

# Accident, Incident & Ill-health Reporting Policy

Expansive Learning Group

October 2022

---

---

**Author:** Scott Roberts

**Version** 5

**Review Date:** Oct 2023

---

## 1. Scope

---

This policy applies to all staff at Expanse Learning.

## 2. Accident Recording and Reporting

---

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 (Head of shared Services – Scott Roberts) by telephone.

Tel: 01942 877715

## 3. Reporting Procedure

---

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

## 4. Near Misses

---

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

---

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 Learning 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**

---

### 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 Expanse Learning in deciding the degree of investigation the following levels provide guidance:

- **Level 1** – a minor accident with minimal consequences or implications – a simple investigation is required
- **Level 2** – a more serious accident that requires a detailed investigation
- **Level 3** – a serious accident, probably with reportable injuries – conducted by the Head of Shared Services 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 Head of Shared Services incorporating the Board of directors and the chair of the Governing Body 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**

---

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**

---

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 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 for advice**

Scott Roberts  
Head of Shared Services  
[Scott.roberts@expansigroup.co.uk](mailto:Scott.roberts@expansigroup.co.uk)  
01942877715 or 07921888300

Further Guidance  
• DatabridgeMIS (Schedule 3)

## 9. Monitoring arrangements

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-HSEM-0006
<b>Version:</b>	5
<b>Agreed policy location:</b>	DatabridgeMIS
<b>Review Schedule:</b>	12 months
<b>Does the policy require Governor approval?</b>	No

### Approval

<p>Prepared by <b>Scott Roberts (Assoc. CIPD)</b> 12/10/2022</p>  <p><b>Head of Shared Services</b></p>	<p>Approved by <b>Tony Brown</b> 12/10/2022</p>  <p><b>CEO</b></p>	<p>Counter Signatory <b>Richard King</b> 12/10/2022</p>  <p><b>Director of Schools &amp; Pre 16 Education</b></p>
--	---	--

### 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
5	12/10/2022	Policy reviewed and job titles amended	11/10/2023

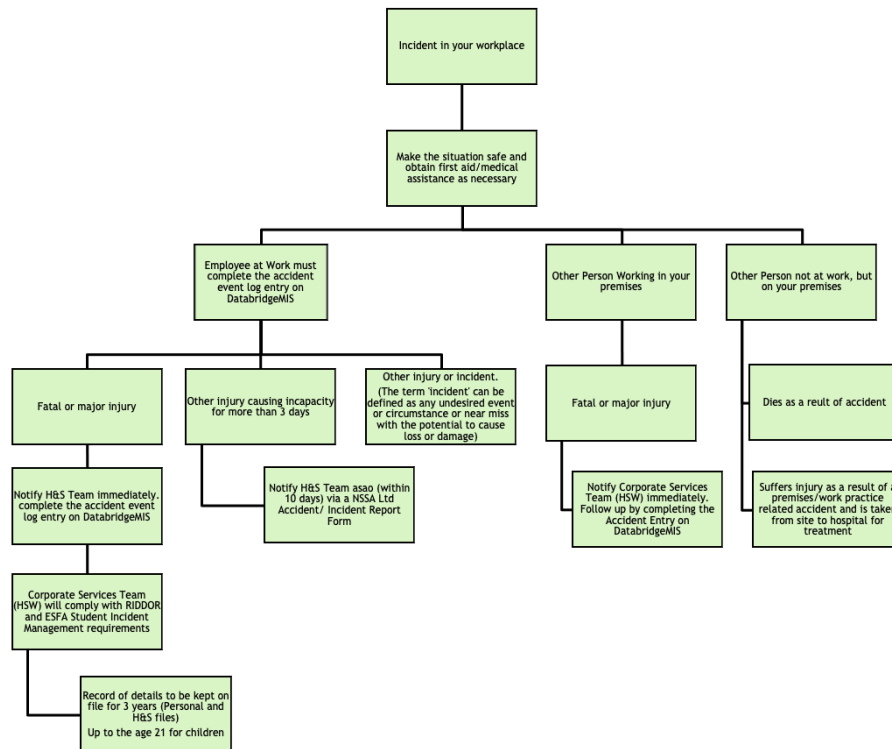
## Appendix 1 - Schedule 1

---

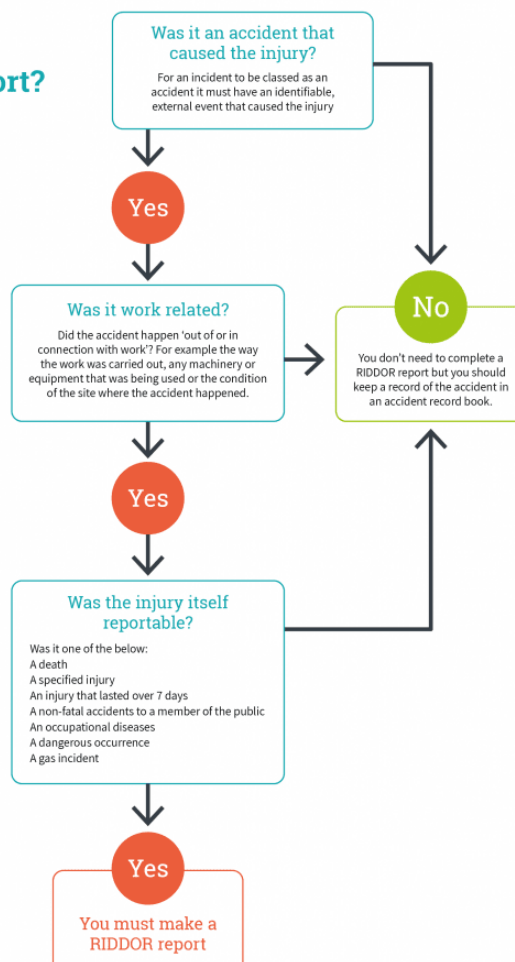
### Accident/Incident Reporting Procedure

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 SHARED SERVICES TEAM FOR ADVICE**  
Head of shared Services  
Scott Roberts  
07921888300  
Scott.roberts@expansegroup.co.uk

## Appendix 2 - Schedule 2 - Accident/ Near Miss/ Occ. Ill Health Report Aide Memoire



### Do I need to RIDDOR report?



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

Main Details - 0

Site  
Expand Learning (College)

Stu. Status  
Current Student (On Roll)

Residential ⓘ  
--All--

Category  
(ELGR-HSE-001) - Health and Safety

Staff  
Roberts, Scott (Head of Corporate)

Date of Event  
12-10-2022

Time of Event  
09:29

Duration (Mins)  
0

Status  
--Not Set--

Externally Reported  
☐

Documents  
Add Reset

General Details:

Who:  
--Select--

Department:  
--Select--

Name:

Year or Pathway (if applicable):  
--Select--

Area:  
--Select--

Record Categorisation:

Type of Record:

Accident (Injury or damage to property):  
☐

Incident (No damage or injury):  
☐

Accident (Injury or damage to property):

Description of the Accident:

Location of the Accident:

Injury details:

First Aid given:

First Aid given:

First Aider:  
☒

Witness 1:

Witness 2:

Witness 3:

Witness 4:

Additional Information:

If the accident involves a visitor, contractor or member of the public, please include their contact details above (Address, Tel Number, DOB)

Body Map

Add Male Body Map

Add Female Body Map

Add Neutral Body Map

Remove Last Body Map

## Appendix 4 – Accident and Incident Investigation (Shared Services Only)

Official Use Only (Shared Services):		
Part 1 - Investigation <input type="checkbox"/>	Part 2 - RIDDOR <input type="checkbox"/>	Part 3 - Police <input type="checkbox"/>
Part 4 - Lost Time <input type="checkbox"/>	Part 5 - Conclusion <input type="checkbox"/>	

**Part 1 - Investigation:**

**Immediate Cause:**  
These are the unsafe acts and conditions that resulted in or could have resulted in an accident

**Root Cause:**  
A root cause is an underlying or fundamental reason for any failure of safety observance, accident or issues related to health, environment, quality, reliability and production etc

**Underlying Cause:**  
The underlying root cause is determined by looking at the chain of events leading up to the accident. Root-cause analysis can be used in any field in which mistakes can be made, but it's extensively used in the medical field because of the potential severity of adverse results there

Are there currently control measures in place?  
--Select--

If yes, describe the control measures?

**Immediate Actions:**

**Management Actions:**

Type: --Select-- Category: --Select--

**Part 2 - RIDDOR:**

Date Reported: Date F2508 sent to HSE: Completed by:

**Part 3 - Police Information:**

PC Name: PC Number: Station: LOG Number:

**Part 4 - Lost Time:**

First day of absence: Last day of absence: Total days absence (including weekends):

**Part 5 - Conclusion:**

**Details:**

Completed by: Job Title: Date Closed: