

# Laleham Gap School – LGS01a Health & Safety Accident Management

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**Kent County Council  
Education Learning and Skills Directorate**



**Health and Safety Policy Statement**

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Date: July 2014  
Next Review: July 2017  
Owner: Business Manager

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## 1. Security Protective Marking

1.0 Not Protectively Marked.

## 2. Summary of Changes

2.1 The following changes have been made to this policy on 27<sup>th</sup> July 2014:

- The previous policy has been rescinded
- The policy has been updated to incorporate new criteria/elements
- This version incorporates the instructions for both the primary & secondary school site

2.2 This policy is scheduled for review in July 2017

## 3. Introduction

3.1 This policy details the mandatory requirements for reporting injuries, diseases and all dangerous occurrences in the workplace, required by legislation and the internal processes of both the primary and secondary schools, to ensure statutory compliance.

3.2 The reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR), as amended, consolidate and simplify the law by applying a single set of reporting requirements to all school activities

3.3 Whilst the main purpose of the legislation is to generate reports to the Health & Safety Executive (HSE) the process also provides an opportunity to identify incidents commonly referred to as 'hurt on duties' in order to provide data to indicate where and how risks arise and to identify particular trends where action should be taken to prevent injuries, ill health and loss of resources.

3.4 In line with Kent County Council the Head Teacher and Governors are committed to establishing and implementing arrangements that will:

- Ensure that staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.)
- Ensure that the premises for which they are responsible have safe access and egress for all staff, pupils and visitors
- Provide adequate facilities and arrangements for welfare
- Provide and maintain safe plant and safe systems of work without risks to health
- Ensure safe use, handling and storage and transport of articles

- Provide suitable information, training, instruction and supervision10/02/2015 to keep all staff, pupils and visitors safe
- 3.5 In line with UK National Policies by the Health & Safety Executive (HSE) Laleham Gap School (Primary & Secondary) utilise the basis of the nationally agreed reporting forms for reporting injuries, dangerous occurrences and near misses. Please click onto the following hyperlink <https://extranet.hse.gov.uk/lfserver/external/F25081E>

#### **4. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

- 4.1 These regulations apply to events that arise out of, or in connection with, work activities covered by the Health & Safety at Work Act 1974. For Laleham Gap School (Primary & Secondary) RIDDOR refers to incidents that occur on either of our school sites, or where our staff and students are engaged in work at other locations.
- 4.2 The HSE form cited above (via Hyperlink) will be used in reporting the following incidents:
- An accident involving physical injury
  - A dangerous occurrence as detailed in the guidance notes for use of the above form (<http://www.hse.gov.uk/guidance/index.htm>)
  - An event that occurs which could have resulted in a physical injury (or a near miss)
- 4.3 Whenever any of the following events arise out of or in connection with school work/activities of staff and students, in addition to any internal records, the event must be reported to HSE namely:
- Death of any person as a result of an accident at work
  - Someone at work suffering a major injury (as defined in the guidance notes on the HSE website: <http://www.hse.gov.uk/guidance/index.htm> as a result of an accident
  - Someone at work is not able to do their normal work for more than 3 days as a result of an injury caused by an accident at work
  - fracture, other than to fingers, thumbs and toes
  - amputation;
  - dislocation of the shoulder, hip, knee or spine;
  - loss of sight (temporary or permanent);
  - chemical or hot metal burn to the eye or any penetrating injury to the eye;
  - injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
  - any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
  - unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;

- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
  - acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- 4.4 As of **6 April 2012**, RIDDOR's over-three-day injury reporting requirement has changed. The trigger point has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened).
- 4.5 Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.
- 4.6 Employers and others with responsibilities under RIDDOR must still keep a record of all over-three day-injuries – if the employer has to keep an accident book, then this record will be enough. The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

## 5. Over-three-day injuries

- 5.1 You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days. The accident book under the Social Security (Claims and Payments) Regulations 1979 is used to record all injuries and is kept with the School Nurse at the Secondary School Site and with the School Nurse Assistant at the Primary School Site.

## 6. Occupational diseases

- 6.1 Laleham Gap School has a duty of care to report all listed occupational diseases as specified within The Reporting of Injuries, Diseases, Dangerous Occurrences Regulations, 1995 (Paper Number 3163, Schedule 3). As an employer we have a duty to report occupational diseases once we have received a written diagnosis from a doctor that one of their employees is suffering from a specified condition **and** the sufferer has been doing the work activities listed relevant to the occupation employed within.

## 7. Dangerous occurrences

- 7.1 Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable:
- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
  - explosion, collapse or bursting of any closed vessel or associated pipe work;
  - failure of any freight container in any of its load-bearing parts;
  - plant or equipment coming into contact with overhead power lines;
  - electrical short circuit or overload causing fire or explosion;

- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or released.

7.2 The following dangerous occurrences are reportable: unintended collapse of:

- any building or structure under construction, alteration or demolition where over five tonnes of material falls;
- a wall or floor in a place of work;
- any false work;
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of:
  - 100 kg or more of flammable liquid;
  - 10 kg of flammable liquid above its boiling point;
  - 10 kg or more of flammable gas; or
  - of 500 kg of these substances if the release is in the open air;
- Accidental release of any substance which may damage health.

## 8. Definitions appropriate to this policy

8.1 The following definitions will apply for the purposes of this policy:

- Accident – any unplanned and uncontrolled event that results in injury or ill health, including any act of non-consensual physical violence done to a person at work
- Dangerous Occurrence – occurrences as specified which arise out of or in connection with work
- Near Miss – an unplanned and uncontrolled event that could have resulted in injury or ill health

## 9. Reporting accidents, dangerous occurrences and near misses

- 9.1 An essential element of Laleham Gap School health and safety management is an effective procedure for the accurate and timely reporting of accidents, dangerous occurrences and near misses.
- 9.2 This has several benefits:
- Incident control – it enables the school to ensure that any injuries and near misses are dealt with promptly and accurately, with damage assessed and immediate action taken to prevent reoccurrence
  - Management information – this enables the Senior Leadership Team and Heads of Department to consider what preventable action needs to be taken to prevent any further damage or injury; what are the implications for the Schools Health & Safety Policy, procedures and training requirements
  - Statutory obligations – it provides the information that the school requires to comply with RIDDOR and to monitor all accidents, dangerous occurrences and near misses

## 10. Work related deaths

- 10.1 Regulation 3 covers reporting work-related deaths, injuries and dangerous occurrences and requires three key elements before deaths and injuries must be reported:
- There must have been **an accident** (this is a distinct, adverse event that is external to the deceased or injured person, and was unintended). There is one exception:
  - Reportable deaths and injuries from an act of **non-consensual physical violence** to a person **at work** must be reported.
  - That accident must have **arisen out of or be connected to the work activity**.
  - This must result in a death or reportable injury.

## 11. What is meant by ‘arisen out of or be connected to the work activity’?

- 11.1 When deciding if the accident that led to a death or injury has arisen out of or is connected to work, the key questions are whether the accident was related to:
- the way the work was carried out;
  - any machinery, other plant, substances or equipment used for the work; and/or
  - the condition of the site or premises where the accident happened.
- 11.2 If any of these factors did play a part in causing the accident, then the injury should be reported.

## 12. Exemptions

- 12.1 In general, regulation 10 of RIDDOR exempts duty holders from reporting deaths and injuries that result from:
- medical or dental treatment or examination carried out by, or under the direct or indirect supervision of, a doctor or registered dentist; or
  - the movement of a vehicle on a road (but not if the person was loading or unloading the vehicle, working alongside the road, e.g. constructing or maintaining the road or adjacent buildings, or the accident involved a train or there was an escape of substance from the vehicle)

## 13. School Reporting Procedures

- 13.1 The use of the HSE reporting form relates to incidents on School Premises (Primary & Secondary) and relates to any school activity involving:
- Employees – Teachers, Learning Support Assistants, Support/Administration staff/ catering and cleaning staff/caretaking staff, Specialist Teaching Services, Therapists, Nursing Staff, Care Residential Staff, Contracted Apprentices
  - Non Employees – Non Contracted Apprentices, members of the public, Agency Staff,, external contractors and those working on behalf of an external contractor
- 13.2 Completion of the HSE electronic form is available through the following hyperlink: (<https://extranet.hse.gov.uk/lfserver/external/F2508IE>)
- 13.3 The School Business Manager has the lead role in all aspects of Health & Safety on a day to day basis and is responsible for collating all reports of injuries, dangerous occurrences, near misses and the School Nurse has the lead role in reporting all reportable diseases for the School (at both sites) and ensuring compliance with the reporting requirements of RIDDOR.
- 13.4 On receipt of a copy of form 2508 the personnel department will ensure that a record is retained on the individuals personnel file. The Business Manager/School Nurse (in respect of reportable diseases) will assess whether the appropriate level of investigation has taken place in respect of the incident. Copies of these incidents will be kept in line with the appropriate records retention policy for the school.

## 14. Investigation Procedure

- 14.1 Each incident or occurrence outlined in the policy should be investigated to identify the cause, what lessons can be learnt and implement action to prevent reoccurrence.
- 14.2 In some cases the HSE may wish to carry out an independent investigation and will be given every assistance should they choose to do so.

## 15. Conducting Investigations

- 15.1 Investigations in respect of Health & Safety incidents at work are conducted to establish cause and effect and lessons learnt with a view to preventing a similar occurrence in similar situations in the future.

## 16. Retention & Disposal of records

- 16.1 Documents mentioned in the above policy will be retained for the period specified within the Schools disposal schedule policies.

## 17. Equality Impact Assessment

- 17.1 This policy has been assessed with regards to its relevance to race and diversity equality. As a result of this assessment, the policy has been graded as having a low impact.

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