

Directorate of Children's Services

Procedure for accident reporting and Investigating

The definition of an accident is an unexpected, undesirable event which causes damage or harm, therefore it is thought of as something which happens without planning or intention; chance

Accidents do not just happen there is always a cause behind the event and this can be down to a management failure or a human trait.

1. Dudley Corporate accident procedure

The corporate Health and Safety department for Dudley MBC have developed an accident reporting procedure and within this procedure there are corporate reporting forms that must be used for the reporting of all accidents, this procedure can be found by following the link:

<http://insidedudley/corporate/info&res/healthsafety /scheduleb11/default.htm>

The procedure makes reference to procedure 1 requiring following for employees and this is the A3 accident book that should be completed.

For schools only, If the accident relates to a school pupil/non employee on the school premises then the form provided in this procedure (appendix 1) must be used.

These forms are to be used for the recording and reporting of all accidents to non employees no matter how small or trivial they may seem.

1. Where to report accidents/incidents

For all accident reports all completed accident forms are to be forwarded to Ward House FOA Health and Safety Deot..

2. Time Scale for Reporting

All accidents should be reported as soon as you are aware of them.

The HSE require accidents that result in a loss of three days or more from work to be reported to the HSE within 10 days, the process for reporting this is to complete a form known as F2508 which can be done via the internet (www.hse.gov.uk/riddor) this form will be generally completed by the staff at Ward House, however if one is completed by the school then a copy must be immediately forwarded to Ward House staff to prevent duplication.

The expression 'three days or more' means, in practice at least four days. "For example, if a person who normally works Monday to Friday is injured on Friday and returns to work the following Wednesday, the Saturday and Sunday would have to be included when counting the days of incapacity. The total period of incapacity would be four days and the injury must be reported". If the employee returns to work within three days after the accident but is unable to undertake normal duties and is given other work to complete for three days or more as defined above, then this also makes the accident a

HSE reportable incident as the person is unable to carry on their normal work duties.

If the accident involves a major injury or death then it must be reported immediately, a major injury is defined below:

- Any fracture (break, crack or chip) other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury:
 - leading to hypothermia, heat-induced illness or to unconsciousness,
 - requiring resuscitation or
 - requiring admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin -
 - acute illness requiring medical treatment; or
 - loss of consciousness.
- Acute illness which require medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

3. Investigation of accidents

All lost time reportable accidents must be investigated. The school will appoint a responsible person to investigate accidents, incidents and near misses to provide a report and record of the events that lead up to the occurrence, and the immediate action taken after the occurrence.

The report will be kept on file up to a period of time relevant to three years after the young person has reached the age of eighteen.

For employees the documents should be kept for a period of three years after the harm has become apparent. In general terms this could be for the life of the employee.

It is important that accidents are investigated as quickly as possible after the occurrence, providing that it is safe to enter the accident zone. Any delays could mean that it is less likely that the true facts may be ascertained.

Where there are witnesses it is advisable to obtain statements as soon as possible, ensuring that witnesses are not allowed to gather to discuss their

version of the events as this could paint a completely different picture by confusing their version with some other persons. Witness statements are required for HSE reporting and where a civil claim may result. Photographs are also very useful in an investigation and should be taken as soon as possible after the incident has occurred.

A thorough investigation should answer the following questions:

- What caused the accident?
- Who & what was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a recurrence be prevented?

It may well be useful in remembering the start of Rudyard Kipling's poem; I keep six honest serving-men, when undertaking an accident investigation

*I keep six honest serving-men
(They taught me all I knew);
Their names are what and why and when and how and where and who.*

The cause of an accident should never be classified as "carelessness" as the only remedy to a careless act is to be more careful in the future, a thorough investigation should look into whether the cause was e.g. due to not following instructions or written procedures.

4. Accident Investigation Report (Appendix 1)

This record enables all details relating to the circumstances surrounding an accident/incident to be recorded, and is designed to facilitate an effective investigation process. Part 1 of the record simply involves recording the personal information relevant to the accident/incident.

In part 2, under 'working conditions', where there are no deviations from the normal working conditions at the time of the accident/incident, 'normal' should be entered in the box. Where there was some deviation, such as poor weather, these details should be entered. At this relatively early stage, the investigator should enter the possible cause of the accident/incident when describing how it occurred. It does not matter if further investigation reveals that these are not the main causes.

Part 3 should summarise the potential risk of the accident/incident by entering high (H), medium (M) or low (L) into the appropriate box.

Part 4 is the most important part of the investigation process. After reviewing the information that has been obtained, the accident investigator must list all direct and indirect (contributory) causes of the accident/incident along with details of any corrective action required. To achieve this, it may be beneficial to obtain the views of employees or managers.

5. Guidance on Direct and indirect causes

To consider a simple illustration, suppose someone trips over an unsecured section of carpet flooring and is injured. The direct cause(s) will often be identified quickly – and might include the loose carpet, someone rushing about, perhaps not concentrating or looking where they were going, or carrying something so they could not see where they stepped. The loose carpet will hopefully be secured in place without delay, and in many cases, that is the only outcome.

Suppose, however, that the carpet had been loose for some time, which several other people had previously tripped over, but not sustained injury, that damage to carpets was being reported on a regular basis but nothing was ever done – until someone was actually injured. This could be related to procedural compliances or management failures, which are indirect causes

The law requires employers to take control measures and manage the risks before an accident occurs. Accident investigations should be looking further than the immediate causes and outcomes.

Appendix 1

Schools Accident Investigation Form for Non employees

Part 1. Personal Information				
School Name:				
Name of injured person				
Date of Birth			Male	Female
Address:				
Telephone No				
Occupation/dept				
Nature of injury (or damage/near miss)				
Part of body injured				
Did IP attend Hospital	yes	no	How long did they remain in hospital?	
Names of witnesses				
Statements taken	Yes		No	
Part 2. Incident details				
Date/time of incident				
Location of incident				
Work being performed				
Working conditions				
Description of incident (<i>state possible cause</i>)				
Part 3. Assessment of risk associated with incident			State "very likely, probable or remote"	
What is the likelihood of the incident recurring?			Risk Rating High, Medium or low	
How many people could have been affected?	Risk assessment amended Yes/No			
Risk assessment ref No				

Part 4. Conclusions

Causes of incident

Direct causes:

Indirect causes:

Corrective Action Required

Type of action	Undertaken by whom	Date completed	Signature

Part 5. Review

Review of corrective action required	Yes		No	
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Name of person carrying out review

Signature

Part 6. Investigation

Name

Signature/date