

The Federation of Dover Catholic Schools

Accident Reporting Procedure for the St. Edmunds and BEC Sites

Any accident to a member of staff, pupil or contractor on site must be recorded in an accident book. These books are held in the school office and the BEC office.

Contractors on the site will have their own company procedures for reporting accidents, but this does not negate the need for them to also report any accident using the schools procedure.

It is the responsibility of the member of staff making the report to ensure that the details of any “reportable” accidents are communicated to the Head of School immediately. In the absence of the Head of school the details must be reported to a member of the management team. It is important to note that the reliance on the leaving of messages will not suffice to comply with this procedure. The person making the report must satisfy themselves that the details of the accident have been received by the appropriate person.

“Reportable” accidents, which require a report to be made to the Health and Safety Executive, are as follows:

Deaths

An accident resulting in the death of anyone on site.

Major injuries

Reportable major injuries are:

- **Fracture, other than to fingers, thumbs and toes;**
- **Amputation;**
- **Dislocation of the shoulder, hip, knee or spine;**

- **Loss of sight (temporary or permanent);**
- **Chemical or hot metal burn to the eye or any penetrating injury to the eye;**
- **injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;**
- **Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;**
- **Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;**
- **Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;**
- **Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.**
- **Reportable over-three-day injuries:**
If there is an accident connected with work (including an act of physical violence) and any employee, pupil or a self-employed person working on site suffers an injury resulting in them not being able to work for more than three days.

In the event of a non-reportable accident or a “near miss” incident being notified to the office, which, in the opinion of the person receiving the report, merits further investigation, this must be reported to the Head of School as outlined above.

Some “near misses” become reportable dangerous occurrences:

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence, which requires a report to be made to the Health and Safety Executive.

Reportable dangerous occurrences include:

- **Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;**

- **Explosion, collapse or bursting of any closed vessel or associated pipework;**
- **Electrical short circuit or overload causing fire or explosion;**
- **Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;**
- **Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;**
- **Explosion or fire causing suspension of normal work for over 24 hours;**
- **Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;**
- **Accidental release of any substance which may damage health.**

It is the responsibility of the Head of School to ensure that accident investigations are carried out, if necessary, and any reportable accident or dangerous occurrence is reported to the Health and Safety Executive without delay.