



# **INCIDENT MANAGEMENT, REPORTING AND INVESTIGATION**

**Policy & Procedure No.**

**OP04**

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## CONTENTS

Reference to .....	3
1. Introduction.....	3
2. Aim.....	3
3. Immediate Management of Incidents .....	3
4. Debrief and Support for Colleague .....	4
5. Incident Reporting .....	4
6. Responsibilities taken in Respect to Criminalities .....	4
7. Media Interest and Escalation.....	4
8. Regulatory Notifications and Reporting to Other Agencies.....	5
Appendix 1: Accident/Incident Investigation Report .....	6
Appendix 2: Accident Scene Investigation Checklist.....	7

## Reference to

HS03 Fire Safety

IT01 IT Security

LE01 Data Protection

OP02 Safeguarding & Child Protection

OP03 Whistleblowing

HSE: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

## 1. Introduction

- 1.1 Seadown School defines an incident as an event that has caused potential harm to a pupil or employee. We strive to offer the safest care and learning environment possible and make sure that incidents are managed effectively safeguarding all. Our monitoring and evaluation process seek to identify weaknesses in this environment so as to minimise reoccurrences of similar incidents.
- 1.2 All members of the Seadown School team have a duty of care to proactively diminish the risk of incidents occurring. The Headteacher and HR Manager must ensure employees understand and accept this duty of care.

## 2. Aim

- 2.1 To make sure that incidents are effectively managed and reported in a timely manner, providing all relevant information and analyses and that actions are undertaken to minimise the likelihood of re-occurrences of incidents.

## 3. Immediate Management of Incidents

- 3.1 Seadown School takes actions at the time and immediately after incidents.
- 3.2 First on scene must provide, if able, first aid to those affected by the incident and alert all relevant people including a member of the SLT and if required external emergency services. The protocol that should be followed for contacting these services should be: *'if in doubt, better to call them and not need them than not call and need them'*.
- 3.3 In line with First Aid training, colleagues should not endanger themselves and should only act within their capabilities when attending an incident.
- 3.4 The scene should be preserved where possible and if required and the removal of hazardous waste disposed of in an appropriate manner.
- 3.5 Contact with the family or next of kin of a pupil should be done as soon as possible if significant harm has been caused.
- 3.6 If the incident involves a contractor or external person then the police should be called in for help when contacting next of kin.

## 4. Debrief and Support for Colleague

- 4.1 Colleagues should be debriefed and recorded as soon as possible after the incident to gain timely information and anecdotal evidence. Support should be offered to colleagues of both an internal (trusted member of staff, line manager, Headteacher or significant other) and external (counsellor, GP etc) with expediency. These contacts must be offered but are not compulsory to use.

## 5. Incident Reporting

- 5.1 It is the responsibility of Seadown School staff to record and report incidents effectively.
- 5.2 Proportionate actions should be given where appropriate and follow-up checks should be undertaken by the person or persons receiving the report/s.
- 5.3 The recording of an incident will be done within 48 hours.
- 5.4 As much detail as possible should be given when reporting except for any confidential safeguarding information although this will be recorded on the MyConcern within the same period.
- 5.5 Each incident report will include an Accident / Injury Record Sheet as found in the schools Accident Book and documentation on either/both Arbor and MyConcern.
- 5.6 An Accident/Incident Investigation Report (Appendix 1) and an Accident Scene Investigation Checklist (Appendix 2) will be completed recording required future actions. These will be populated by a relevant staff member – either first aid trained, H&S officer or a member of the SLT. External agency forms should be attached and scanned onto all documentation.

## 6. Responsibilities taken in Respect to Criminalities

- 6.1 The Headteacher and/or the HR team will investigate further if there are any subsequent complaints or suspected breaches of contract, professional duty of care, recklessness or criminal acts.
- 6.2 In certain circumstances staff will be asked to make statements and they have the right to a person of their choice to accompany them to this meeting if they so wish. The appointed person cannot be involved in the incident.
- 6.3 The school and staff member have the right to legal representation or union representation if they decide it is appropriate.
- 6.4 External agencies may be asked to become involved. This can be from the Seadown aspect or the staff aspect.

## 7. Media Interest and Escalation

- 7.1 Only the Headteacher, the Directors or the Proprietor must be informed if the media or any other external agency contact a member of staff either during or after an incident concerning Seadown School.

- 7.2 Given that the site has a long standing, positive relationship with the local media, it is imperative that all staff maintain a professional demeanour and supply the contacts for the Headteacher, Directors or Proprietor upon request.

## 8. Regulatory Notifications and Reporting to Other Agencies

- 8.1 Serious incidents are reported to statutory bodies for example commissioners and regulators.
- 8.2 Ofsted, Social Services, Local Authorities and the Department for Education should be notified within 24 hours if required.
- 8.3 Specific incidents as stated by the HSE must be reported to them within 10 days. Accidents must be reported to the HSE via RIDDOR where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident. **Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.** If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

# Accident/Incident Investigation Report

Person responsible for conducting the investigation: Name: Position:
Incident being investigated:
Findings of the investigation:
Photographs and sketches to be attached where appropriate. Continue on separate sheet if required.
The opinion of the investigating officer as to the causes of the accident: To include both the immediate and the underlying causes.
Recommended corrective action:
Allocated to .....for further actions below

Signed: .....(Investigator)      Date    /    /

<b>To be completed by Department Manager.</b>
Person responsible for corrective action:
Target date by which the recommendations are to be completed:
Notes:
Date recommendations completed:

**ACCIDENT SCENE INVESTIGATION CHECKLIST**

Name of organisation	<input type="text"/>			
Address of premises	<input type="text"/>			
Date of accident	<input type="text"/>			
Identification of area within the premises	<input type="text"/>			
Investigation undertaken by (print name)	<input type="text"/>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Have all physical details been recorded (photos, sketches, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has equipment and plant been examined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have samples been collected of substances and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Interviews</b>				
Have witnesses been interviewed or given statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the injured person been interviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the person(s) causing the accident or incident been interviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Documents</b>				
Have all necessary documents been collected and examined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Analysis</b>				
Have all immediate causes been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all underlying and root causes been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did the workplace or premises involved contribute to the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did the plant, equipment or substances being used contribute to the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did the process or procedures adopted contribute to the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did the people involved contribute to the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were those who caused the event or injury adequately trained, informed, competent and experienced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was there suitable supervision and control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was there co-operation among the staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was there suitable communication among the staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Were those involved in the event competent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was all plant, equipment and the workplace adequately designed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were there adequate implementation procedures to ensure safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were risk assessments carried out and acted upon?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any management issues that contributed to the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Remedial Actions</b>				
Are additional controls required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do systems of work need amending?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do policies and procedures require reviewing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Details of Remedial Actions</b>				
Investigation undertaken by (print name)	<input type="text"/>			
Investigation undertaken by (print name)	<input type="text"/>			

**END**

<b>POSITION</b>	Headteacher	<b>NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>POSITION</b>	Governor	<b>NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>POSITION</b>		<b>NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	