

Accident and Illness Reporting Policy

The Eden School



Approved by:

The Board of
Governors

Date: 31st of August 2025

Last reviewed on:

1st September 2025

Next review due by:

1st August 2026

The Eden School

Accident, Incident & Illness Reporting Policy

Purpose

This policy outlines the procedure for reporting accidents, incidents, near misses, illnesses, and dangerous occurrences at The Eden School, ensuring compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, and the Management of Health and Safety at Work Regulations 1999.

1. Introduction

The Eden School is committed to ensuring the health, safety, and welfare of its students, staff, visitors, and contractors. This policy outlines the process for reporting and investigating accidents, incidents, and illnesses, in line with health and safety regulations. The aim is to monitor and improve health and safety across the school and take preventative measures where necessary.

All incidents must be reported, whether they result in injury or are near misses. This policy applies to all individuals on school premises or involved in activities carried out on behalf of the school.

2. Definitions

- **Accident:** An event that results in injury or ill health.
 - **Incident:** Circumstances that could have caused harm but did not result in injury or illness.
 - **Near Miss:** An event that did not cause harm but had the potential to do so.
 - **Illness/Disease:** Health conditions caused by exposure to hazardous substances or unsafe conditions (e.g., infections, asthma).
 - **Dangerous Occurrence:** Specific reportable events as defined by RIDDOR 2013.
 - **First Aid:** Basic medical care provided to someone who is injured or ill.
 - **Violent Incident:** An event where someone is abused, threatened, or assaulted in relation to their work or activities at the school.
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3. Reporting Procedures

3.1 Responsibilities for Reporting

All staff, students, visitors, and contractors must report accidents, incidents, and illnesses promptly. Reports should be submitted to the designated **Health and Safety Lead** at the school, who is responsible for recording all incidents.

3.2 Reporting System

The Eden School uses [insert reporting system or process, e.g., Handsam or another system] to record and monitor all accidents, incidents, and illnesses. This system ensures all incidents are logged and investigated appropriately. Incidents that do not occur on school premises but are related to school activities (e.g., field trips) must also be reported using the same system.

3.3 Incident Categories

The following types of events must be reported:

- **Accident**
- **Illness/Disease**
- **Near Miss**
- **Dangerous Occurrence**
- **First Aid**
- **Violence/Aggression**
- **Restraint**

3.4 Notification of Parents/Guardians

Parents or guardians will be informed immediately of any serious incidents involving their child. This includes providing details of the arrangements made (e.g., hospitalisation).

For less severe incidents, communication will follow the school's standard process for informing parents about incidents involving students.

3.5 Reporting to the SLT and LGB

Incident data will be reviewed regularly by the Senior Leadership Team (SLT) and Local Governing Body (LGB) to ensure effective monitoring and to address any recurring issues.

3.6 Reporting to External Parties

In the case of major incidents, such as those reportable under RIDDOR or involving serious harm, the Headteacher or Health and Safety Lead will notify the appropriate external authorities (e.g., HSE or Ofsted for EYFS incidents) as required.

4. Investigations

4.1 Investigation Process

All reported incidents will be investigated to determine the root cause and identify actions to prevent recurrence. The level of investigation will depend on the severity of the incident.

The investigation will:

- Establish the sequence of events.
- Identify any unsafe acts or conditions.
- Determine the immediate and underlying causes.
- Suggest short-term actions to address immediate risks and longer-term plans for systemic improvements.

Evidence such as written statements, photographs, or other relevant materials should be gathered during the investigation and attached to the incident report.

5. Reporting to External Bodies

5.1 RIDDOR Reporting

All incidents that meet the criteria for RIDDOR reporting (e.g., serious injuries, illnesses, or dangerous occurrences) will be reported to the Health and Safety Executive (HSE) within the required timeframe:

- **Fatal or Major Injuries:** Report within 10 days.
- **Incapacitation of 7 Days or More:** Report within 15 days.

The reference number from the RIDDOR report will be logged in the school's reporting system.

5.2 Reporting for Early Years Foundation Stage (EYFS)

For EYFS students, Ofsted must be notified of incidents involving:

- Resuscitation
- Admission to hospital for more than 24 hours
- Severe injuries such as fractures or loss of consciousness.

Reports to Ofsted must be submitted via the online form within 14 days of the incident.

5.3 Reporting to the UK Health Security Agency (UKHSA)

The school will contact the UKHSA if there is a significant increase in illness-related absences or evidence of severe illness related to infections within the school community.

6. Data Protection & Retention

6.1 Data Protection

In cases where a Subject Access Request (SAR) is made regarding an incident, the school will follow its data protection policy to ensure compliance with relevant legal frameworks.

6.2 Data Retention

Incident data will be retained as follows:

- **For pupils:** Until the individual reaches the age of 25.
- **For staff:** Six years after leaving employment. Serious incidents may require extended retention as needed.

Incident records prior to the adoption of the current reporting system will be reviewed and retained based on the same retention guidelines.

Next Review Date: October 2026

Owner: Headteacher, The Eden School

Approved by: Board of Governors

Key Improvements:

1. **Clear Responsibilities and Notifications:** Emphasizes the role of the Health and Safety Lead and ensures clear communication to parents and guardians, with systematic reporting to the SLT and LGB.
2. **Alignment with External Regulations:** Maintains a strong focus on compliance with RIDDOR, Ofsted (for EYFS), and UKHSA, ensuring legal obligations are met.

3. **Thorough Investigations:** Emphasizes evidence-based investigations and action planning to prevent future incidents.