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EUROPA SCHOOL UK PROCEDURE FOR ACCIDENTS, INCIDENTS & NEAR MISSES

Version and Date		Action/Notes
V1	24.05.2018	need to investigate the use of school base for accident logs
V2	11.07,2021	Reviewed
V3	05/05/2022	Added serious accident reporting form and updated date of regulations for Riddor
V4	July 2025	Reviewed updated links to HSE
Review Date August 2027		

RATIONALE

Europa School UK is committed to providing an environment which is as healthy and as safe as possible for its students, staff and visitors. However, accidents and incidents do happen and there is a statutory requirement to report all serious accidents, dangerous occurrences and instances of occupational ill health to the Health and Safety Executive (HSE). The school also has a duty to investigate and report ALL accidents and incidents affecting students, staff and visitors. All accidents and incidents must be reported for monitoring and investigation, to ensure that procedures are in place to prevent, as far as possible, similar accidents happening.

The reporting of work-related accidents is a statutory requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

For staff this refers to

- Result in **death** or a **specified** injury.
- Prevent the injured person from continuing their normal work for more than **seven days** (excluding the day of the incident).
- Lead to a **reportable occupational disease**, for which the employee has received a **written diagnosis** from a doctor.

For students or visitors:

- *The incident occurred as a direct result of a work activity or lack of sufficient safety measures in the workplace.*
- *The person dies or is taken directly from the scene of the accident to hospital for treatment. Note that examinations and diagnostic tests are not considered treatment in this definition.*

Students and visitors do not need to have specified injuries for these requirements to apply. Specified injuries apply to employees only.

[Types of reportable incidents - HSE](#)

[Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1](#)

RESPONSIBILITIES

It is the responsibility of the Head Teacher to:

- ensure that every accident in the workplace or arising from work activities, whether involving injury or not, is recorded in a Pupil Incident log or accident log as applicable and properly investigated.
- ensure that a Reportable Injury Form is completed when appropriate according to the HSE guidance (www.hse.gov.uk/pubns/edis1.htm) ensuring that the HSE is informed of all reportable accidents within 15 days of one occurring following RIDDOR procedures.

WHEN and HOW TO REPORT

If an accident happens to either a student or adult an incident form should be filled in:

- All accidents to students should be recorded on a Minor Incident Form (Appendix A). These forms are available from the school reception and the complete forms are kept in a file in reception.
- All accidents to adults should be recorded on an adult Incident Form (Appendix B). These forms are available in the reception.
- Incidents/Near Misses for students and adults are recorded on the same Incident forms held in the Reception office.

PROCEDURE FOR ACCIDENTS TO STUDENTS

If a student has a minor injury, i.e., minor cuts, grazes, bruises:

- Administer first aid by a qualified First Aider, if appropriate.
- Record details on the Minor Incident Form
- Allow the student time to recover in a quiet place with supervision if necessary
- If necessary, inform the parent/carers by telephone and/or by sending or giving the student a copy of the Minor incident form, which should be signed and returned to reception
- For injuries requiring further treatment, file the incident form in the Pupil Accident folder held in the Reception Office.

If a student has a head injury:

- Administer first aid by a qualified First Aider.
- Record details on the Pupil Incident form or serious injury form as appropriate
- Inform the parents/carers by telephone of the accident, complete a minor incident form and ensure that parents receive the form, complete and return it to reception.

- The general principle is that anyone who has a head injury needs observing for 24 hours.
- In the case of a serious head injury, arrangements must be made for the student to be taken to hospital by ambulance (see below for additional reporting for serious injuries)
- File the incident in the pupil incident folder held in the Reception office.

If a student has a more serious injury:

- Administer first aid by a qualified First Aider. A Senior manager is contacted.
- If the assessment is call emergency services, then an ambulance is called by the reception/ first aider or a member of the senior management team. The student will be accompanied to hospital by a member of staff or parents. The student's details, bag should be taken to the hospital
- Contact the student's parents/carers and arrange to meet them in casualty at the hospital if appropriate
- complete the serious incident report and file in the pupil incident folder held in the Reception Office
- If the accident causes an injury that arose out of or in connection with a work activity and results in the student being taken directly to hospital for treatment (or death) a RIDDOR form (F25081E) must be completed online at www.hse.gov.uk/riddor. Please note that examinations and diagnostic tests are not considered treatment in this definition). The form will then be submitted directly to the RIDDOR database. A copy of this form should be kept with the original accident form in the Student's File.

If the student is ill and needs to go home:

- The reception team will inform the class teacher for primary pupils and subject teacher and/or counsellor for secondary students.
- A parent/carer must be contacted and asked to collect the student as soon as possible.

PROCEDURE FOR ACCIDENTS TO ADULTS (including Visitors)

If an adult has a minor injury, i.e., minor cuts, grazes, bruises:

- Administer first aid by a qualified First Aider, if appropriate.
- Record details on the adult incident Form
- Pass the Incident Form to the HR Manager to review and if necessary, file the incident report in the Staff Accident Folder held in the Reception Office

If an adult has a more serious injury:

- Administer first aid by a qualified First Aider
- An ambulance is to be called by the school reception staff or a member of the senior management team. The adult will be accompanied to hospital by a member of staff
- Contact the adult's next of kin or other appropriate person and arrange to meet them in casualty at the hospital
- Record details on the serious incident Form
- Pass the incident Form to the HR Manager to review and file the report in the Staff Accident Folder held in the Reception Office
- Accidents leading to major injuries or more than seven days away from work must be reported to RIDDOR through www.hse.gov.uk/riddor by completing the appropriate online report form (F25081E). The form will then be submitted directly to RIDDOR. A copy of this form should be kept with the original accident form in the

individual's Personnel File. NOTE: RIDDOR only need to be informed of a visitor accident if it results in death or the individual being taken directly to hospital from the school.

PROCEDURE FOR NEAR MISSES

Near misses which do not result in an injury should be recorded in the appropriate Incident folder held in the Reception Office. These should be entered in the book under the date when the near miss occurred.

REVIEWING AND REPORTING OF ACCIDENTS, INCIDENTS, NEAR MISSES

All Incident Forms for both students and adults (Appendices A and B) are subject for review by the School Principal on a monthly basis.

RECORD MANAGEMENT

There are Data Protection Issues with all Accident Reports, and these should be stored safely and securely. They are held in the Reception Office.

The retention period for Accident Reports for adults is the Date of Incident + 7 yrs. (+40 year if suspect exposure to Asbestos). The Accident Form is held in the individual's Personnel File.

The retention period for Accident Reports for pupils is the Date of Birth of the student (up to 25 years). The Accident Form is held in the individual's Pupil File. They are then to be shredded at the end of the retention period.

Appendix A
MINOR INCIDENT FORM

Pupil's nameClass Date

Time of incident and location	
Was First Aid given	Yes Not necessary
Witness 1 (Print name)	
Witness 2 (Print name)	
Did the pupil have a head injury? Yes No <i>All head injuries should be reported to the parent/guardian</i>	Your child has been monitored following a minor head injury. The symptoms of a head injury can occur immediately or slowly over several hours or days. Please watch them closely for any concerning symptoms over the next 72 hours. <i>If you are at all worried please seek medical advice.</i>
Details of the accident including cause	
Name of staff administering first aid	
Treatment details:	
Refer to parents - Yes No (automatic for Primary)	
Signature of staff member	Date
Signature of parent <i>Please sign and return to the school</i>	Date
Follow up Actions	

Appendix B

Minor STAFF INCIDENT FORM

Name Date

Time of incident and location		
Was First Aid given	Yes	Not necessary
Witness 1 (Print name)		
Witness 2 (Print name)		
Details of the incident including cause		
Any head or serious injuries should be put in the Staff Accident book on Reception.		
Treatment details, if necessary:		
Name of staff administering first aid		
Signature of staff member	Date	
Follow up action		

The original copy must be filed in the incident folder at the school Reception. A photocopy of this form must be given to the Business Manager.

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Appendix C

Serious Accident Investigation Record

Details of the Incident:

Reported By:		Date and Time of Incident:	
Name of Injured Person:		Names of Witnesses:	
First Aid Required:	Y / N	Hospital Required:	Y / N
Type of Incident:	Near Miss / Accident / RIDDOR		

Brief Details (e.g. what, where, when, who and action taken):

Investigation Findings:

	Question	Answer
1	Where did the incident happen?	
2	Who was injured/suffered ill health, and who else was involved?	
3	What happened?	
4	What activity was taking place at the time of the incident?	
5	Was anything unusual about the circumstances at the time of the incident?	
6	Were adequate procedures in place and were they followed?	
7	What is the nature of the ill health / injury?	
8	Was the hazard / risk known?	
9	Did the arrangement and organisation of the work contribute, if yes how?	
10	Was maintenance or cleaning adequate? If not, why not?	
11	Were people involved trained/experienced?	
12	Did the workplace layout contribute, if so how?	
	Question	Answer

13	Did the nature or shape of materials contribute, if yes how?	
14	Did difficulties using equipment contribute, if yes how?	
15	Was safety equipment/PPE satisfactory, if not why?	
16	Did other conditions contribute, if yes how?	
17	What are the Immediate, Underlying and Root Causes of the incident?	
18	Do similar risks exist elsewhere? Or, have similar incidents happened before?	
19	Do any risk assessments and related procedures require review and updating? If so which?	
Recommendations:		
20a	What additional control measures are required / recommended for this incident?	
20b	By when?	
20c	By Who?	
Records Reviewed and Retained as Evidence:		
Additional Information	Type	Included Y / N
Appendix 1	Accident Report	
Appendix 2	Investigation Report	
Appendix 3	Witness Statements	
Appendix 4	Photographs / Diagrams	
Appendix 5	Training Records	
Appendix 6	Risk Assessments (before)	
Appendix 7	Risk Assessments (After)	
Appendix 8	Other Relevant Records	
Completed By:		Date: