

Accident-Incident Reporting Policy

Introduction

This policy applies to any accidents/incidents involving employees, learners, customers, contractors or members of the public whilst on OMG Education's (OMG) premises or any other location when engaged in activities organised by OMG.

All work-related accidents/incidents must be reported and investigated, even if there is no apparent injury. (e.g. staff member fainting)

OMG needs information about accidents/incidents to ensure that the appropriate action is taken to reduce injury and ill health and to promote the care and well-being of all its employees, learners, customers and additional stakeholders.

Definitions

For the purpose of this policy, the following terms apply:

An accident/incident is an unplanned event that results or may result in:

- Harm or personal injury
- An incident in which there is no apparent injury (e.g. fitting, fainting, allergic reaction, diabetic hypoglycaemic event)
- Property damage
- Work-related ill health
- A dangerous occurrence (as defined by [RIDDOR](#))
- Road traffic accidents/incidents involving employees carrying out work within a road vehicle or travelling between sites (including teaching staff travelling to sporting or other external events), including the use of a bicycle for transport
- A near miss

Violence includes:

- Assault/abuse causing actual physical injury or distress
- Verbal abuse which offends/distresses the individual
- Damage to personal or OMG property
- Assault on a third party (including members of an individual's family)
- Stalking
- Animal attacks
- Threat or fear of any of the above

A **Manager** is any employee who supervises at least one other staff member or manages the provision of OMG service. Managers will therefore include supervisors, team leaders, etc.

An employee also includes agency workers, temporary workers and volunteers.

Non-employee includes learners, customers, visitors, contractors and members of the public.

Arrangements for Applying the Policy

1. Employees

All employees are responsible for informing their line manager if they have an accident/incident at work and are to complete the accident/incident log even if the accident/incident results in no injury or apparent ill-health (as this will be declared a near miss).

2. Non-Employees

Accidents/incidents to non-employees resulting in personal injury must be recorded in the accident/incident log by a Manager with centre-based responsibilities or a relevant Project Manager.

Contractors are responsible for notifying OMG of all accidents/incidents to their employees or sub-contractors while working on OMG's behalf or at any OMG premises.

3. Managers

Individual Line Managers or an appointed person acting on their behalf is responsible for logging all accidents and near misses for tracking and analysis purposes and investigating all accidents/incidents reported to them.

4. Notifiable Reporting

The Individual Manager will be responsible for making the Notifications to [HSE](#) (and [Ofsted](#) if required) under the [RIDDOR](#) requirements if necessary.

5. Accident/incident Book and MIS

Managers with responsibilities within a centre must allocate an individual to ensure that a statutory accident book is available on site: OMG's accident book is available on the shared drive as Excel Sheet and is used to record/report all incidents and accidents.

6. Accident/incident Investigation

A Manager is responsible for investigating all accidents/incidents involving people, work activities and workplaces under their management control. The main reason for investigating accidents/incidents is to identify the root causes of the accident/incident so that action can be taken to prevent a recurrence. Senior Management Team (SMT) will be included in the investigation if the accident/incident is reportable to the HSE under RIDDOR.

Serious accident/incident investigations should be carried out as soon as possible after the event. The results of the investigation must be recorded within a formal report. The report must give a full description of the accident/incident, aim to determine the root cause and make suitable recommendations for future prevention. Reports with insufficient detail will be returned to the accountable manager for correction. In the case of serious injury, witness statements should be taken as soon as possible after the incident.

The accident/incident Report does not have to be completed by the injured person; they can complete the accident book entry if they wish/can.

The completed accident/incident report must be reported to the Headteacher as soon as possible (on the same day ideally and where possible) but in all circumstances within:

- 5 days of the accident/incident for RIDDOR reportable accident/incident or

- 10 days of the accident/incident for minor, i.e. non-RIDDOR reportable accident/incident

For a suspected RIDDOR reportable accident/incident, the Headteacher must be notified immediately to help in the investigation.

Information from the accident/incident investigation should be used when carrying out a post-accident/incident risk assessment/debrief.

7. Violent Incidents

All violent incidents, whether harm or an actual injury is sustained, must be reported to Jamal Miah, Director, and an investigation report is to be completed.

The completed investigation must be sent to the HR and Headteacher within:

- 3 days of the incident for a RIDDOR reportable accident/incidents or
- 7 days of the accident/incident for minor, i.e. non-RIDDOR reportable accident/incidents

If harm or an injury results from the violent incident, the statutory accident book (MIS) must also be completed, and the police are to be informed.

Certain acts of violence are reportable under RIDDOR. If a violent incident is sufficiently serious to be reportable, the responsible Line Manager must notify the HSE. In all cases of harm or injury as the result of a violent incident being reported under RIDDOR, the incident must be reported to the police, as a crime will have occurred.

8. Work-Related Ill Health

Work-related ill health is any health condition that an employee believes may have been caused or made worse by work and includes:

- Physical problems or conditions such as noise-induced hearing loss, upper limb disorders, etc.
- Mental health problems such as stress, depression or anxiety.

Managers must complete an accident/incident report as soon as they become aware of or employee's reports of work-related ill health. Managers are not bound to agree with the employee's belief but should form a view on what the employee alleges or is concerned about and take steps to manage the problem. Advice on the issue of the existence and causation of work-related ill health can be taken from HR by the manager.

HR can also provide advice regarding attendance management and possible re-deployment.

Certain types of work-related ill health are reportable under RIDDOR. If work-related ill health is reportable, the responsible manager must make the notification and ensure the Headteacher is informed.

9. Near Misses

All 'Near Misses' must immediately be reported to the employee line manager so that risk assessments can be amended where necessary.

10. Reporting Accidents/incidents under RIDDOR

The most effective method of reporting to RIDDOR is through the HSE online link, available at <http://www.hse.gov.uk/riddor/report.htm>.

A. Death, major injury or dangerous occurrences

Centre Managers must:

- Contact the police (in the event of death or incident of violence only).
- Contact HSE and Ofsted (if required)
- Complete and forward details of the accident/incident or violence incident to HR as soon as possible.

NB. Failure to report accidents/incidents reportable under RIDDOR may result in a fine of up to £5,000.

Managers with responsibilities must:

B. Over Seven-day injury

An over-seven-day injury is one which is not major but results in an injured employee being away from work or unable to do the full range of their normal duties for more than seven days (including any days they wouldn't normally be expected to work, such as weekends, rest or off-duty days or holidays) not counting the day of the injury itself. When an over seven-day-injury has been determined, the report must be completed to the HSE within seven days.

Once it is established that an accident/incident has led to an over-seven-day injury, irrespective of whether or not an accident/incident report has already been sent to the HR and Quality Department, managers must contact the Quality Department as soon as possible during normal working hours.

C. Work-related ill-health or diseases

As soon as a manager receives a medical certificate completed by the employee's doctor who diagnoses a reportable disease (See appendix 1), the line Manager must contact the HSE and make the declaration, the HR and Quality Department must also be informed, and a RIDDOR declaration made to the HSE.

Other Considerations

Employees must report all accidents/incidents to their manager and the manager (s) with responsibilities for centre operations (if another person) of any accident/incident that occurs on their site. The line manager or an appointed person acting on their behalf will enter the accident/incident details in the accident book.

Accountabilities

Managers:

- Ensure all staff are aware of their responsibilities for reporting accidents/incidents and know the location of the statutory accident book.
- Managers are to be aware of the additional requirements of this policy when an accident occurs involving a person under the age of 18 years.

- Investigate all accidents/incidents caused by work and take the appropriate action to prevent a reoccurrence.
- Report any over-seven-day incidents or accidents to HSE (via the online reporting form) and communicate this action to the HR and Quality Department.
- Complete an accident/incident report or an incident report if the event included violence and send a copy to the Quality Department within the specified time.
- Carry out any appropriate investigations, as advised by the Quality Departments.
- Carry out a post-accident/incident risk assessment and implement any control measures identified to prevent a reoccurrence of the accident/incident.
- Nominate a responsible person in their absence to ensure the reporting of accidents/incidents in line with this policy.
- Report serious accidents/incidents and dangerous occurrences to HSE and OMG Quality Department.
- Ensure that all relevant or new information is passed on to OMG Quality Department.
- Investigate any hazard identified to them by staff and implement appropriate control measures.

In addition to the above responsibilities, Managers within OMG will:

- Ensure a statutory accident log is available and kept in a place that is easily accessible to all employees at all reasonable times.
- Nominate an employee to be responsible for the safe keeping of completed accident/incident records.
- Ensure that contractors are told of their responsibility to inform them of any accidents/incidents while working on the premises.
- Managers responsible within sites or centres must maintain a log of accidents/incidents to indicate any unusual patterns. If similar accidents occur to different people, this indicates a site problem. i.e., if similar accidents occur to the same person, this indicates a training need.

Employees

- Report any accidents/incidents or violent incidents to their line manager.
- Know where the statutory accident log is kept.
- Complete an entry in the accident log for all accidents/incidents resulting in harm, personal injury or ill health.
- Co-operate with any accident/incident investigation.
- Report any hazards or potential hazards in the workplace to their line manager.
- Carry out their work how they have been trained to do so and/or follow any safe system of work, taking into account the risks to others and themselves.

Notifiable accidents/incidents or illnesses:

Appendix 1: Major Injuries

The following major injuries must be reported by the quickest means possible.

- Any fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Any other circumstances leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or hospital treatment
- Acute illness requiring urgent medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

'Over Seven Days' Injuries

An over-seven-day injury is one which is not considered major but results in an individual being unable to carry out his/her contractual duties for a period of seven or more consecutive days following an accident/incident.

To be within the RIDDOR definition, if an injured employee is away from work or unable to do the full range of their normal duties for more than seven days (including any days they wouldn't normally be expected to work, such as weekends, rest or off-duty days or holidays), this is reportable.

Note: the seven days absence commences the day after the accident/incident, the day of the injury itself, which is to be considered day zero.

Once it is established that an accident/incident has led or will lead to an over-seven-day injury, the report should be sent to the HR Manager as soon as possible.

The injured persons' line manager is responsible for making over seven-day notifications to the HSE using the online reporting process. The managing Director will also need to be informed of any HSE notifications made.

NB. Failure to report a Notifiable incident is liable to a fine of £5000.

Appendix 2: Dangerous Occurrences

The following list provides a summary of dangerous occurrences which must be reported by the quickest means possible.

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipework

- Plant or equipment coming into contact with overhead power lines
- Electrical short circuit or overload causing fire or explosion
- Accident/incidental release of a biological agent likely to cause severe human illness
- Collapse or partial collapse of a scaffold over five metres high or erected near water where there could be a risk of drowning after a fall
- Unintended collision of a train with any vehicle
- A dangerous occurrence at a well (other than a water well)
- Failure of any load-bearing fairground equipment, derailment or unintended collision of cars or trains
- The unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in place of work; any false-work
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden uncontrolled release of:
 - 100kg or more of a flammable liquid
 - 10kg or more of a flammable liquid above its boiling point
 - 10kg or more of a flammable gas
 - 500kg of these substances if the release is in the open air
- Accidental/incidental release of any substance which may damage health

Occupational Diseases

If a doctor notifies you that an employee suffers from one of the following work-related diseases, you must report it: (subject to conditions, i.e. to be Notifiable, it would have to be work-related)

acne	hand-arm vibration syndrome
acry amide poisoning	hepatitis
angiosarcoma of the liver	lead poisoning
anthrax	legionellosis
arsenic poisoning	leptospirosis
asbestosis	lung cancer
avian Chlamydiosis	lyme disease
barotrauma	manganese poisoning
benzene derivative poisoning	mercury poisoning
beryllium poisoning	mesothelioma
bladder cancer	methyl bromide
blood dyscrasia	nitrogen oxide poisoning
bone cancer	occupational asthma
bronchial cancer	occupational dermatitis
brucellosis	pathogenic infection
bursitis	peripheral neuropathy
byssinosis	Pneumoconiosis
cadmium poisoning	primary carcinoma
carbon disulphide poisoning	Q fever
carpel tunnel syndrome	rabies
cataract	radiation skin injury
chrome ulcer	sinus cancer

cramp of the hand or forearm from repetitive use skin cancer	skin cancer
decompression sickness	streptococcus
diethylene dioxide poisoning	subcutaneous cellulitis
dysbaric osteonecrosis	tetanus
ethylene oxide poisoning	traumatic inflammation
extrinsic alveolitis	tuberculosis
folliculitis	urinary tract cancer