

**Guidance to enable schools to report
relevant Accidents and Incidents on Crest
for schools within the
Excalibur Academies Trust**

Revision	Status	Date	Title of Reviewer	Purpose/Outcome
1		29.10.2019	Davina Nicholls	
2		16.02.2022	Davina Nicholls	Changed logo & contact details for Julian Routledge
3		March 2022	Davina Nicholls	Principal approved as working practice
4		April 2023	Lucy Crump	Signed – Head of School

Contents

1	Joining the trust	3
2	First point of contact	3
3	Crest on-line incident reporting guidance	3
4	HSE Guidance on RIDDOR incident reporting	3-4
	Appendix 1 – Accident and Incident Flow Chart	5
	Appendix 2 – What to expect when completing the Crest On-line form	6

1.0 Joining the Trust

Once joining the Excalibur Trust I will provide Hampshire with your joining information:

- School name, address and post code
- Number on roll
- Name of Principal/Headteacher and email address
- Name of School Business Manager and email address
- Office@ or Admin@ email address
- Date for start of contract

Each of the persons mentioned above will receive an email from West Berks confirming your log-on details and all relevant information.

Anyone can report an incident using one of the remote forms with no need for a username or password using this link <https://crest.info-exchange.com/SchoolIncidents>

2.0 Excalibur's first point of contact:

Mike Lindburn - Health & Safety Manager - Mike.Lindburn@westberks.gov.uk

Alice Pye - Senior Health & Safety Advisor (Schools) - Alice.pye@westberks.gov.uk

Julian Routledge – Senior Health & Safety Advisor (Schools) - julian.routledge1@westberks.gov.uk

You will receive a welcome email from Mike, including your log on details for Crest, <https://crest.info-exchange.com/>

3.0 Information regarding completion of the on-line incident reporting page

The Crest on-line reporting system is a question and answer site, Excalibur only expects you to register significant incidents, see Appendix 1. In Primary schools where pupils bump heads and graze knees, we would not expect these to be entered onto Crest site however, we would expect the usual accident form to be completed and parents notified in head bump incidents.

See Appendix 2 - What to expect when completing the Crest on-line form.

4.0 HSE Guidance on RIDDOR incident reporting

Incident reporting in schools comes under three categories

4.1 Injuries and ill health to people at work

- Accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- Accidents, which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days), must be reported within 15 days of the accident.
- The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases').
- If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

- Reporting specified injuries; fractures, other than to fingers, thumbs and toes. Amputations; any injury likely to lead to permanent loss of sight or reduction in sight; any crush injury to the head or torso causing damage to the brain or internal organs; serious burns (including scalding), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs. Any scalping requiring hospital treatment; any loss of consciousness caused by head injury or asphyxia; any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness; or requires resuscitation or admittance to hospital for more than 24 hours.
- Physical injuries; some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.
- Reportable occupation diseases; employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. Such as, carpal tunnel syndrome, severe cramp of the hand or forearm, occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach, hand-arm vibration syndrome, occupational asthma, e.g. from wood dust and soldering using rosin flux, tendonitis or tenosynovitis of the hand or forearm, any occupational cancer, any disease attributed to an occupational exposure to a biological agent. (See www.hse.gov.uk/riddor)
- Stress; Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

4.2 Incidents to pupils and other people who are not at work

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).
- The lists of specified injuries and diseases described in Section 1 only apply to employees.
- If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.
- The responsible person at the school should consider whether the incident was caused by: a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip); the way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or the condition of the premises (e.g. poorly maintained or slippery floors).
- So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (e.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity. This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR.
- Remember, in all these cases, you only need to consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.
- What about accidents to pupils during sports activities? The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity.
- Accident in the playground; Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.
- Physical violence; Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity. *Injuries to pupils while*

travelling on a school bus If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR. However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR.

- *Incidents involving pupils on overseas trips*; RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

4.3 Dangerous occurrences

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

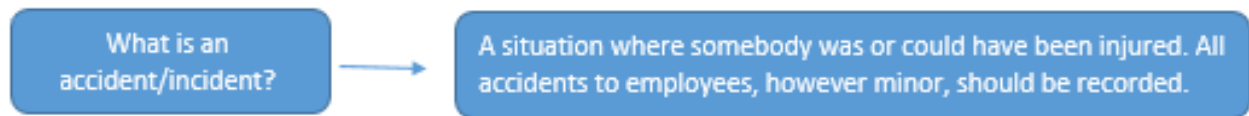
I agree as Head of School of Ogbourne CofE Primary School that this guidance will be followed and implemented.

Head of School: Lucy Crump

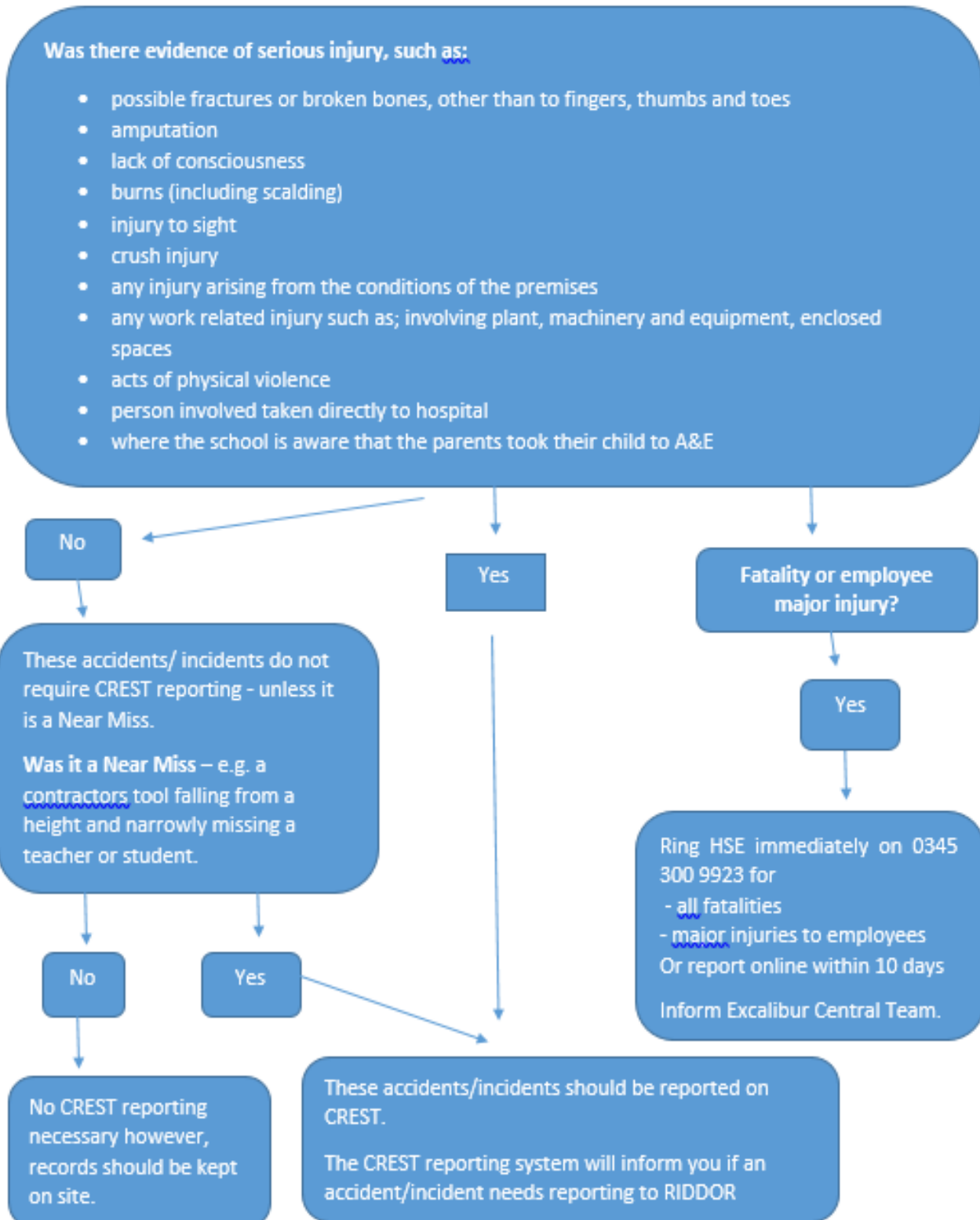
A handwritten signature in black ink that reads "Lucy Crump". The signature is written in a cursive style with a long horizontal stroke underneath the name.

Date: 28.04.23

Appendix I – Accident and Incident Flow Chart



Is an Accident or Incident Reportable?



Appendix 2 - What to expect when completing the Crest on-line form

Person Reporting			
Name:		Job Title:	
Email:		Tel No:	
General Details			
Type of Incident:			
Date and Time of incident:			
School			
Was the incident on school premises			
Nature of activity at time of incident			
Detailed account of incident			
Is there CCTV evidence			
Did emergency services attend			
Create New Person Involved			
Person involved type			
Status of person involved			
Name			
Gender			
D.O.B			
Tel No			
Address			
Treatment Details			
Exact nature of injury sustained			
Was treatment provided			
What treatment was provided			
Name of first aider			
Details of first aid			
Has there been/is there likely to be time off work			
Emergency Contact Details			
Have parents, guardians, carers been informed			
Any more information			
To be completed by H&S Team Only			
Is this reportable to HSE			
Attach RIDDOR report			

RIDDOR Status	
---------------	--