.uk/AccidentReport>

This includes incidents which may or may not have resulted in an injury, **including work-related ill health and violent incidents (verbal and physical) and road traffic incidents**. Also **near misses** (incidents that could have resulted in injury, damage or loss but did not on this occasion but could in the future) and **dangerous occurrences**; including outbreak of fire or explosion, environmental incidents and security / vandalism / property / equipment damage that has the potential risk to harm to people on-site. Exposure of hazardous substances including asbestos, collapse or failure of building structure must also be reported.

3. The report must be completed and submitted **on-line as soon as practically possible** following the accident/incident. The report must provide a full description of the incident and record the actions being taken to prevent a recurrence. The report must be completed by the Headteacher/Deputy in primary schools, or in secondary and special schools, an appropriate member of the senior leadership team, e.g. School Business Manager. A paper copy WCC accident/incident report form is available to use in exceptional circumstances where the on-line recording system cannot be used.
4. There is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for work-related deaths, certain types of work-related injuries/incidents, some cases of occupational disease and specified dangerous occurrences to be reported to the Health and Safety Executive (HSE) within prescriptive timescales. **The WCC Corporate Health, Safety & Wellbeing Service will report all RIDDOR incidents to the HSE on behalf of schools and WCC as the employer.** For more information on RIDDOR, refer to the HSE's education information sheet: [Incident reporting in schools](#).
5. For some accidents/incidents a more **detailed investigation** may need to be carried out and a [WCC accident investigation report form](#) completed by the school. This includes certain RIDDOR reportable incidents and other incidents of a serious nature. The WCC Corporate Health, Safety & Wellbeing Service will identify these types of incidents. There may also be a requirement for a WCC formal investigation to be carried out by the WCC Corporate Health, Safety & Wellbeing Service.
6. Some RIDDOR incidents may be investigated further by the HSE which may result in a visit to the school by the HSE. The WCC Corporate Health, Safety and Wellbeing Service **must be notified immediately** in this case so that appropriate advice and support can be given.
7. Schools must have a process in place to **analyse accident/incidents** to help monitor trends and identify any areas of concern, as well as take any appropriate action where incidents are recurring. The WCC Corporate Health, Safety and Wellbeing Service also carry out a corporate analysis of reported accidents/incidents.

**Please refer to the WCC Accident/Incident Recording System User Guide for more information on how to access and use the system. www.warwickshire.gov.uk/schoolhsdocs (password to open: wccshw)*

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For voluntary aided and foundation schools:

1. **Voluntary aided and foundation schools are responsible for reporting all relevant incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) directly to the Health and Safety Executive.** This includes work-related deaths, certain types of work-related injuries/incidents, some cases of occupational disease and specified dangerous occurrences as detailed within RIDDOR. For more information, please refer to the HSE's education information sheet: [Incident reporting in schools](#) or go to www.hse.gov.uk/riddor.
2. The website details the specific incidents that **must be reported** and the ways in which reports can be submitted within their prescriptive legal timescales. A guidance document is also available which provides details about keeping records and further information about online reporting arrangements.
3. Voluntary aided and foundation schools are not required to report accidents/incidents/near misses to WCC **unless there is a major incident which affects the health and safety of the whole school environment.** Examples of major incidents include the serious failure of machinery or equipment, exposure of hazardous substances including asbestos, collapse or failure of building structure, outbreak of fire or an explosion etc.
4. In the event of a major incident, the WCC Corporate Health, Safety and Wellbeing Service should be contacted as soon as practically possible to report and record the incident. Tel 01926 476803 email accidentreport@warwickshire.gov.uk.

For more information and advice contact:

Corporate Health, Safety and Wellbeing Service
Human Resources & Organisational Development
Resources Group
Warwickshire County Council
Email: accidentreport@warwickshire.gov.uk
Tel: 01926 476803

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