

# Accident/Incident and Ill-health Reporting and Investigation Policy

Sept 2021

Version 4

## 1. Scope

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This policy applies to all staff at Expanse Learning.

## 2. Accident Recording and Reporting

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Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) organisations have a duty to report and investigate certain prescribed accidents, dangerous occurrences and incidents of ill health to the Health and Safety Executive.

Expanse Learning's Policy is that accidents and incidents involving employees, students and members of the public should be reported to the Health Safety Team within 48 hours of the incident to allow for effective investigation and reporting through RIDDOR.

**Deaths and Major Injuries** must be reported to Expanse Learning by the 'fastest possible means'.

Therefore, more serious incidents should immediately be notified to the Shared Services Team (HSW Alistair Atkinson) by telephone.

**Tel: 01942 877715**

## 3. Reporting Procedure

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- Expanse Learning – Accident/Incident Reporting Procedure (Schedule 1)
- Expanse Learning – Accident/Incident Reporting Flowchart (Schedule 2)

## 4. Near Misses

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Historically near misses have been under reported. Yet near misses are merely an event when, by good fortune, there was no injury to any person or any damage to property. By staff reporting near misses:

- Expanse Learning have an opportunity to put actions or procedures into place that could reduce the likelihood of a serious accident/incident occurring
- It allows trends to be identified, and perhaps a strategic response developed.

## 5. Accident Investigation

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The purposes of accident/incident investigations are to identify the immediate and underlying causes of an accident/incident and improve the health and safety management system to prevent a recurrence, reduce financial losses and improve legal compliance. For these purposes to be achieved, Expanse Learning must capture the appropriate data, reach reasonable conclusions based on reliable evidence and be able to implement the necessary improvements.

The process of accident/incident reporting and investigation is the clearest opportunity for Expanse Learning to learn what errors they are making in their health and safety management arrangements and to address them. Moreover, if the outcome of the accident/incident investigation is incorporated into risk assessment activities, advantage can be taken of that process to reduce the potential for reoccurrence as far as is reasonably practicable.

Not all unplanned or uncontrolled events need to be investigated to the same extent, but those with the potential to cause significant harm or financial loss require management investigation regardless of whether anyone was injured or not. While many incidents can be investigated by the immediate line manager, more serious incidents should be conducted by the Shared Services Team (HSW).

Involving senior staff in the investigation of significant events is a practical demonstration of their commitment to promoting a positive health and safety culture.

Expanse Learning will determine how best to collect information about accidents/incidents and work-related violence. All reports should be sent to the Shared Services Team (HSW) who will:

- Provide advice
- Investigate serious incidents
- Keep records (DatabridgeMIS)
- Analyse them for trends and generate statistics

- Determine whether to inform the enforcing authorities, undertake relevant reporting and manage any contact between the Expanse Group and enforcing authorities.

Cases of suspected work-related ill health must be referred to the Occupational Health Service for investigation and reported to the Health and Safety Team.

## 6. Process of Accident/Incident Investigation

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### **Level of Investigation**

The level of investigation will clearly vary depending on the severity of the accident/incident (or the likely consequences in the event of a near miss). To assist managers in deciding the degree of investigation the following levels provide guidance:

- Level 1 – a minor accident with minimal consequences or implications – a simple investigation conducted by a manager
- Level 2 – a more serious accident that requires a proper investigation but can be accomplished by a manager
- Level 3 – a serious accident, probably with reportable injuries – conducted by the Shared Services Team (HSW) but may include other assistance (e.g. Director)
- Level 4 – an accident with life threatening or fatal injuries – investigation very likely to be led by the directors of the Expanse Learning. Could also be a high potential accident or near miss for which a structured Inquiry may be required.

## 7. Investigation Detail

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Whilst the depth of the investigation will vary according to the circumstances, it must always include a description of events leading up to the accident/incident, and consider the following points:

- The immediate and underlying causes of the accident/incident (unsafe acts/conditions and individual/job factors)
- Lack of control (i.e. non-compliance with standards, insufficient or inadequate systems of work, for example, breaches of statutory requirements or local working instructions)
- Other hazards or weakness in procedure which, though not contributing to the accident/incident itself, have been revealed during the investigation process
- recommended actions to reduce the likelihood of any recurrence.

At the end of an investigation Expanse Learning should know:

- The way things were and how they came to be that way
- What happened and the sequence of events that led to a particular outcome?
- Why things happened as they did
- Action needed to avoid a repetition.

## 8. Staff Sickness Absence Management and Investigation

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It is also important for Expanse Learning to manage staff sickness absence. A policy on managing absence is in place and staff absences are recorded and monitored (trends via DatabridgeMIS).

Instances of work-related ill-health should be reported to the Shared Services Team (HSW) using DatabridgeMIS (See appendix 3). In the same way as accident, cases of work-related ill health should be investigated, and control measures put in place to prevent recurrence.

***If in doubt – Phone the Shared Services Team (HSW) for advice***

HSM Alistair Atkinson  
[Alistair.atkinson@expansegroup.co.uk](mailto:Alistair.atkinson@expansegroup.co.uk)  
01942877715 or 07772626566

### **Further Guidance**

- DatabridgeMIS (Schedule 3)

## 9. Monitoring arrangements

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This policy will be reviewed every 12 months but can be revised as needed.

**Impact of non-compliance**

<b>Staff:</b>	Disciplinary action, prosecution
<b>Student:</b>	Not applicable
<b>Legislation/organisational:</b>	Reputational damage, litigation, statutory and non-regulated compliance. prosecution
<b>Compliance lead:</b>	Shared Services (Shared Services)
<b>Policy Reference:</b>	ELGR-POL-HSE-006
<b>Version:</b>	4
<b>Agreed policy location:</b>	DatabridgeMIS
<b>Does the policy require Governor approval?</b>	No

**Approval**

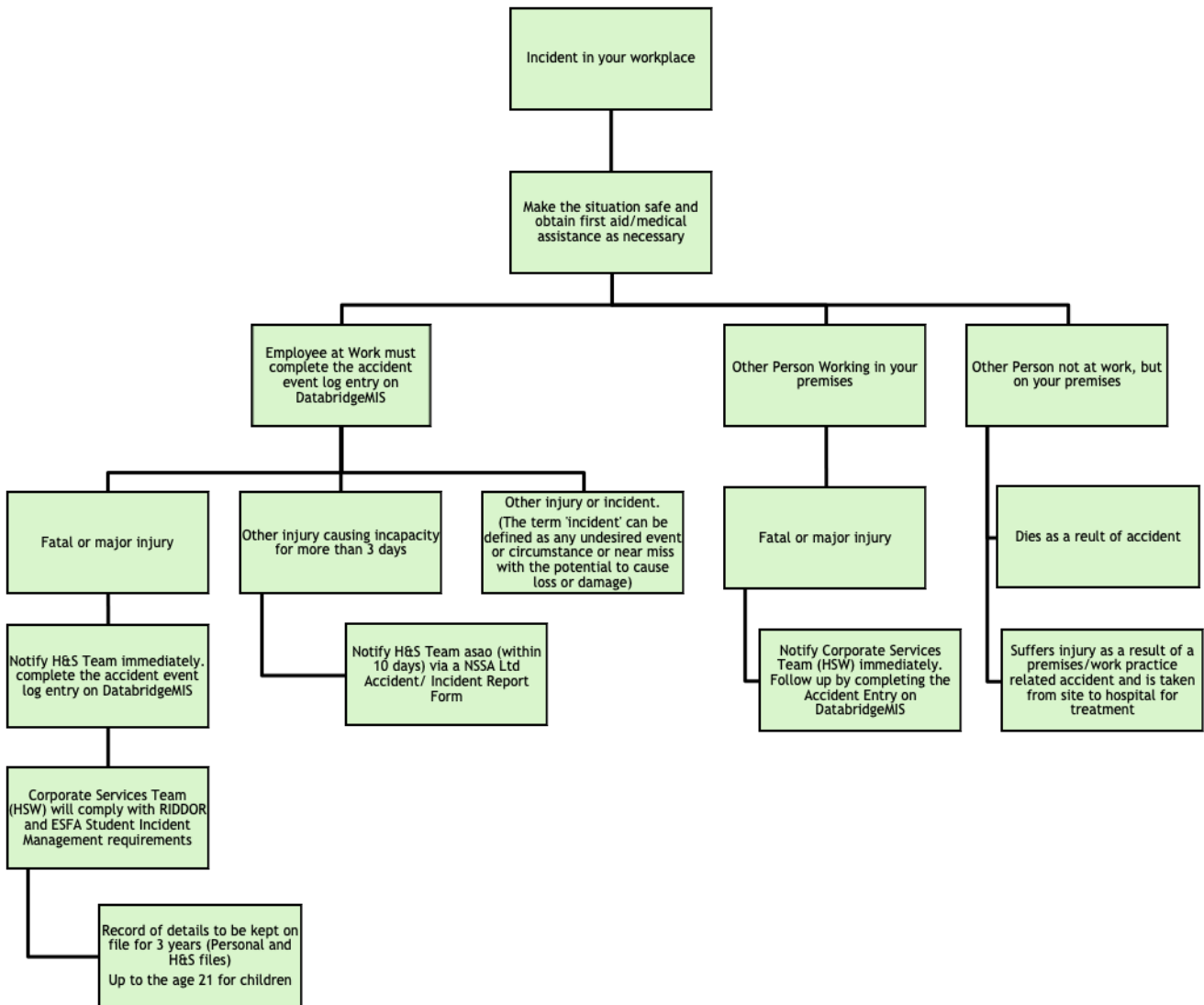
<b>Prepared by</b> Scott Roberts (Assoc. CIPD) 11/11/2021    Head of Shared Services	<b>Approved by</b> Tony Brown 11/11/2021    CEO	<b>Counter Signatory</b> Richard King 11/11/2021    Director of Schools & Pre 16 Education
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**Version Control**

Version	Date	Revision	Review Date
1	01/08/2018	First Issue	01/09/2019
2	01/08/2019	Policy Reviewed	01/08/2020
3	11/11/2019	Policy reviewed and transferred to 2019/20 policy template. Policy has been made into an organisation wide policy. DatabridgeMIS referencing has been inserted into the policy.	10/11/2020
4	01/09/2021	Policy Reviewed	31/08/2022
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### Accident/Incident Reporting Procedure

1. DatabridgeMIS (Event Name: Accident) should be used, this will automatically notify the Shared Services Team (HSW)
2. All work-related health problems must be reported using DatabridgeMIS (Event Name: Accident), e.g. musculoskeletal injuries from manual handling or work with computers.
3. All serious near-miss incidents where no one was injured (but could have been) must be reported using DatabridgeMIS (Event Name: Accident).
4. If an employee wishes to supply a copy to their Trades Union Safety Representative, they can then do so. It must be attached to the event entry within DatabridgeMIS.
5. In order to ensure that Expanse Learning does not breach the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), every incident/accident/dangerous occurrence/work-related disease report **must** be received by the Health and Safety Executive within the 10-day statutory reporting period for accidents/incidents. Also, any students, funded by the Education & Skills Funding Agency (ESFA), whose accident or incident requires to be reported under RIDDOR must also be reported to the ESFA via a Learner Incident Record (LIR).
6. All serious incidents must be reported to the Shared Services Team (HSW) on the day (or as soon after as possible) by telephone in the first instance. This includes **incidents affecting employees**, such as:
  - Fractures,
  - Amputation,
  - Dislocation,
  - Eye injury,
  - Loss of sight,
  - Severe electric shock,
  - Loss of consciousness,
  - Severe acute illness related to work,
  - Any accident causing inability to carry out normal work for more than 3 days.
7. All **work-related incidents affecting non-employees/students** which result in them being taken directly to hospital/minor injuries unit from the scene, this includes sports incidents during taught sessions, must be reported to the Shared Services Team (HSW) on the day (or as soon after as possible) by telephone in the first instance.
8. All **dangerous occurrences** must be reported to the Shared Services Team (HSW) on the day (or as soon after as possible) by telephone in the first instance. This includes:
  - Fire/explosion,
  - Contact with overhead power lines,
  - Accidental release of a dangerous substance likely to cause harm,
  - Collapse of part or all of a structure/scaffold/lifting equipment,
  - Overturning or dramatic failure of large equipment/machinery,
  - Road traffic/vehicle accidents at work.
9. **IF IN DOUBT – PHONE THE HEALTH AND SAFETY TEAM FOR ADVICE**  
HSM  
**Alistair Atkinson**  
[Alistair.atkinson@expansegroup.co.uk](mailto:Alistair.atkinson@expansegroup.co.uk)  
01942877715 or 07772626566



**Appendix 3 - Schedule 3 – Accidents and incidents shall be reported using complete the accident event log entry on DatabridgeMIS**

Main Details -- Not Selected -- 0

Site: <input type="text" value="Expansive Learning Schools"/>	Stu. Status: <input type="text" value="Current Student (On Roll)"/>		
Category: <input type="text" value="(H&amp;S) - Accident (Student)"/>	Student: <input type="text" value="-- Not Selected --"/>	Staff: <input type="text" value="Doe, John (J)"/>	
Date: <input type="text" value="12-11-2019"/>	Time: <input type="text" value="10:33"/>	Location: <input type="text" value="-- Not Selected --"/>	
Duration (Mins): <input type="text" value="0"/>	Externally Reported: <input type="checkbox"/>		

Others Involved: <input type="button" value="Add"/> <input type="button" value="Reset"/>	Documents: <input type="button" value="Choose file"/> No file chosen <input type="button" value="Add"/> <input type="button" value="Reset"/>
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Details:

Part 1a - Details

Type of Accident: <input type="text" value="--Select--"/>	Status: <input type="text" value="--Select--"/>
Programme: <input style="width: 100%;" type="text"/>	
Programme Address: <input style="width: 100%;" type="text"/>	
Description of how the incident occurred: <input style="width: 100%;" type="text"/>	
Was medical treatment required? <input type="text" value="--Select--"/>	First Aider details (name and contact number): <input style="width: 100%;" type="text"/>
Injuries sustained, ill health or adverse effect: <input style="width: 100%;" type="text"/>	
Did the accident occur during work placement / experience? <input type="checkbox"/>	
Was there anybody else involved? <input type="checkbox"/>	
Was there any witnesses? <input type="checkbox"/>	
Was the police involved? <input type="checkbox"/>	
Was the accident reportable under RIDDOR? <input type="checkbox"/>	
Did the student miss any days of education? <input type="checkbox"/>	

Part 2a - Work Placement / Experience Details

Employer Name: <input style="width: 100%;" type="text"/>	Address: <input style="width: 100%;" type="text"/>
Job title: <input style="width: 100%;" type="text"/>	Telephone Number: <input style="width: 100%;" type="text"/>
email address: <input style="width: 100%;" type="text"/>	Contact Name: <input style="width: 100%;" type="text"/>

Part 2b - Name, address and telephone numbers of any other persons involved

Person 1: <input style="width: 100%;" type="text"/>	Person 2: <input style="width: 100%;" type="text"/>	Person 3: <input style="width: 100%;" type="text"/>	Person 4: <input style="width: 100%;" type="text"/>
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Part 2c - Name, address and telephone numbers of any Witnesses

Witness 1: <input style="width: 100%;" type="text"/>	Witness 2: <input style="width: 100%;" type="text"/>	Witness 3: <input style="width: 100%;" type="text"/>	Witness 4: <input style="width: 100%;" type="text"/>
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Part 2d - Police Information

Station: <input style="width: 100%;" type="text"/>	PC Name: <input style="width: 100%;" type="text"/>	PC Number: <input style="width: 100%;" type="text"/>	Log Number: <input style="width: 100%;" type="text"/>
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Part 2g - Person completing parts 2

Name: <input style="width: 100%;" type="text"/>	Job Title: <input style="width: 100%;" type="text"/>	Date: <input style="width: 100%;" type="text"/>
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Send Message To

The following will be mailed automatically: Alistair Atkinson

Part 2g - Person completing parts 2

Name:  Job Title:  Date:

Part 3 - To be completed by Line Manager / Corporate Services Team

Review of specific circumstances (How the accident resulted):

What happened following the accident:  If other please specify:

Immediate Cause: (The most obvious reason why an adverse event happens, e.g. the guard is missing; the student slips etc. There may be several immediate causes identified in any one adverse event)

Root Cause: (An initiating event or falling from which all other causes or fallings spring. Root causes are generally management, planning or organisational failings.)

Underlying Cause:

Risk Control Measures: (Are the precautions put in place to reduce the risk to a tolerable level?)

Describe the current control measures:

Summary of improvements to raise standards ( key actions to address underlying factors):

Declaration  
Print Name:  Telephone Number:  Date:

Body Map

Has Body Map



Body Map Notes  
Please comment on: SIZE, COLOUR & SHAPE