WHAT ACCIDENTS REQUIRE RECORDING AND REPORTING?
The HSE Information Sheet on accident reporting makes clear that pupils and visitors "are not at work." The reporting requirements are therefore restricted to cases when a person is killed or taken to hospital, or "the accident arises out of or in connection with the work activity." This is further defined as:

- "work organisation" (e.g., the supervision of a field trip),
- "plant or substances" (e.g., machinery, experiments, etc),
- "the condition of the premises."

The guidance explicitly excludes "playground accidents due to collisions, slips trips and falls,........unless they happen.....because of the condition of the premises or equipment, [or] inadequate supervision."

THE ACCIDENT BOOK
The Senior Matron is responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school. Although commonly known as the "accident book," it is actually a book containing detachable forms that everyone completes when they attend the Matrons Office after suffering any sort of accident, however small, that requires first aid.

All staff normally complete their own forms, unless they are so incapacitated that doing so is impracticable. In such cases the form should be completed by a witness, which will usually be one of the matrons. The wording of the form is designed to encourage a logical and thorough record of every accident in a common format, leading the reporter through each stage. Details recorded include: the name and status of the person injured, when, where and how the accident occurred, what happened, what injury resulted and whether the injury was sufficiently serious to meet the criteria, known as a "Notifiable Accident," that require it to be reported to the Health and Safety Executive (HSE). If in any doubt as to whether an accident is “Notifiable” or not, the duty (or Senior) matron should take the form and discuss it with the Bursar.

Completed accident report forms are forwarded to the Matron for any further action that may be necessary (see below). Forms are kept in a folder, with separate sections for accidents to pupils, staff and visitors for a minimum of three years. In terms of record keeping, the Senior Matron keeps a file in her office, containing photocopies of pupil, staff and visitor forms, so
that there is a central area that can be referred to if necessary. In order to ensure strict privacy, as well as compliance with the General Data Protection Regulation (GDPR), they are stored in a locked filing cabinet in the Matron’s Office. Accident reports are considered at every meeting of the school’s Health and Safety Committee and trends are monitored.

WHAT IS A “NOTIFIABLE” ACCIDENT?
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), places a statutory duty on employers (and others) to report work-related deaths, major injuries, injuries lasting over three days, together with work related diseases, and dangerous occurrences (near miss accidents) to their local Health and Safety Executive (HSE) office via the national Incident Contact Centre (ICC) who will pass details on to the local HSE office. An accident that is sufficiently serious to require reporting to the ICC must also be recorded in the accident book. The Bursar will be advised of all accidents of this nature and will make the report to the ICC.

EMPLOYEES AND CONTRACTORS
RIDDOR specifies that the following work-related accidents to employers or contractors working on the premises should be reported:

- "Accidents which result in death or major injury must be reported immediately, and
- "Accidents which prevent the injured person from continuing his/her normal work for more than three days must be reported within ten days"

The HSE's leaflet "Incident-reporting in schools (accidents, diseases and dangerous occurrences)," defines the list of reportable major injuries. It also explains the procedure for reporting an accident.

PUPILS AND VISITORS
RIDDOR requires that accidents to someone who is not at work (ie. pupils and visitors) should be reported to the ICC if:

- "The person is killed or taken to hospital, and
- "The accident arises out of or in connection with the work activity"

The last category is described by the HSE as covering:

- "Work organisation (eg the supervision of a field trip)
- "Plant or substances (eg machinery, experiments etc)
- "The condition of the premises.............
- "Curriculum sports activities [that] result in pupils being killed or taken to hospital"

Playground accidents that do not require a pupil being taken to hospital are only reportable if they result from "the condition of the premises or equipment, [or] inadequate supervision". The notification process for pupils and visitors is identical to the one for staff.
ESCO RTING PUPILS TO HOSPITAL
The Duty Matron is responsible for escorting pupils to hospital, and for ensuring that the House Master and Deputy Head are informed of what has happened. She will ensure that a pupil's parents are informed as soon as possible, if their son or daughter is taken to hospital, or suffers from anything other than a trivial injury.

ACCIDENT INVESTIGATIONS
All notifiable accidents need to be investigated in order to:

- Prevent recurrences and learn from events
- Keep statistics so that trends can be identified and discussed by the Health and Safety Committee
- Report to insurers in support of a claim (if appropriate)

Copies of all statutory accident report forms should therefore be sent to the Matrons. At The Prebendal School, it is our policy to encourage all members of staff to take an active interest in improving the health and safety of our community. Members of staff are therefore urged to report near misses, or trivial accidents that could potentially have been more serious to the Bursar, so that they can be investigated, and any defects put right.

The investigation will normally be carried out by the Bursar; but may involve other members of staff. Witness statements may be taken, and in serious cases, a full written report, including photographs and recommendations will be produced for the SLT and the Health and Safety Committee. The Health and Safety Committee formally discusses accidents once a term.

PROMOTING AWARENESS
All new staff and pupils are made aware that in the event of an accident they need to see the Matrons and thereby access the school's policy for recording, reporting and investigating accidents. New staff are required to familiarise themselves with the contents of the Health and Safety Handbook. In addition, safety posters, together with first aid boxes are displayed throughout the school, together with lists of qualified First Aiders. The Senior Matron is responsible for checking that all first aid boxes and eye washes are kept replenished.

TRAINING
Special training is given to staff who are engaged in potentially risky occupations (e.g. Science, D&T, Games and Maintenance), or who take part in visits out of school. (More details are given in our separate Educational Visits Policy). We are happy to arrange external first aid, minibus driving and other safety-related training for staff.

SAFETY EQUIPMENT
We are strict in ensuring that pupils always wear the recommended protective equipment both in curriculum activities and in organised sport. Any pupil can expect not to be allowed to play sport without the following essential safety equipment:
A9_RIDDOR and Accident Reporting Policy

- Rugby, hockey: mouth guards
- Football, hockey: shin guards

We supply cricket helmets, and goal keeping equipment for hockey and football. We supply safety equipment as required for Science and DT.

Staff are supplied with all the safety equipment needed for their work, such as ear-defenders, reinforced footwear, gloves, masks etc. Their induction training makes clear that failure to wear the equipment can be treated as a disciplinary issue. The Caretaker maintains a register of Personal Protective Equipment issued. He is responsible for ensuring that worn-out or unserviceable equipment is replaced when necessary.

INSURANCE

The Prebendal School has £20M of Employers’ Liability Insurance and £20M of public liability insurance, as well as an "occasional use" motor policy. We include Personal Accident Insurance cover in the school fees as an extra. Our Bursar is responsible for arranging insurance, and dealing with the Insurers in the event of a claim. Staff therefore need to ensure that he is told as soon as possible of an accident that could result in an insurance claim.