

ARDUTHIE SCHOOL & NURSERY



Accident and Incident Reporting and Risk Assessments

Introduction

Pupils should be safe in school and when undertaking out of school activities. The risk management to keep them safe should be proportionate to the nature of the activities.

An employer is accountable for the health and safety of school staff and pupils. The day-to-day running of the school is delegated to the headteacher and the school leadership team. This includes health and safety matters.

What are accidents and incidents?

“In relation to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Injuries themselves, e.g. ‘feeling a sharp twinge’, are not accidents. There must be an identifiable external event that causes the injury, e.g. a falling object striking someone.”



“An incident is a serious unplanned event that had the potential to cause harm or loss, physical, financial or material.”

What has to be reported /recorded? (Appendix 1)

The regulations are complex but in broad terms they concern accidents and injuries to ‘employees injured or harmed while at work’ or ‘third parties’ injured or harmed in accidents arising in connection with our work.

Please refer to Aberdeenshire Council for the list of ‘specified injuries’ that are reportable the health & Safety Executive. Minor injuries and near misses are not reportable.

Accident Protocol (Appendix 2)

For minor accidents:

- A First Aid/Minor Injury Record slip is completed detailing what happened, any treatment needed e.g. plaster applied, who attended to the incident etc. The top copy is given to the parent/carer while the under copy is retained in school.
- For all accidents involving head injuries a First Aid/Minor Injury Record slip **must** be completed detailing what happened, any treatment needed, who attended to the incident etc. The top copy is given to the parent/carer while the under copy is retained in school.
 - Nursery - the information must be discussed with the adult collecting the child at the end of the session.
 - Primary 1-7 – where a child has had to spend time in the medical room contact should be made with a parent/carer to discuss the incident

For Accidents of a more serious nature, the following procedures apply:

- Following a more serious accident, a member of the Senior Leadership Team is to be alerted.

- First Aider to be notified.
- First Aider to assess injury
- Alert emergency services or local doctor – 0345 337 1160 - if necessary.
- Parent notified – phone numbers can be found in emergency contacts folder. Where parent cannot be notified, emergency contact should be alerted.
- If child has to be taken to local hospital, a parent or member of school staff should accompany the child.
- On return, appropriate e-forms should be completed by the Administrator as detailed in Aberdeenshire Council procedures and policy.
- If the accident involves a member of staff or a visitor their Emergency Contact should be contacted if deemed necessary. Details are held in SEEMiS. If the member of staff has to be taken to hospital another member of staff should accompany them as required.
- Where the accident /incident involves a visitor their employer, or an adult of their choosing, should be notified.

Incident Protocol (Appendix 3)

For minor incidents:

Children

- The adult on the scene should assess the situation.
- If the incident will potentially impact on the class etc. the class teacher or SLT should be updated. Latest Pastoral Notes to be updated.
- If appropriate complete an Accident or Incident Log (**Appendix 4**)

Adults

- Staff member on the scene should assess the situation.
- If the situation can be resolved quickly and simply then do so and complete an Accident or Incident Log
- If the situation cannot be resolved quickly and simply then a member of SLT should be summoned
- SLT to investigate and complete Accident or Incident Log.

For incidents of a more serious nature, the following procedures apply:

Children

- The adult on the scene should assess the situation. If the incident is deemed major then immediately summon SLT.
- First aid or medical needs are a priority.
- SLT will investigate and follow appropriate action i.e. report to parents, record in Latest Pastoral Notes and record in “*Corporate Absence and Accident Reporting*”.

Adults

- Staff member on the scene should assess the situation. If the incident is deemed major then immediately summon SLT.
- First aid or medical needs are a priority.
- SLT will investigate and follow appropriate action i.e. contact the employer, a relevant contact and record in “*Corporate Absence and Accident Reporting*”.

Risk Assessments

A risk assessment is carried out when a resource or activity could potentially cause harm to people, so that we can weigh up whether we have taken enough precautions or should do more to prevent harm. Particular care should be taken when carrying out risk assessments for activities involving someone with additional needs.

Adults and children have a right to be protected from harm caused by a failure to take reasonable control measures. Our Risk Assessments are an essential part of our Health and Safety Management system. If suitable risk assessments are carried out for the activities, and the suggested controls applied, then accidents will be much less likely to occur.

Steps to carry out a Risk Assessment (**Appendix 5**):

1. Identify the hazard/s and benefits. If appropriate, involve the participants in creating the Risk Assessment
2. Decide who might be harmed and how
3. Evaluate the risk and decide on precautions, which are practical and proportionate
4. Record your findings and implement them
5. Review the risk assessment and update or amend regularly

Where trips or outings are being undertaken please refer to the appropriate policy or guidelines.

Rights of the Child

Article 3 (*best interests of the child*)

The best interests of the child must be a top priority in all decisions and actions that affect children



Article 12 (*respect for the views of the child*)

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

Health and Social Care Standards

The most relevant Scottish Government Health and Social care Standards are:



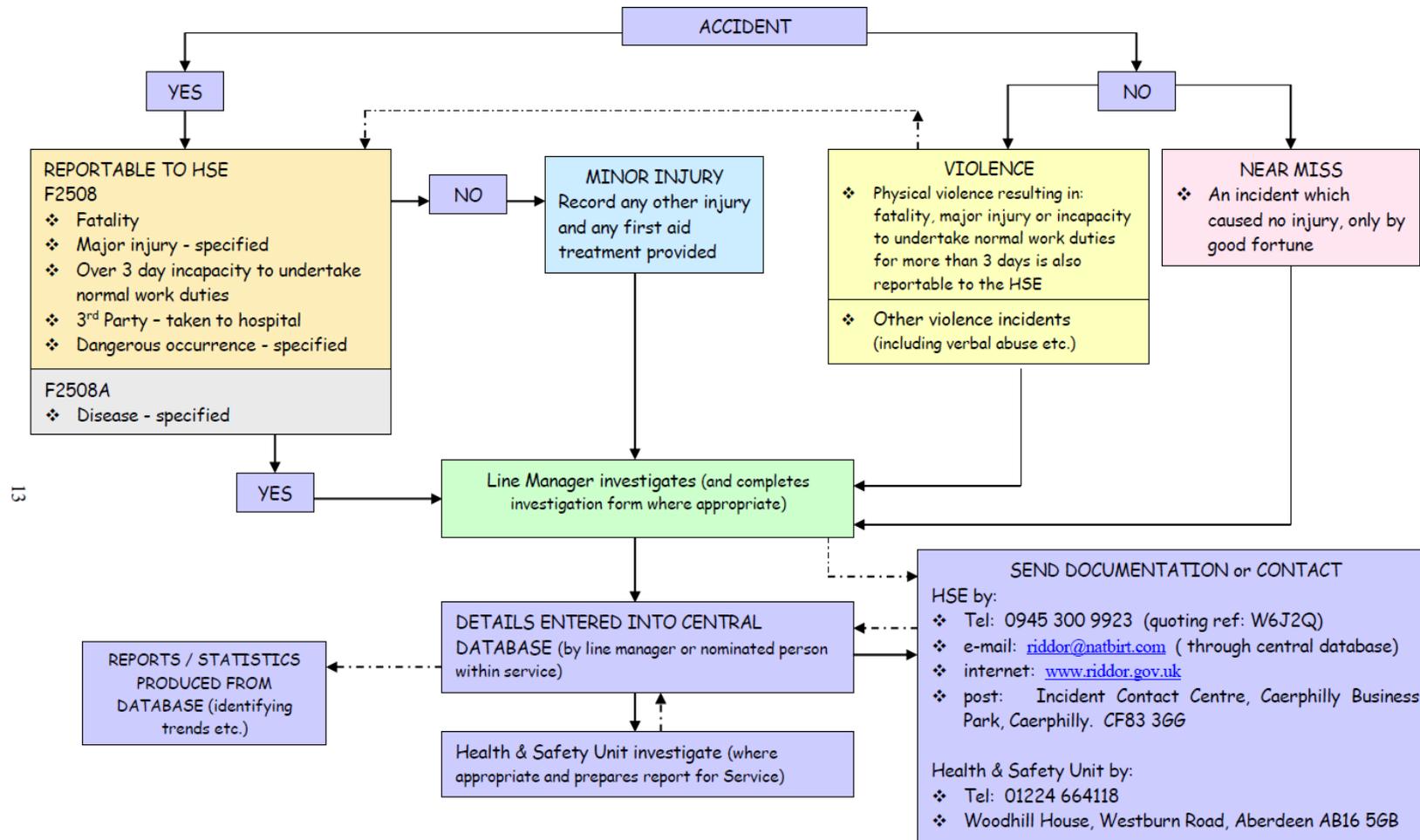
- 1.25 I can choose to have an active life and participate in a range of recreational, social, creative, physical and learning activities every day both indoors and outdoors.
- 2.24 I make informed choices and decisions about the risks I take in my daily life and am encouraged to take positive risks which enhance the quality of my life.
- 3.25 I am helped to feel safe and secure in my local community.
- 4.14 My care and support are provided in a planned and safe way, including if there is an emergency or unexpected event
- 5.17 My environment is secure and safe

Training

Training on Benefit Risk Assessment can be found at: <https://aldo.aberdeenshire.gov.uk/>

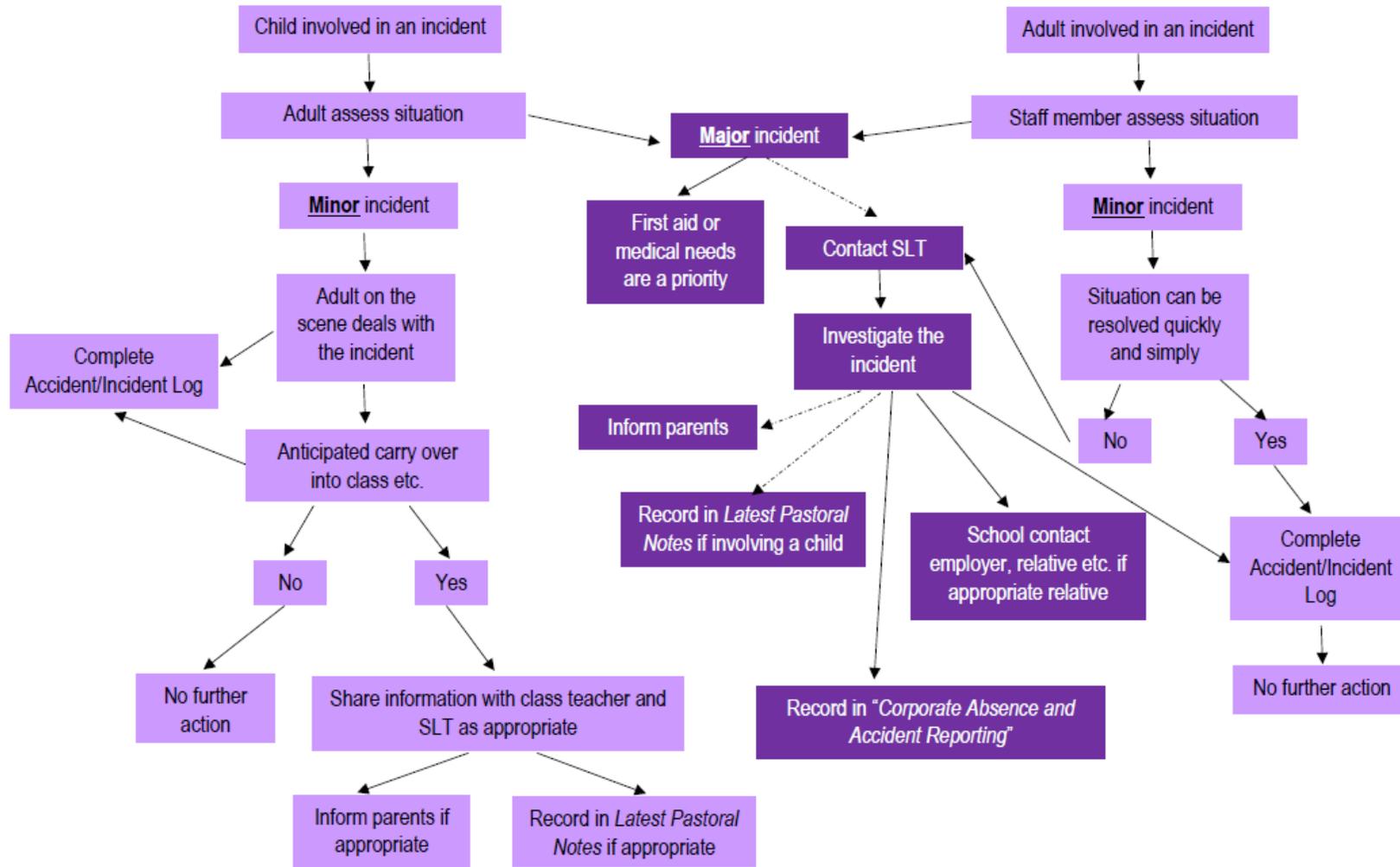
Appendix 1

REPORTING OF ACCIDENTS / INCIDENTS



Appendix 3

INCIDENT IN SCHOOL PROTOCOL



Appendix 4



Arduthie School Accident and Incident Log

Date:

Time:

Person completing the log:		
Person/people involved:		
Details of accident/incident:		
Action taken by staff member:		
People contacted:		
Outcome:		
First aid/medical attention required:	Yes	No
Staff members informed (names):		
SLT informed (name):		
Latest pastoral Notes updated:	Yes	No
Recorded in " <i>Corporate Absence and Accident Reporting</i> ":	Yes	No

Appendix 5

Department: Arduthie School – Education & Children’s Services		RISK ASSESSMENT		 Aberdeenshire COUNCIL
Process/Activity:		Location:		Date:
Describe activity:				

Hazard	Person/s Affected	Risk	Risk level before controls are in place (delete as appropriate)		Control Measures	Risk level after controls are in place (delete as appropriate)		
			LOW	MED		HIGH	LOW	MED
			LOW	MED		LOW	MED	HIGH
			LOW	MED		LOW	MED	HIGH
			LOW	MED		LOW	MED	HIGH
			LOW	MED		LOW	MED	HIGH
			LOW	MED		LOW	MED	HIGH
			LOW	MED		LOW	MED	HIGH
Author:			LOW	MED		LOW	MED	HIGH
Date of Review:								

Useful References

- Health and Safety Executive 2014, "Risk assessment. A brief guide to controlling risks in the workplace. (leaflet INDG163(rev4)" <http://www.hse.gov.uk/pubns/indg163.pdf>
- Aberdeenshire Council "Risk Assessment Guidance" <https://arcadialite.aberdeenshire.gov.uk/wp-content/uploads/2013/07/Risk-Assessment-Guidance1.pdf>
- Care Inspectorate, 2016, "My World Outdoors" http://www.careinspectorate.com/images/documents/3091/My_world_outdoors_-_early_years_good_practice_2016.pdf
- Health and Safety Executive, 2012(19), "Children's Play and Leisure – Promoting a Balanced Approach" <http://www.hse.gov.uk/entertainment/childrens-play-july-2012.pdf>
- Play Safety Forum, 2012(second edition), "Managing Risk in Play Provision: Implementation guide" <http://www.playscotland.org/wp-content/uploads/Managing-Risk-in-Play-Provision-implementation-guide-2nd-edition-2.pdf>