

Reporting of Injuries, Diseases and Dangerous Occurrences

Date	Review Date	Coordinator	Nominated Governor
15/05/14	15/05/15	D Duncalf T Francois & J Esbrand	Derek Vitali

We believe this policy relates to the following legislation:

- Occupiers' Liability Act 1957
- Health and Safety at Work Act 1974
- Occupiers' Liability Act 1984
- Data Protection Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following documentation is also related to this policy:

- Accident Book (HSE)
- Fire Safety Risk Assessment - Educational Premises (HSE)
- Guidance on First Aid for Schools (DCSF)
- Health and Safety Management in Schools (HSE)
- Risk Assessment: A Brief Guide to Controlling Risks in the Workplace (HSE)

We have a legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to report all accidents and ill health at work.

Under the regulations the following incidents must be reported immediately to the Health and Safety Executive either on-line or by telephone:

- Death or major injury
- Over seven days lost to injury
- Certain diseases
- Dangerous occurrences

We will inform the local authority immediately of any incident involving significant personal injury occurs on or off-site followed by an immediate investigation as to the cause of the incident.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To report all accidents at work under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the Health and Safety Executive.
- To report to the Local Authority all accidents and ill health at work.
- To work with other schools and the Local Authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- a duty to ensure that all accidents and ill health are reported to the Local Authority and, therefore, have delegated this responsibility to the Headteacher
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will report accidents:

- including near misses whether or not injury results;
- involving persons not in the employment of the Local Authority but are injured as a result of or in connection with the Local Authority's work;
- to contractors;
- to visitors to school;
- to pupils at school or on school trips

The Headteacher will:

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- report to the Local Authority's Health and Safety Manager all accidents including deaths and major injuries;
- undertake preliminary investigations;
- complete the Local Authority's accident report form within two working days of the accident occurring;
- send the form to the Health and Safety Manager;
- enter the details of any accident to a member of staff in the accident book;
- inform all school personnel of the location of the accident book;
- ensure the accident log book when completed is kept for a minimum of three years;
- inform the Health and Safety Manager if an injured employee reports sick directly or subsequently for more than three consecutive days;
- inform the Health and Safety Manager if an injured employee subsequently reports sick or is given alternative employment within the school;
- review the accident book each term;

The Headteacher must also report to the Health and Safety Manager:

- dangerous occurrences within two working days by completing the Dangerous Occurrence Form;
- any member of the school personnel who is suffering from a specific disease

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Health and Safety Manager

The Health and Safety Manager will:

- report all accidents, deaths and major injury to the Health and Safety Executive;
- lead the development of this policy throughout the school;
- ensure the accident book records the following information:
 - date and time of the incident
 - location of the incident
 - names and addresses of everyone involved in the incident
 - concise but clear description of the incident
 - list of injuries to those involved
- work closely with the Headteacher and the nominated governor;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;

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- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- report to the Headteacher any accident or dangerous occurrence that occurs on or off-site;
- record any accident or dangerous occurrence that occurs on or off-site in the accident book as soon as possible after the event;
- be aware of the location of the accident book;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- implement the school's equalities policy and schemes;
- report any concerns they have on any aspect of the school community.

Role of Visitors and Contractors

Visitors and Contractors will:

- comply with all aspects of this policy;
- report to the school office any accident or dangerous occurrence that occurs on or off-site;
- record any accident or dangerous occurrence that occurs on or off-site in the accident book as soon as possible after the event;
- leave their personnel contact details with the school office.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- be expected to report any accident or dangerous occurrence that occurs on or off-site to a member of staff.

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Health & Safety
 - Health & Safety - Responsibilities
 - Risk Assessment
 - Workplace Environment
 - Dealing with Critical Incidents
 - School Disaster Recovery Policy
 - Medical & First Aid
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Health and Safety	▪ Health and Safety - Responsibilities
▪ Risk Assessment	▪ Workplace Environment
▪ Dealing with Critical Incidents	▪ School Disaster Recovery Policy
▪ Medical and First Aid	▪

Headteacher:		Date:	
Chair of Governing Body:		Date:	