BRIGHTFIELD

ACADEMY

Inclusion. Choice. Growth.

Accident, Incident & Near Miss Reporting Procedure

Promoting safety.
Learning lessons.
Preventing harm.

Inclusion. | Choice. | Growth. | Last Update: June 2026

Accident, Incident & Near Miss Reporting Procedure

BRIGHTFIELD ACADEMY
ACCIDENT, INCIDENT AND NEAR MISS REPORTING PROCEDURE
Policy Owner: Director
Responsible Person: Director
Applies To: All employees, volunteers, contractors, agency staff, visitors and learners
Approval Date: June 26
Review Date: December 26
Version: 1.2
Last Update: June 2026

1. Purpose

Brightfield Academy is committed to providing a safe, healthy and secure learning and working environment for all learners, employees, volunteers, contractors, visitors and members of the wider community.

This procedure establishes a clear and consistent process for reporting, recording, investigating and learning from accidents, incidents and near misses occurring in connection with Brightfield Academy's activities.

The aims of this procedure are to:

protect the health, safety and welfare of everyone attending or working within the Academy;
ensure prompt and appropriate responses to accidents and emergencies;
comply with statutory reporting requirements;
identify underlying causes of incidents;
reduce the likelihood of recurrence;
improve health and safety performance through continuous learning;
support safeguarding responsibilities where appropriate.

Brightfield Academy recognises that effective reporting is an essential part of creating a positive safety culture in which all staff are encouraged to report concerns without fear of blame.

2. Scope

This procedure applies to:

Directors;
employees;
teachers;
learning support staff;
volunteers;
agency workers;
contractors;
placement students;

visiting professionals;
learners;
visitors;
parents and carers whilst on Academy premises.
It applies to accidents, incidents and near misses occurring:
on Academy premises;
during educational visits;
during off-site activities;
whilst transporting learners where the Academy has responsibility;
during work experience placements organised by the Academy;
during any activity undertaken on behalf of Brightfield Academy.

3. Policy Statement
Brightfield Academy believes that every accident, incident and near miss provides an opportunity to improve safety.
All accidents, however minor, should be reported promptly.
Near misses are regarded as equally important because they often identify hazards before someone is injured.
The Academy operates a culture of openness and learning rather than blame.
Staff will never be criticised for reporting genuine health and safety concerns in good faith.
Where investigations identify improvements, appropriate action will be taken without unnecessary delay.

4. Legislative Framework
This procedure has been developed in accordance with:
•Health and Safety at Work etc. Act 1974
•Management of Health and Safety at Work Regulations 1999
•Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
•Health and Safety (First Aid) Regulations 1981
•Children Act 1989
•Children Act 2004
•Keeping Children Safe in Education (Current Edition)
•Working Together to Safeguard Children (Current Edition)
•Equality Act 2010
•The Health and Safety Executive (HSE) Approved Codes of Practice and Guidance
•Buckinghamshire Council requirements for Alternative Provision providers

5. Definitions
Accident
An accident is an unplanned event resulting in injury, illness or damage to property.
Examples include:
•slips, trips and falls;
•cuts and lacerations;
•sports injuries;
•burns;
•injuries caused by equipment;
•accidental exposure to hazardous substances.

Incident
An incident is any unplanned event that disrupts normal operations or has the potential to cause harm.
Incidents may include:
•behavioural incidents resulting in injury;
•acts of violence or aggression;
•damage to Academy property;
•medical emergencies;
•fire alarm activations;
•security breaches.
Not every incident results in injury.

Near Miss
A near miss is an event that could have resulted in injury, illness or damage but did not.
Examples include:
•equipment failure without injury;
•objects falling close to individuals;
•slips without injury;
•unsafe practices identified before harm occurs;
•vehicles narrowly avoiding collision;
•hazards identified before an accident happens.
Near misses must always be reported.

Dangerous Occurrence
A dangerous occurrence is a serious event specified under RIDDOR legislation which must be reported to the Health and Safety Executive.
Examples may include:
•structural collapse;
•significant electrical incidents;
•dangerous equipment failure;
•major gas incidents;
•other reportable dangerous occurrences defined by the HSE.

6. Guiding Principles
Brightfield Academy is committed to the following principles:
•Safety is everyone's responsibility.
•Every accident, incident and near miss must be reported appropriately.
•Individuals involved will be treated fairly, respectfully and compassionately.
•Investigations will seek to identify causes rather than allocate blame.
•Lessons learned will be shared where appropriate.
•Appropriate support will be provided following serious incidents.
•Safeguarding considerations will always take priority where relevant.
•Reporting procedures will be simple, accessible and proportionate.

7. Roles and Responsibilities

Director

The Director has overall responsibility for ensuring that:

•appropriate reporting procedures are implemented;
•sufficient resources are available to manage incidents effectively;
•serious incidents are investigated;
•statutory reporting requirements are fulfilled;
•corrective actions are implemented;
•trends are monitored;
•this procedure is reviewed annually.

Health and Safety Lead (where appointed)

The Health and Safety Lead will:

•oversee accident reporting systems;
•maintain accident records;
•investigate significant incidents;
•monitor trends;
•recommend improvements;
•coordinate RIDDOR reporting where required;
•support staff following incidents.

All Staff

Every member of staff is responsible for:

•taking reasonable care of themselves and others;
•reporting accidents immediately;
•reporting hazards and near misses;
•cooperating with investigations;
•following safe working practices;
•completing accident records accurately;
•seeking assistance whenever required.

Failure to report a significant accident, incident or near miss may place others at risk and may be treated as a disciplinary matter.

Learners

Learners are encouraged to:

•report hazards immediately;
•inform staff of accidents or injuries;
•follow safety instructions;
•cooperate with investigations where appropriate.

Brightfield Academy promotes an environment where learners feel confident reporting concerns without fear of blame.

8. Relationship with Safeguarding

Some accidents or incidents may indicate wider safeguarding concerns.

Staff should remain alert to circumstances where:

•injuries are unexplained;
•explanations are inconsistent;
•repeated injuries occur;
•behaviour gives cause for concern;
•neglect may be evident;
•abuse is suspected.

Where safeguarding concerns arise, staff must immediately follow the Academy's Safeguarding and Child Protection Policy.

The welfare of the child will always take precedence over routine accident reporting procedures.

9. Reporting Culture

Brightfield Academy promotes a positive reporting culture based upon openness, professionalism and continuous improvement.

All staff are encouraged to report:

•unsafe conditions;
•unsafe equipment;
•unsafe behaviours;
•accidents;
•incidents;
•near misses;
•health and safety concerns.

Reporting is viewed as a positive contribution towards improving the safety of the Academy and protecting everyone within the Brightfield community.

10. Immediate Response to an Accident or Incident

The immediate safety and welfare of all individuals involved will always be the Academy's first priority.

Any person discovering an accident or incident should:

remain calm and assess the situation;
ensure their own safety before assisting others;
remove or isolate any immediate danger where it is safe to do so;
summon a qualified First Aider where required;
contact emergency services immediately if necessary;
reassure those involved;
preserve the scene where an investigation may be required.

Staff should never place themselves or others at unnecessary risk when responding to an incident.

11. First Aid Arrangements

Brightfield Academy will ensure that:

appropriately trained First Aiders are available during operational hours;
first aid kits are maintained and regularly checked;
emergency medical information is accessible where appropriate;

first aid equipment is appropriate to the activities undertaken;
all treatment is recorded.
Where injuries require further medical attention, parents, carers or emergency contacts will be informed without unnecessary delay.
Administration of first aid must only be undertaken by appropriately trained personnel within the limits of their training.

12. Emergency Medical Assistance
Emergency services should be contacted immediately where an individual:
is unconscious;
has difficulty breathing;
suffers significant bleeding;
has a suspected spinal injury;
has a suspected serious fracture;
experiences a seizure lasting longer than expected;
suffers a severe allergic reaction (anaphylaxis);
experiences chest pain or symptoms suggesting a heart attack;
has sustained a serious head injury;
is otherwise believed to require urgent medical treatment.
Where emergency services attend, the Director should be informed as soon as reasonably practicable.

13. Securing the Area
Following any significant accident or dangerous occurrence, staff should take reasonable steps to prevent further harm.
This may include:
isolating equipment;
closing part of the premises;
restricting access;
placing warning signs;
removing hazards where safe;
preventing unauthorised interference.
Where equipment is suspected of contributing to an accident, it should not be returned to service until appropriate checks have been completed.

14. Reporting Procedure
Every accident, incident and near miss must be reported as soon as reasonably practicable.
The person reporting should provide:
date and time;
location;
names of those involved;
witnesses;
description of events;

injuries sustained;
first aid provided;
immediate actions taken;
whether parents, carers or emergency services were informed.
Staff should never assume that another person has completed the report.

15. Recording Accidents
An Accident Report Form should be completed for any accident resulting in:
injury;
illness;
first aid treatment;
medical attention;
damage to property;
potential insurance claims.
Records should be completed as soon as possible whilst details remain fresh.
Reports must be:
factual;
objective;
legible;
signed where appropriate;
securely stored.
Opinions or assumptions should not be recorded as fact.

16. Recording Incidents
Incident reports should be completed whenever an event significantly disrupts normal operations or presents a health, safety or safeguarding concern.
Examples include:
violence or aggression;
serious behavioural incidents;
missing learner incidents;
security breaches;
emergency evacuations;
property damage;
medical emergencies.
Incident reports should clearly distinguish between observed facts and subsequent actions.

17. Reporting Near Misses
Near misses provide valuable opportunities to improve safety before harm occurs.
Examples include:
defective equipment identified before use;
unstable furniture;
unsafe lifting practices;
blocked fire exits;
electrical hazards;

slips without injury;
objects falling without striking anyone.
All staff are encouraged to report near misses immediately.
No disciplinary action will result from reporting genuine concerns in good faith.

18. Parent and Carer Notification
Parents or carers will normally be informed as soon as reasonably practicable where:
first aid has been administered;
medical treatment is recommended;
emergency services have attended;
there has been a significant behavioural incident;
head injuries have occurred;
safeguarding considerations arise;
there are concerns regarding ongoing welfare.
Communication should be:
accurate;
timely;
factual;
sensitive;
recorded.
Where immediate contact cannot be made, repeated attempts should be documented.

19. Head Injuries
Any learner sustaining a head injury must be assessed promptly.
Parents or carers will normally be informed on the same day, even where the injury appears minor.
Staff should monitor the individual for signs of deterioration, including:
loss of consciousness;
vomiting;
increasing drowsiness;
severe headache;
confusion;
seizure activity;
changes in behaviour or coordination.
Where concerns arise, emergency medical assistance should be sought immediately.

20. Serious Accidents
The Director must be informed immediately of any serious accident involving:
hospital treatment;
fractures;
significant blood loss;
suspected spinal injuries;

life-threatening conditions;
fatality;
incidents likely to attract media attention;
major safeguarding concerns.
The Director will determine any statutory notifications required.

21. Violence and Aggression
Any incident involving violence, aggression or threatening behaviour must be reported immediately.
This includes behaviour directed towards:
learners;
staff;
volunteers;
visitors;
contractors.
The Academy will:
ensure the immediate safety of those involved;
provide appropriate support;
investigate circumstances;
review behaviour support arrangements where appropriate;
consider safeguarding implications;
notify external agencies where necessary.

22. Missing Learners
Where a learner cannot be located and their whereabouts are unknown, staff must immediately follow the Academy's Missing Learner Procedure.
This should not be managed solely as an incident report.
Safeguarding procedures take precedence.
Once resolved, an incident report should be completed and any lessons identified incorporated into future risk assessments.

23. Fire, Evacuation and Emergency Incidents
Following any emergency evacuation, staff should report:
injuries;
equipment failures;
evacuation difficulties;
blocked escape routes;
communication failures;
delays in evacuation;
any other safety concerns.
Emergency incidents will be reviewed following each occurrence to identify opportunities for improvement.

24. Witness Statements
Where appropriate, witness accounts should be obtained as soon as practicable.
Statements should:
record facts only;
avoid speculation;
be dated;
be signed where appropriate;
remain confidential.
Children should never be pressured to provide statements.

25. Preserving Evidence
Where an incident may lead to:
safeguarding investigations;
police involvement;
insurance claims;
HSE investigation;
legal proceedings,
reasonable steps should be taken to preserve relevant evidence where this can be achieved safely.
This may include:
photographs;
CCTV footage;
equipment;
maintenance records;
witness statements.
Evidence should be stored securely and handled in accordance with the Academy's Data Protection Policy.

26. Confidentiality
Information relating to accidents and incidents will only be shared with those who have a legitimate professional need to know.
Confidentiality will be maintained in accordance with the Academy's:
Data Protection Policy;
Confidentiality Policy;
Safeguarding and Child Protection Policy.
Where safeguarding concerns arise, relevant information will be shared promptly with appropriate agencies in accordance with statutory guidance.

27. Accident and Incident Investigation
Brightfield Academy is committed to investigating accidents, incidents and near misses to identify their root causes, prevent recurrence and continually improve health and safety standards.
Investigations are intended to establish the facts and identify learning opportunities. They are not conducted to apportion blame unless evidence indicates deliberate misconduct or negligence.
The level of investigation undertaken will be proportionate to the seriousness of the event.
Minor incidents may require only a brief review, whilst serious incidents may require a formal investigation led by the Director or other appointed investigator.

28. Objectives of an Investigation

Investigations aim to:

•establish what happened;
•identify immediate and underlying causes;
•determine whether existing procedures were followed;
•identify failures in equipment, systems or supervision;
•assess whether risk assessments remain suitable;
•recommend corrective and preventative actions;
•improve future practice.

Where safeguarding concerns are identified, these will be managed separately in accordance with the Safeguarding and Child Protection Policy.

29. Root Cause Analysis

Brightfield Academy recognises that accidents are rarely caused by a single event.

Investigations should consider factors including:

Human Factors

•inadequate supervision;
•insufficient training;
•fatigue;
•distraction;
•unsafe behaviour;
•communication failures.

Environmental Factors

•poor housekeeping;
•inadequate lighting;
•weather conditions;
•unsuitable flooring;
•excessive noise;
•temperature extremes.

Equipment Factors

•defective equipment;
•poor maintenance;
•unsuitable equipment;
•incorrect use.

Organisational Factors

•inadequate procedures;
•ineffective risk assessments;
•staffing levels;
•poor planning;
•insufficient monitoring.

The objective is to identify all contributing factors rather than simply the final event.

30. Corrective Actions

Following an investigation, Brightfield Academy will implement appropriate corrective actions.

These may include:

•repairing or replacing equipment;
•updating risk assessments;

•introducing new procedures;
•improving supervision;
•additional staff training;
•environmental improvements;
•revised learner support strategies;
•changes to educational activities.
Actions will be allocated to named individuals with realistic completion timescales.
Progress will be monitored until all actions have been completed.

31. Learning from Incidents
Brightfield Academy is committed to learning from every accident, incident and near miss.
Lessons identified may be shared through:
•staff meetings;
•supervision;
•training sessions;
•safeguarding updates;
•health and safety briefings;
•policy reviews;
•quality assurance activities.
Where improvements are identified, they will be incorporated into future working practices.

32. Risk Assessment Review
Following any significant accident or near miss, relevant risk assessments must be reviewed.
The review should consider:
•whether hazards were correctly identified;
•whether existing control measures were effective;
•whether additional controls are required;
•whether activities remain appropriate;
•whether staff require further training.
Risk assessments should be updated without unnecessary delay.

33. RIDDOR Reporting
Brightfield Academy will comply fully with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
The Director, or delegated Health and Safety Lead, is responsible for determining whether an incident is reportable to the Health and Safety Executive (HSE).
Examples of reportable incidents may include:
•specified serious injuries;
•work-related fatalities;
•dangerous occurrences;
•certain occupational diseases;
•incidents resulting in hospital treatment where required by legislation.
Where required, reports will be submitted within statutory timescales.

34. Reporting to the Health and Safety Executive
Where legislation requires notification, Brightfield Academy will provide accurate and timely reports to the Health and Safety Executive.

Supporting documentation may include:
•accident reports;
•investigation findings;
•photographs;
•witness statements;
•maintenance records;
•training records;
•relevant risk assessments.
The Academy will cooperate fully with any HSE investigation.

35. Insurance Reporting
Certain accidents or incidents may require notification to the Academy's insurers.
Examples include:
•serious injuries;
•property damage;
•allegations of negligence;
•incidents likely to result in legal claims;
•incidents involving contractors or visitors.
The Director will ensure that insurers are informed where required by policy conditions.

36. Learner Accidents
Where a learner is involved in an accident, staff will:
•ensure appropriate first aid is provided;
•seek emergency medical assistance where required;
•reassure the learner;
•notify parents or carers where appropriate;
•complete the necessary documentation;
•review any relevant risk assessments;
•consider whether additional support is required.
Where the learner has an EHCP, medical condition or individual risk assessment, these should also be reviewed.

37. Staff Accidents
Employees must report all work-related injuries, illnesses and dangerous occurrences.
Brightfield Academy will:
•provide appropriate support;
•investigate the circumstances;
•review workplace safety;
•consider occupational health advice where appropriate;
•fulfil any statutory reporting requirements.
Staff are encouraged to report symptoms of work-related ill health at an early stage.

38. Visitor and Contractor Accidents
Visitors and contractors must report accidents immediately to a member of staff.
Brightfield Academy will:
•provide appropriate assistance;
•arrange first aid where necessary;

•
•record the incident;
•investigate significant events;
•notify insurers where appropriate.
Contractors remain responsible for complying with their own health and safety duties whilst working on Academy premises.

39. Educational Visits
Accidents occurring during educational visits will be managed in accordance with this procedure and the Educational Visits Policy.
Visit Leaders must:
•ensure immediate medical assistance is provided;
•notify the Director as soon as reasonably practicable;
•inform parents or carers where appropriate;
•preserve relevant evidence;
•complete all required documentation following the visit.
Any significant incident occurring off-site should be reviewed before similar visits are undertaken.

40. Monitoring Accident Trends
Brightfield Academy will regularly analyse accident, incident and near miss information to identify trends.
Monitoring may consider:
•locations;
•times of day;
•recurring hazards;
•learner groups;
•curriculum activities;
•behavioural patterns;
•environmental issues.
Trend analysis supports proactive improvements and informs future planning.

41. Annual Health and Safety Review
The Director will undertake an annual review of:
•accident statistics;
•incident reports;
•near misses;
•RIDDOR reports;
•first aid provision;
•staff training;
•emergency procedures;
•risk assessments;
•health and safety audits.
Findings will contribute to the Academy's Quality Assurance Framework and continuous improvement planning.

42. Staff Training

Brightfield Academy will ensure that staff receive appropriate training in relation to:

•accident reporting;
•incident recording;
•near miss reporting;
•first aid awareness;
•emergency procedures;
•fire safety;
•safeguarding;
•risk assessment;
•manual handling where appropriate.

Training will be refreshed periodically and following significant changes to legislation or Academy procedures.

43. Monitoring Compliance

Compliance with this procedure will be monitored through:

•accident record audits;
•safeguarding audits;
•quality assurance activities;
•health and safety inspections;
•supervision meetings;
•incident investigations;
•annual policy reviews.

Recommendations arising from monitoring activities will be implemented as part of the Academy's continuous improvement programme.

44. Related Policies

This procedure should be read alongside the following Brightfield Academy policies:

•Health and Safety Policy
•Safeguarding and Child Protection Policy
•First Aid Policy
•Fire Safety and Emergency Evacuation Procedure
•Educational Visits Policy
•Behaviour Policy
•Positive Handling Policy (where applicable)
•Risk Assessment Procedure
•Data Protection Policy
•Confidentiality Policy
•Business Continuity Plan
•Staff Code of Conduct

BRIGHTFIELD ACADEMY

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ACCIDENT, INCIDENT AND NEAR MISS REPORTING PROCEDURE

APPENDIX A

ACCIDENT, INCIDENT & NEAR MISS REPORTING FLOWCHART

The safety and welfare of everyone is our first priority.

Always act calmly, follow this procedure and report every accident, incident and near miss without delay.

1 DISCOVER AN ACCIDENT, INCIDENT OR NEAR MISS

- Assess the situation and ensure your own safety
- Remove or isolate any immediate danger (if safe to do so)
- Check the person(s) involved
- Reassure and stay with them

2 IS ANYONE INJURED OR UNWELL?

- Provide appropriate first aid
- Call a qualified First Aider
- Seek medical attention if necessary

YES →

RECORD & INFORM

Complete an Accident Report Form

- Inform the Director
- Inform parents/carers if appropriate
- Monitor and record outcome

NO ↓

3 IS IT A NEAR MISS OR HAZARD ONLY?

- Report the near miss or hazard
- Take immediate action to make safe
- Prevent others from being at risk

YES →

RECORD & REVIEW

Complete a Near Miss Report Form

- Inform the Director
- Review risk assessments
- Monitor for patterns

NO ↓

4 IS THE INCIDENT SERIOUS?

- Significant injury or illness
- Violent incident / major disruption
- Fire, missing learner, medical emergency
- Potential safeguarding concern

YES →

ESCALATE & RESPOND

Inform the Director immediately

- Contact Emergency Services if required (999)
- Inform parents/carers
- Follow safeguarding procedures
- Preserve the scene (as appropriate)

NO ↓

5 REPORT AND RECORD

- Complete the appropriate report form
- Include facts, actions taken and witnesses
- Submit to the Director / Health & Safety Lead
- Store securely in line with Data Protection Policy

→

INVESTIGATE & LEARN

Investigate as required

Identify causes and lessons learned

- Implement corrective actions
- Review risk assessments and procedures
- Monitor and share learning

REMEMBER

Every accident, incident and near miss is important.

Reporting helps prevent future harm and keeps our Brightfield community safe.

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ACCIDENT, INCIDENT AND NEAR MISS REPORTING PROCEDURE

APPENDIX B

NEAR MISS REPORT FORM

A near miss is an event that could have resulted in injury, illness or damage, but did not. Reporting near misses helps us prevent future accidents.

1 ABOUT THE EVENT

Date of near miss: .....

Time of near miss: .....

Location (specific area): .....

What was happening at the time? .....

.....

Reported by (name): .....

Role: .....

Department / Area: .....

Was anyone at risk of harm? ☐ Yes ☐ No

If yes, who? .....

Describe what happened: .....

.....

What could have happened? .....

.....

What immediate action was taken? .....

.....

2 TYPE OF HAZARD / NEAR MISS (please tick all that apply)

- ☐ Slips, trips or falls
- ☐ Equipment / machinery
- ☐ Electrical
- ☐ Chemicals / substances
- ☐ Emergency equipment
- ☐ Falling objects
- ☐ Manual handling
- ☐ Vehicles / transport
- ☐ Fire safety
- ☐ Other (please specify): .....
- ☐ Tools / sharp objects
- ☐ Behaviour
- ☐ Security
- ☐ Environment / premises

3 POTENTIAL CAUSES (what do you think contributed to the near miss?)

.....

.....

.....

4 SUGGESTED IMPROVEMENTS

.....

.....

.....

THANK YOU

Your report is valuable and helps Brightfield Academy create a safer environment for everyone.

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ACCIDENT, INCIDENT AND NEAR MISS REPORTING PROCEDURE

APPENDIX C

ACCIDENT INVESTIGATION CHECKLIST

This checklist supports a systematic investigation to identify causes, prevent recurrence and improve health and safety.

Complete this checklist as soon as reasonably practicable after an accident, incident or near miss. Use alongside the Accident Report Form and any witness statements.

1 INCIDENT DETAILS

Date of incident: .....

Time of incident: .....

Location: .....

Type of incident:

☐ Accident ☐ Incident ☐ Near Miss

Other (specify): .....

Investigator (name): .....

Role: .....

Date investigation started: .....

Date investigation completed: .....

Report reference number: .....

2 FACTS – WHAT HAPPENED?

- ☐ **Establish the facts** — What exactly happened?
- ☐ **Location** — Exact location of the event.
- ☐ **People involved** — Who was involved? Include roles and any injuries sustained.
- ☐ **Witnesses** — Identify all witnesses and obtain statements if possible.
- ☐ **Events leading up to the incident** — What was happening immediately before the event?
- ☐ **Events during the incident** — Describe what occurred.
- ☐ **Events after the incident** — What actions were taken?

Notes / Summary of Events

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.....

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.....

.....

3 CAUSE ANALYSIS

- ☐ What unsafe acts were involved?
- ☐ What unsafe conditions were present?
- ☐ Were risk assessments suitable and sufficient?
- ☐ Were procedures followed?
- ☐ Was equipment suitable and well maintained?
- ☐ Were staff / learners adequately trained?
- ☐ Was there adequate supervision?
- ☐ Were there any organisational factors?

Other contributing factors:

.....

.....

4 CONCLUSIONS

What were the immediate causes?

.....

.....

What were the underlying / root causes?

.....

.....

Could this incident have been prevented?

☐ Yes ☐ No ☐ Unsure

If yes, how?

.....

.....

5 ACTION PLAN

Action Required	By Whom	By When	Completed	Review Date
			☐	
			☐	
			☐	
			☐	

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ACCIDENT, INCIDENT AND NEAR MISS REPORTING PROCEDURE

APPENDIX D

RIDDOR DECISION GUIDE

Use this guide to help determine whether an incident must be reported to the Health and Safety Executive (HSE) under RIDDOR 2013.

1 WAS THERE A DEATH?

Did the incident result in the death of any person?

→ YES →

REPORT TO HSE

Report without delay and within 10 days.
RIDDOR applies.

NO ↓

2 WAS THERE A SPECIFIED INJURY?

Did the incident result in any of the following specified injuries?

- Fracture (other than to fingers, thumbs or toes)
- Amputation
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Loss of consciousness caused by head injury
- Any other injury arising from working in an enclosed space
- Any other injury arising from an explosion

→ YES →

REPORT TO HSE

Report without delay and within 10 days.
RIDDOR applies.

NO ↓

3 WAS THERE OVER-SEVEN-DAY ABSENCE?

Did the incident result in the injured person being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)?

→ YES →

REPORT TO HSE

Report within 15 days of the incident.
RIDDOR applies.

NO ↓

4 WAS THERE A DANGEROUS OCCURRENCE?

Did the incident involve any dangerous occurrence listed in Schedule 2 of RIDDOR? (e.g. collapse of a structure, failure of lifting equipment, explosion, major gas incident, electrical incidents etc.)

→ YES →

REPORT TO HSE

Report without delay and within 10 days.
RIDDOR applies.

NO ↓

5 OCCUPATIONAL DISEASE?

Has someone been diagnosed with a reportable occupational disease?

→ YES →

REPORT TO HSE

Report within 15 days.
RIDDOR applies.

NO ↓

RIDDOR DOES NOT APPLY

Record the incident internally following Brightfield Academy procedures.
Monitor and review to prevent recurrence.

PLEASE NOTE

- When in doubt, report.
- Seek advice from the Director or Health & Safety Lead.
- Report online at: www.hse.gov.uk/riddor or contact the HSE Incident Contact Centre on 0300 003 1647.

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ACCIDENT, INCIDENT AND NEAR MISS REPORTING PROCEDURE

APPENDIX E

ANNUAL ACCIDENT, INCIDENT & NEAR MISS AUDIT CHECKLIST

This checklist supports Brightfield Academy in monitoring and reviewing the effectiveness of our reporting procedures and learning from accidents, incidents and near misses. Complete annually and retain as part of health & safety records.

1 AUDIT DETAILS

Date of audit: ..... Auditor name: .....

Role: ..... Audit period covered (from – to): .....

Reviewed by Director / Health & Safety Lead: ..... Date reviewed: .....

2 AUDIT CHECKLIST

	PLEASE TICK		
	YES	PARTIALLY	NO
Are all accidents, incidents and near misses reported promptly?	☐	☐	☐
Are Accident / Incident / Near Miss forms completed accurately and in full?	☐	☐	☐
Are records stored securely and in line with our Data Protection Policy?	☐	☐	☐
Are significant incidents investigated appropriately?	☐	☐	☐
Are causes identified and corrective actions implemented?	☐	☐	☐
Are lessons learned shared with staff and learners where appropriate?	☐	☐	☐
Are risk assessments reviewed following significant incidents? Are updates recorded?	☐	☐	☐
Is first aid provision adequate and regularly reviewed?	☐	☐	☐
Have staff received appropriate training in reporting and first aid?	☐	☐	☐
Are accident and incident trends reviewed at least termly?	☐	☐	☐
Are statutory reporting requirements (RIDDOR) understood and actioned where applicable?	☐	☐	☐
Are safeguarding implications considered in relevant incidents?	☐	☐	☐
Are visitors, contractors and volunteers informed of reporting procedures?	☐	☐	☐
Is this procedure accessible to all staff?	☐	☐	☐

3 FINDINGS

Summary of strengths:

.....

Areas for improvement:

.....

Actions required:

.....

4 ACTION PLAN

ACTION REQUIRED	BY WHOM	BY WHEN	REVIEW DATE	COMPLETED
				☐
				☐

Thank you for helping to keep Brightfield Academy a safe, supportive and inspiring place to learn and work.

BRIGHTFIELD ACADEMY

Inclusion. Choice. Growth.

ACCIDENT, INCIDENT AND NEAR MISS REPORTING PROCEDURE

APPENDIX F

ROOT CAUSE ANALYSIS FORM

Use the "5 Whys" method to identify the underlying causes of the incident so that we can prevent it from happening again.

1 INCIDENT DETAILS

Date of incident: .....

Time of incident: .....

Location: .....

Type of incident:

☐ Accident ☐ Incident ☐ Near Miss

Brief description of incident:

.....

.....

.....

Investigator name: .....

Role: .....

Date of analysis: .....

People involved: .....

.....

Reference number / Report number: .....

2 ROOT CAUSE ANALYSIS – THE 5 WHYS

1 WHY 1 Why did the incident happen?

2 WHY 2 Why did that happen?

3 WHY 3 Why did that happen?

4 WHY 4 Why did that happen?

5 WHY 5 Why did that happen?

ROOT CAUSE IDENTIFIED (underlying cause)

This is the real underlying cause we need to address to prevent recurrence. .....

.....

.....

3 CORRECTIVE AND PREVENTATIVE ACTIONS

Action Required	By Whom	By When	Review Date	Completed
				☐
				☐
				☐
				☐

4 REVIEW AND FOLLOW UP

Date actions completed: .....

Has the action been effective? ☐ Yes ☐ No ☐ Partially

Comments / Outcome: .....

.....

.....

5 SIGN OFF

Investigator signature: .....

Date: .....

Reviewed by (Director / Health & Safety Lead): .....

Date: .....

OUR COMMITMENT TO LEARNING

We learn from every incident to create a safer environment for our learners, staff and visitors.

BRIGHTFIELD ACADEMY

Inclusion. Choice. Growth.

ACCIDENT, INCIDENT AND NEAR MISS REPORTING PROCEDURE

APPENDIX G

ANNUAL ACCIDENT STATISTICS & TREND ANALYSIS

This analysis helps Brightfield Academy identify patterns and take proactive action to improve health and safety for everyone.

1 REPORT OVERVIEW

Reporting Year: .....

From (date): .....

To (date): .....

Completed by: .....

Role: .....

Date completed: .....

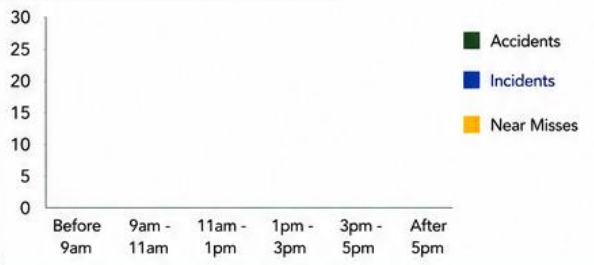
2 SUMMARY OF INCIDENTS

INCIDENT TYPE	ACCIDENTS	INCIDENTS	NEAR MISSES	TOTAL
Injury requiring first aid				
Injury requiring medical treatment				
Serious injury / RIDDOR				
Ill health				
Behaviour / Violence				
Property damage				
Safeguarding concern				
Other (specify in notes)				
TOTAL				

3 INCIDENTS BY LOCATION

LOCATION	ACCIDENTS	INCIDENTS	NEAR MISSES	TOTAL
Classrooms / Learning areas				
Outdoor learning area				
Sports / PE areas				
Corridors / Stairs				
Dining / Kitchen areas				
Toilets / Changing rooms				
Playground / Outdoor space				
Workshops / Practical areas				
Office / Administration				
Other (specify in notes)				
TOTAL				

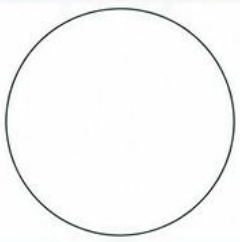
4 INCIDENTS BY TIME OF DAY



5 INCIDENTS BY DAY OF THE WEEK

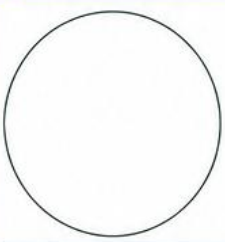


6 INCIDENTS BY SEVERITY



- Minor (No / minimal injury)
- Moderate (First aid / medical attention)
- Major (Serious injury / RIDDOR)

7 INCIDENTS BY CAUSE (TOP 5)



1. Slips, trips and falls .....
2. Behaviour related .....
3. Equipment / Objects .....
4. Manual handling .....
5. Other .....

(Add more detail in notes if required)

8 KEY TRENDS IDENTIFIED

- .....
- .....
- .....
- .....
- .....

9 ACTIONS TAKEN / PLANNED

- .....
- .....
- .....
- .....
- .....

OUR COMMITMENT

We are committed to using this data to improve safety, prevent incidents and create a positive environment for learners, staff, visitors and the wider community.

Director / Health & Safety Lead Signature: .....

Date: .....