



Accident and Near Miss Procedures for School Staff

An accident is defined as an unplanned, unforeseen event that led to ill health or injury to persons or damage to equipment, property, products, etc. This definition can be expanded to include damage to the environment. A near miss is an unplanned, unforeseen event that could have led to injury to persons or damage to plant, equipment, property, etc. but in the instance in question did not.

Accidents

1) Report the accident via the Smartlog online form

In secondary schools all accidents should be recorded on to Smartlog. In primary, any accident that involves more than a minor clean up and reassurance, should be reported on Smartlog (for anything less, it should just be recorded on the internal log book). Accidents should be reported by the First Aider that dealt with the injured party. The information recorded must be detailed, as this will be used if an investigation by the school, Trust or Health & Safety Executive (HSE) is required. A work flow chart for this process is in Appendix 1.

Staff members required to fill in accident forms, will be given instruction on how to use the form and about what information should be recorded (this can be peer to peer training but instructions are also available in Appendix 2).

General information regarding accident reporting in the workplace can be found in 'Accidents' folder in the information quick link in Smartlog.

2) Report serious accidents to the Head of School

If the accident is serious (resulting in head injury, broken bones, laceration, burns or anything worse; or suspected of being caused from a lack of supervision, the use of equipment, contact with a substance or the condition of premises) it should be reported to the Head of School so that relevant investigations can commence. The outcome of the investigation should be recorded on the Smartlog form with any changes that are implemented as a result of the accident, noted.

3) Further Action

The Trust will monitor Smartlog for accident forms and will decide if an accident is reportable to the HSE under RIDDOR. The Trust will report applicable accidents to the HSE and manage the process from start to finish, liaising with HSE and the school when required, as part of an HSE investigation. Only staff trained into what is defined as a reportable accident

Abingdon Learning Trust Accident Reporting Procedure

under RIDDOR will report to the HSE. Training will be given 'peer to peer', with reference to the RIDDOR reporting resources available in the 'Accidents' folder in the information quick link in Smartlog.

Near Misses (Dangerous Incident/Occurrence not resulting in injury)

1) **Report the near miss to the Trust contact via email.**

If a near miss occurs on a school site, follow the same process as accident reporting and when completing the Smartlog form, select the options for 'near miss' when you are prompted to do so. The Trust will then establish if the near miss is reportable to the HSE under RIDDOR.

Annual Accident and Near Miss Report for the Board of Trustees and Heads of School

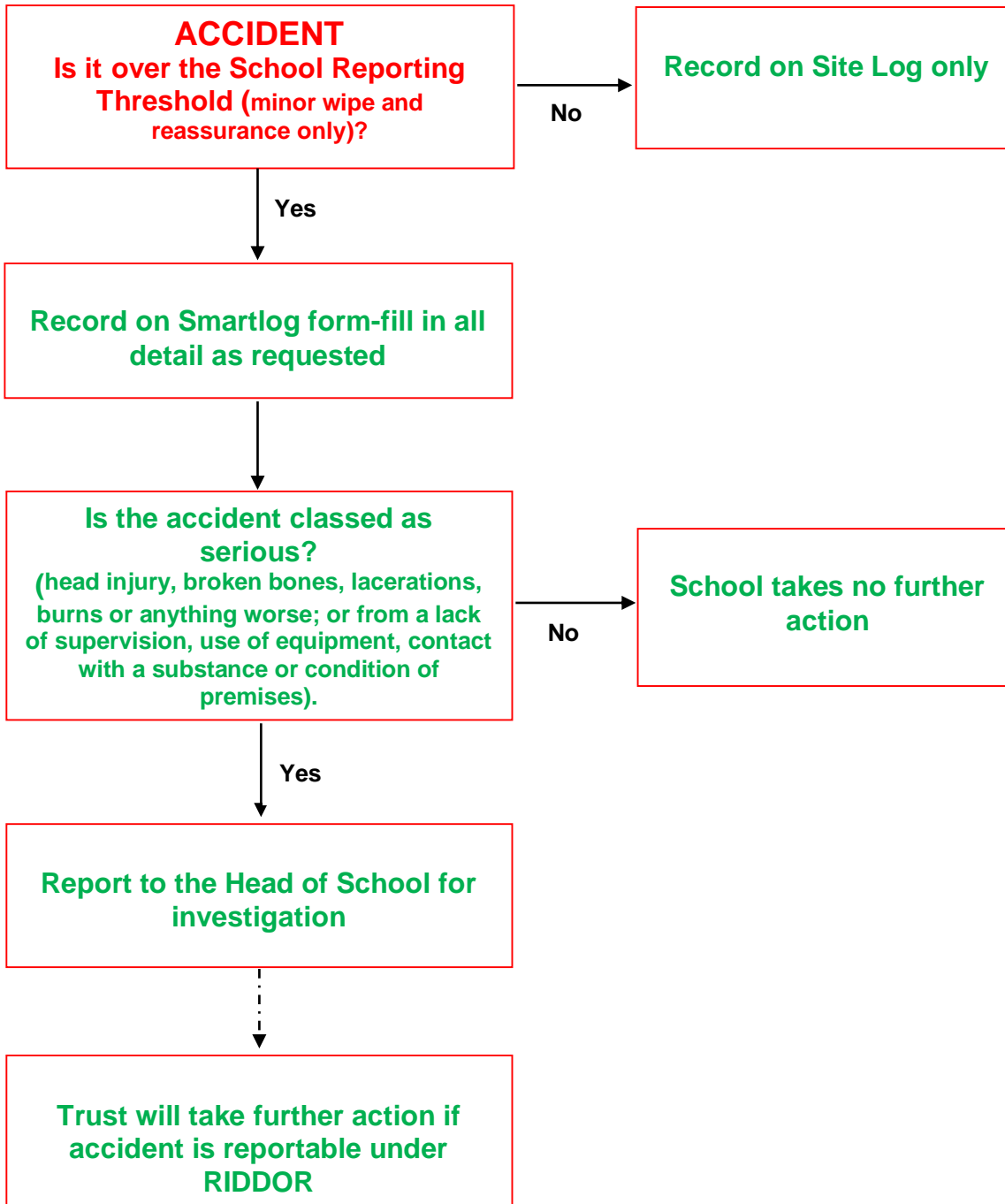
1) **Information is gathered and collated**

The accident information recorded on Smartlog and the near miss information received by the Trust will be collated by the Trust, into a report which will be used to identify trends, inform reviews of policy, procedures and root cause analysis and to make improvements for reducing accident reoccurrence.

2) **Information is shared**

The report will be distributed to the Trustees, Local Academy Boards and Heads of School. This information may be shared in the various Health & Safety Groups that operate within the Trust and will also be disseminated by Heads of School to appropriate staff, to manage improvements and amend and action risk assessments as required.

Appendix 1



Appendix 2

Instructions – How to fill in a Smartlog Accident/Near Miss Form

- 1) Sign into Smartlog and on the dashboard, click on 'Accident Reporting' from the quick links menu.
- 2) Click on the 'Report Accident/Incident' tab.
- 3) On the left hand drop down select if a person was or was not involved and on the right hand drop down select you have four different options; Fatality, Loss Time/Serious Accident/Injury, Minor Accident/Injury, Near Miss or Unsafe Act or Condition.
- 4) When you have selected your choices this brings you to a page with sections containing multiple questions and information boxes that all must be completed. Please give as much information as you can, when you fill in the details of the accident/near miss.
- 5) When you have finished the sections on this page, click the 'Submit Form' button to the bottom left of the page.
- 6) You have the option to print PDF for your own records if required. However, the details will always be available on Smartlog for you to review.
- 7) If you need to add any further information, for example the outcomes of an investigation, you can select the 'Submitted Accident Reports' tab, found in the 'Accident Reporting' area and click on to your accident form where you can amend/add.
- 8) When you have filled in your further information, you have the option to save or complete. Only complete when you are sure all actions are finished including any RIDDOR reporting.