

<b>Title</b>	Accidents and Incidents - What to report?	<b>Date</b>	August 2022
		<b>Review Date</b>	August 2023

Herefordshire Council accident forms include a number of prepopulated accident types, better enables us to report on incidents and observe patterns in incident types. The table below has been separated in to staff, and pupils/members of the public, as the reporting requirements of reach differs slightly.

Working out whether an incident needs to be reported, and what category exactly your incidents fall in to can sometimes be difficult, especially if they appear to fall in to more than one category. Regardless of whether an incident is reported to the local authority, the school must hold some record of the incident and any steps taken to prevent reoccurrence.

This guidance has been produced to help those responsible for completing and submitting accident forms decide what category an incident falls in to, and which incidents need reporting to Herefordshire Council. It only advises on when to report incidents to the Health and Safety team in Herefordshire Council. There may be instances where an incident also needs to be reported to a safeguarding officer, property services, the Police or legal services/HR. Managers should use their discretion is deciding what incidents require additional reporting.

<b>Incident Type</b>	<b>Injury or near miss to Staff</b>	<b>Injury or near miss to Pupils &amp; Members of the Public</b>
<b>Contact with electricity</b>	<p>Contact with live electrical cables or surfaces. This does not include static shocks unless they are generated by a surface that could be carrying a live current such as an electrical appliance, plug socket or light switch.</p> <p>Where a static shock does occur from a potentially live source, a competent person should be employed to inspect for faults.</p>	<p>Contact with live electrical cables or surfaces. This does not include static shocks unless they are generated by a surface that could be carrying a live current such as an electrical appliance, plug socket or light switch.</p> <p>Where a static shock does occur from a potentially live source, a competent person should be employed to inspect for faults.</p>
<b>Contact with machinery</b>	<p>This includes all injuries sustained by a moving part of any machinery or equipment while at work, including entanglement in gears or drills, striking by arms or cranes, and cuts/lacerations/piercing injuries caused by moving parts.</p> <p>This includes both manually operated and automatic equipment.</p> <p>This does not include accidental contact with stationary parts, such as walking in to a piece of static equipment.</p>	<p>This includes all injuries sustained by a moving part of any machinery or equipment while under supervision of the school, including entanglement in gears or drills, striking by arms or cranes, and cuts/lacerations/piercing injuries caused by moving parts.</p> <p>This includes both manually operated and automatic equipment.</p> <p>This does not include accidental contact with stationary parts, such as walking in to a piece of static equipment.</p> <p>Incidents where pupils/members of the public have operated equipment without authorisation should be reported as near misses.</p>

<b>Title</b>	Accidents and Incidents - What to report?	<b>Date</b>	August 2022
		<b>Review Date</b>	August 2023

<b>Incident Type</b>	<b>Injury or near miss to Staff</b>	<b>Injury or near miss to Pupils &amp; Members of the Public</b>
<b>Cuts and lacerations</b>	Any injuries caused by contact with sharps including knives, scissors, glass and exposed sharp edges.	<p>Sharp injuries that may have been the result of lack of supervision, maintenance of equipment/the workplace or the provision of inappropriate equipment.</p> <p>This does not include cuts, scrapes and grazes resulting from falls or other blunt impacts.</p> <p>Fights with peers – see Physical assaults</p> <p>Cuts resulting from assault</p>
<b>Drowning or asphyxiation</b>	Any incident, which results in harm or loss of consciousness due to lack of oxygen including accidental strangulation, suffocation, choking, drowning or exposure to environments where oxygen is limited such as fermentation vessels.	Any incident, which results in harm or loss of consciousness due to lack of oxygen including accidental strangulation, suffocation, choking, drowning or exposure to environments where oxygen is limited such as fermentation vessels.
<b>Explosives</b>	<p>Any injury caused by an explosion which resulted from a workplace activity, including science experiments, improperly stored substances, fireworks, ignition of atmospheric particles (e.g. wood dust).</p> <p>It includes the rupturing of non-flammable pressurised equipment such as autoclaves or nitrogen gas.</p>	<p>Any injury caused by an explosion which resulted from a workplace activity, including science experiments, improperly stored substances, fireworks, ignition of atmospheric particles (e.g. wood dust).</p> <p>It includes the rupturing of non-flammable pressurised equipment such as autoclaves or nitrogen gas.</p>
<b>Burns or scalds</b>	Exposure to hot surfaces, liquids or gasses, which causes any type of heat damage.	<p>Exposure to hot surfaces, liquids or gasses, which causes any type of heat damage.</p> <p>This would also include severe sunburn that occurs while under supervision of the school, where reasonable measures such as sun block and shade had not been provided.</p>
<b>Harmful substance – Liquid</b>	<p>Exposure to liquids which have hazard symbols on the packaging, including those used in science lessons (acids or alkalis) and in daily use (bleach, cleaning products etc.)</p> <p>This includes inhalation, aspiration, and contamination of the ears, eyes, nose or mouth.</p>	<p>Exposure to liquids, which have hazard symbols on the packaging, including those used in science lessons (acids or alkalis) and in daily use (bleach, cleaning products etc.)</p> <p>This includes inhalation, aspiration, and contamination of the ears, eyes, nose or mouth.</p>

<b>Title</b>	Accidents and Incidents - What to report?	<b>Date</b>	August 2022
		<b>Review Date</b>	August 2023

<b>Incident Type</b>	<b>Injury or near miss to Staff</b>	<b>Injury or near miss to Pupils &amp; Members of the Public</b>
	This would also include skin burns caused by extreme cold such as liquid nitrogen or chemical burns from the use of acids and alkalis.	This would also include skin burns caused by extreme cold such as liquid nitrogen or chemical burns from the use of acids and alkalis.  This does not include the accidental ingestion of a hazardous substance.
<b>Harmful substance – Gas</b>	Exposure to fumes, vapours or gases released during work, including Carbon Monoxide, exhaust fumes, gases released during experiments, and use of solvents.  Reports should also be made where there is a breach of safety procedures, even if it doesn't result in an injury (e.g. working in an area where face-fitted PPE or Local Exhaust Ventilation should be used, but isn't.)	Exposure to fumes, vapours or gases released during work, including Carbon Monoxide, exhaust fumes, gases released during experiments, and use of solvents.  Reports should also be made where there is a breach of safety procedures, even if it doesn't result in an injury (e.g. working in an area where face-fitted PPE or Local Exhaust Ventilation should be used, but isn't.)
<b>Harmful substance – Particulate</b>	Injuries caused by the release of small particles including wood dust, asbestos, glass dust, swarf etc.  This includes inhalation, aspiration, and contamination of the ears, eyes, nose or mouth.	Injuries caused by the release of small particles including wood dust, asbestos, glass dust, swarf etc.  This includes inhalation, aspiration, and contamination of the ears, eyes, nose or mouth.
<b>Slip, trip or fall at floor level</b>	This includes any fall, including on a fixed staircase, which was or may have been caused by the condition of the workplace including trailing cables, loose carpet, raised paving slabs, poor housekeeping etc.	This includes any fall, including on a fixed staircase, which was or may have been caused by the condition of the workplace including trailing cables, loose carpet, raised paving slabs, poor housekeeping etc.  This includes trips and falls during PE or play, where the workplace condition (potholes, discarded equipment etc.)  This does not include pupils colliding with one another during sports, tripping over their own feet or injuries sustained while intentionally falling.
<b>Fall from height</b>	This includes falls from one level to another, including falls from ladders, chairs, steps, roofs etc.	This includes falls from one level to another, including falls from ladders, chairs, steps, roofs, play equipment etc.

<b>Title</b>	Accidents and Incidents - What to report?	<b>Date</b>	August 2022
		<b>Review Date</b>	August 2023

<b>Incident Type</b>	<b>Injury or near miss to Staff</b>	<b>Injury or near miss to Pupils &amp; Members of the Public</b>
	<p>This can also include falls on fixed staircases, where the individual falls down the stairs; but not trips where the individual remains at the same level.</p>	<p>This can also include falls on fixed staircases, where the individual falls down the stairs; but not trips where the individual remains at the same level.</p> <p>This only includes incidents resulting from the condition of the equipment/workplace, lack of supervision/planning, or where pupils require treatment from a medical professional.</p>
<b>Injured by animal</b>	<p>All injuries resulting from workplace or work activity exposure to animals.</p> <p>This includes farm animals and domestic pets, including those brought in to public spaces where you work such.</p> <p>This would only include incidents such as bee/wasp stings if your work directly exposed you (i.e. a nest in the workplace has not been dealt with or you are carrying out a removal)</p>	<p>All incidents where the pupil has been exposed to an animal as part of the school day including school pets and visits to farms, zoos, public parks.</p> <p>This would only include incidents such as bee/wasp stings if it resulted in anaphylaxis or hospital treatment, where the nest was previously known about but controls were not put in place to prevent it being disturbed during play, or where the nest was disturbed as part of a work activity.</p>
<b>Lifting and handling injuries</b>	<p>All musculoskeletal injuries associated with moving any equipment or stationery, retrieving stored items, moving and handling of pupils, taking in deliveries, disposing of waste etc.</p> <p>It does not include other injuries that occurred while lifting but not caused by the process of lifting such as a piercing injury from broken glass in a bin bag, of biting/scratching while handling a pupil.</p>	<p>All musculoskeletal injuries associated with moving any equipment or stationery, retrieving stored items etc.</p> <p>This includes injury sustained through lifting, stretching carrying throwing etc. during sports.</p>
<b>Physical assault (Malicious)</b>	<p>Assaults that are intentional, premediated, targeted against an individual or unprovoked. This includes all physical violence and sexual assault.</p> <p>All assaults on staff members should be recorded and reported to Herefordshire Council.</p>	<p>Assaults between pupils only need to be reported to H&amp;S where there has been a failure in addressing an identified risk, such as failure to follow a behaviour plan/risk assessment or where an ongoing pattern of assaults has not been addressed.</p> <p>Assaults need only be reported if there has been a significant injury sustained (i.e. if hospital treatment is required.)</p>

<b>Title</b>	Accidents and Incidents - What to report?	<b>Date</b>	August 2022
		<b>Review Date</b>	August 2023

<b>Incident Type</b>	<b>Injury or near miss to Staff</b>	<b>Injury or near miss to Pupils &amp; Members of the Public</b>
		<p>Incidents, which could have resulted in significant harm to staff or pupils but did not result in an assault (i.e. bringing weapons in to the school), should be reported as near misses.</p> <p>Fights between pupils should be recorded and dealt with using the schools behavioural policy.</p> <p>Instances of sexually inappropriate behaviour need to be reported to the Safeguarding officer.</p>
<b>Physical assault (Reactive)</b>	Injuries sustained through work with pupils or adults who can react violently or erratically to sensory stimuli, but are not intended to cause harm or upset to an individual. This can include biting, scratching, kicking etc., where this is part of emotional dysregulation or tactile communication.	<p>Injuries sustained from peers who react violently or erratically to sensory stimuli, but are not intended to cause harm or upset to an individual. This can include biting, scratching, kicking etc., where this is a normal part of emotional dysregulation or tactile communication.</p> <p>These incidents need only be reported to Health and Safety where suitable measures have not been taken to protect pupils or members of the public, or where the incident requires treatment by a medical professional.</p>
<b>Verbal assault</b>	<p>This includes any instances of reasonable threats, verbal abuse or use of derogatory language towards a staff member, where the staff member feels aggrieved or concerned over the nature of the statement.</p> <p>This does not include the general use of profanity or hyperbole where they are not intended to intimidate or threaten staff.</p>	Threats and verbal assaults between pupils or between members of the public do not need to be reported to Health and Safety, but depending on the nature of the incident may need reporting to your safeguarding officer.
<b>Cyber or written threats/abuse</b>	<p>This should be recorded and reported in the same way as verbal abuse.</p> <p>Instances of unwanted social media attention that do not represent a potential threat to health and safety (i.e. videos of staff members), should be reported to HR or your legal advisor.</p>	Written or cyber threats/abuse between pupils does not need to be reported to Health and Safety, but depending on the nature of the incident may need reporting to your safeguarding officer.

<b>Title</b>	Accidents and Incidents - What to report?	<b>Date</b>	August 2022
		<b>Review Date</b>	August 2023

<b>Incident Type</b>	<b>Injury or near miss to Staff</b>	<b>Injury or near miss to Pupils &amp; Members of the Public</b>
<b>Lodging in the ear/nose</b>	<p>Incidents involving items becoming stuck in the ear/nose canal as the result of a work activity (e.g. debris becoming lodge in the ear while inspecting worksite).</p> <p>Injuries where items become lodged in the flesh around the ear/nose should be reported as cuts/lacerations.</p>	<p>Incidents should be reported where items require removal by a medical professional, or where they occurred during unsupervised/not age appropriate activities (i.e. pupils using toys/equipment not intended for their age range).</p> <p>Injuries where items become lodged in the flesh around the ear/nose should be reported as cuts/lacerations.</p>
<b>Striking against an object</b>	<p>Incidents where an individual strikes against a stationary object while walking. This includes head bumps against low ceilings or doorframes and collisions with protruding pipework/furniture.</p> <p>Incidents involving striking against exposed sharp edges should be reported as cuts and lacerations.</p>	<p>Incidents where a pupil/member of the public strikes against a stationary object due to it being obscured/poorly positioned (i.e. signage, which has been positioned at head height.)</p> <p>Incidents involving striking against exposed sharp edges should be reported as cuts and lacerations.</p> <p>This does not include pupils who collide with a static object while at play, unless the object has been highlighted in as a risk due to proximity with other play equipment during a risk assessment or playground inspection.</p>
<b>Struck by object</b>	<p>Struck by a falling or otherwise accidentally propelled object such as a stray ball.</p>	<p>Incidents where a stored object falls and injures a pupil should be reported to the Health and Safety team.</p> <p>Accidental injuries causes by balls/rackets etc. during play or PE should be recorded locally.</p>
<b>Struck by vehicle</b>	<p>Injuries caused by collision with a moving vehicle while at work. This includes all mechanically propelled vehicles, including bicycles.</p> <p>This includes RTCs while you are seated in your vehicle.</p>	<p>Injuries caused by collision with a moving vehicle as a result of a school or work activity, or in an area controlled by the employer.</p> <p>This includes incidents in car parks or other areas where vehicles operate during school trips.</p>
<b>Trapped under collapsed structure</b>	<p>Any incident that involves an individual becoming trapped under a falling object or structure including ceilings, walls, ladders, trees, access equipment etc.</p>	<p>Any incident that involves an individual becoming trapped under a falling object or structure including ceilings, walls, ladders, trees, access equipment etc.</p>

<b>Title</b>	Accidents and Incidents - What to report?	<b>Date</b>	August 2022
		<b>Review Date</b>	August 2023

<b>Incident Type</b>	<b>Injury or near miss to Staff</b>	<b>Injury or near miss to Pupils &amp; Members of the Public</b>
<b>Unintentional injury caused by another person</b>	Physical collisions with other persons due to lack of concentration, inability to control momentum etc.	Physical collisions with other persons due to lack of concentration, inability to control momentum etc.  These generally do not need reporting to Herefordshire Council unless it results in an injury that requires hospital treatment or results from a workplace activity (i.e. a member of staff injures a member of the public or a pupil while carrying out their role)
<b>Allergy</b>	Only incidents where an individual is exposed to an allergen through work activities should be reported. This includes exposure as part of specific tasks, exposure as the result of a breach of procedures (i.e. cross contamination), or where allergies have developed as a result of prolonged exposure to certain substances.  Uncontrollable exposures such as hay fever or through foodstuffs brought in by the individual need not be reported.	Only incidents where an individual is exposed to an allergen through work activities should be reported. This includes exposure as part of specific tasks, exposure as the result of a breach of procedures (e.g. cross contamination during food prep, or nuts being brought in to a nut-free school).  Uncontrollable exposures such as hay fever or through foodstuffs brought in by the individual (except where doing so is in breach of school policy as above) need not be reported.
<b>Pre-existing medical condition</b>	In most instances, episodes related to pre-existing medical conditions need not be reported unless they were triggered as a result of workplace exposure (e.g. strobing lights triggering a seizure, or use of aerosols triggering an asthma attack.)	For pupils, episodes related to pre-existing medical conditions need not be reported unless they were triggered as a result of workplace exposure (e.g. strobing lights triggering a seizure, or use of aerosols triggering an asthma attack.)  You are unlikely to be aware of the health conditions of members of the public. In these instances, incidents should be recorded locally but not reported to Health and Safety. Risk assessments can be completed where the member of the public in question is likely to attend regularly.
<b>First instance of medical condition</b>	In most instances, episodes related to unknown medical conditions need not be reported. Following the incident, a risk assessment should be carried out to establish whether controls are needed in the future.  The exception would be where there is reasonable cause to believe that the condition is the result of workplace exposure (e.g. occupational asthma)	For pupils, episodes related to unknown medical conditions need not be reported to H&S. Following the incident, a risk assessment should be carried out to establish whether controls are needed in the future.  You are unlikely to be aware of the health conditions of members of the public. In these instances, incidents should be recorded locally but not reported to Health and Safety. Risk assessments can be completed where the member of the public in question is likely to attend regularly.

<b>Title</b>	Accidents and Incidents - What to report?	<b>Date</b>	August 2022
		<b>Review Date</b>	August 2023

<b>Incident Type</b>	<b>Injury or near miss to Staff</b>	<b>Injury or near miss to Pupils &amp; Members of the Public</b>
<b>Near miss</b>	<p>Incidents that did not result in injury or loss, but could have resulted in one of the injuries on this list in different circumstances.</p> <p>Due to the potential frequency of near misses, they should be recorded locally, and reported to Health and Safety where the potential injury could have been significant.</p> <p>Any action taken to prevent near misses resulting in an accident/incident should also be recorded.</p>	<p>Incidents that did not result in injury or loss, but could have resulted in one of the injuries on this list in different circumstances.</p> <p>Due to the potential frequency of near misses, they should be recorded locally, and reported to Health and Safety where the potential injury could have been significant. Near miss frequency with children is likely to be much higher than with adults, and near misses only need recording where they are as a result of workplace condition (e.g. a poorly hung cupboard door, loose carpet, trailing cables etc.).</p> <p>Any action taken to prevent near misses resulting in an accident/incident should also be recorded.</p>
<b>Pinching or trapping injury</b>	<p>Incidents where limbs or appendages become stuck in either moving or stationary parts. This could include closing doors, railings, mousetraps, moving furniture or drains etc.</p> <p>This does not include incidents where a body part or hair becomes trapped in the moving parts of machinery or large items of office equipment such as guillotines, or where the trapping is the result of a collapse. These would be reported as “contact with machinery” or “trapping”, respectively.</p>	<p>Incidents where limbs or appendages become stuck in either moving or stationary parts. This could include closing doors, railings, mousetraps, moving furniture or drains etc.</p> <p>This does not include incidents where a body part or hair becomes trapped in the moving parts of machinery or large items of office equipment such as guillotines, or where the trapping is the result of a collapse. These would be reported as “contact with machinery” or “trapping”, respectively.</p>
<b>Ingestion of hazardous substance</b>	<p>Accidental or intentional consumption of a hazardous substance such as drinking from an unlabelled bottle or contamination of food stuffs.</p>	<p>Accidental or intentional consumption of a hazardous substance such as drinking from an unlabelled bottle, contamination of food stuffs or eating toxic plants.</p>
<b>Other</b>	<p>Anything not listed in this document should be reported under this category.</p>	<p>Anything not listed in this document should be reported under this category.</p>