



## **BUGLE SCHOOL**

### **REPORTING OF INCIDENTS**

#### **Statement**

The Council will ensure the reporting and investigation of incidents and is committed to the reduction of the number and severity of injuries and ill-health to its employees and those affected by the Council's work.

#### **Application**

This policy applies to all Council operations, employees and establishments.

This policy applies to:-

- **Incidents**

An 'Incident' in the terms of this policy and associated procedures means any event resulting in personal injury to an employee, contractor or any other person which arises out of, or in connection with, the Council's undertakings. It also includes 'near misses', dangerous occurrences and occupational diseases.

- **Personal Injury Accident**

Any incident which results in injury to any employee, contractor or any other person connected with the Council's undertakings (e.g. a student in a school or a service user in social care).

For the purposes of incident reporting and investigation, physical and verbal abuse towards people at work is included in the definition of Personal Injury Accident.

- **Near Miss**

A near miss is an incident that, while not causing harm, has the potential to cause injury or ill health.

- **Dangerous Occurrence**

One of a number of specific, reportable adverse events, as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

- **Occupational Disease**

One of a number of specific, work-related medical conditions, as defined in RIDDOR

#### **Requirements**

The Council will report to the Health and Safety Executive any incident which meets the criteria set out in the RIDDOR.

The Council will record and investigate any incident which fulfils the criteria set out by:-

- RIDDOR
- The Council's Reporting and Investigation of Incidents Procedure

The Council will seek to identify, by way of investigation, the cause of incidents for the purpose of improving safety and preventing recurrences.

### **Training**

The Council will provide information, instruction and such training as appropriate to ensure that incidents are reported and investigated appropriately.

### **Responsibilities**

#### **Directors/Heads of Service/Area Managers/Head Teachers**

Have a responsibility to:

- Review incident investigation reports and act on any recommendations.
- Review incident statistics, identify trends and take action as appropriate.
- Develop and implement strategies to reduce accidents and ill health.

### **Managers**

Have a responsibility to:

- Ensure that the requirements of this policy are fulfilled.
- Ensuring that any incident for which this policy applies is reported.
- Investigate incidents in accordance with the Reporting and Investigation of Incidents Procedure.
- Action any recommendations produced in the course of an incident investigation.

### **Employees**

Have a duty to:

- Comply with the Council's policy.
- Comply with any instructions provided for reasons of health and safety.
- Attend any training provided for health and safety.
- Report any incident for which this policy applies
- Report any concerns or failures in safety systems.

### **Health Safety and Wellbeing Team**

Have a responsibility to:

- Review all reported incidents.
- Investigate incidents in accordance with the Reporting and Investigation of Incidents Procedure.
- Invite union participation in the investigation of serious or significant incidents.
- Support managers in the development and implementation of strategies to reduce accidents and ill health.

These duties will be monitored by the Council through its management and appraisal processes. Where necessary the Council will take appropriate action to ensure that these duties are fulfilled.

### **Monitoring**

These requirements of this policy will be monitored by way of a risk-prioritised process of auditing, regular inspections periodic self-audits

The training and responsibilities of individuals will be monitored by the Council through its management and appraisal processes.

Where necessary the Council will take appropriate action to ensure compliance with this policy.

### **Review**

This policy will be reviewed if:

- New legislation is published or existing legislation is updated.
- New guidance is published or existing guidance is updated.
- Research, monitoring or auditing suggests that a review may be required.
- Incident investigation suggests that a review may be required

Adopted Autumn 2015

Chair of Governors .....

Headteacher .....

To be reviewed Autumn 2017