

# Journey Education Group Accident Investigation and Reporting Procedure

September 2025



## Accident Reporting

**Review Date:** 1st September 2026

### Purpose

The recording of accidents, incidents and ill health is one of the most effective ways of managing health and safety. Information from the facts gathered during accident reporting and investigations will highlight trends and patterns.

### Scope

This procedure refers to accidents to Journey Education Groups staff and pupils or accidents caused by their acts or omissions. Much will also apply if other personnel are closely involved in any aspect of an accident. Freelance staff working for the school must also be included as they are considered to be employees under health and safety law.

### Responsibilities

Initial investigation of incidents and accidents is usually the responsibility of the class teacher who may call upon assistance from the first aider or Head Teacher depending on the severity of the accident. From time to time because of the nature of an incident it will be the Health and Safety Advisor who leads the investigation.

All dangerous occurrences and lost time injuries must be reported to the Head Teacher.

## General Requirements

### 1. Accident Definitions

#### *First Aid Treatment*

A minor injury requiring treatment by a qualified first aider (minor cuts/bruises, foreign matter in the eye etc.) and resulting in no lost time beyond the school day or shift on which it occurs.

#### *Minor Accident*

A work related injury resulting in absence from work of between 1 and 7 days beyond the school day or shift on which it occurs.

#### *Lost Workday Case (Reportable Accident)*

A work related injury, which causes incapacity for more than seven days beyond the day on which it occurs.

## 2. Accident Reporting

In the event of any injuries being sustained on Journey Education Groups premises, the injured person shall notify an appointed First Aider. All injuries and treatment given will be recorded in the Accident Book.

The Head Teacher on receipt of any Accident Reports will decide whether the accident requires further investigation i.e;

- i. If the accident is required by law to be reported to the Health and Safety Executive (HSE.).
- ii. If the accident could have resulted in serious consequences (what could have happened).
- iii. If the accident may result in a civil claim.

Investigation findings are recorded in the accident file.

**Staff must report the following work related accidents, including those resulting from physical violence, if they injure either the Staff, or self-employed people working on the premises:**

- accidents which result in death or major injury\* must be reported immediately.
- accidents which prevent the injured person from continuing at his/her normal work for more than 7 days.

\* **A major injury is classed as one of the following:**

- fracture other than to fingers, thumbs or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) 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;
  - resuscitation or requiring admittance to hospital for more than 24 hours;
  - acute illness requiring medical treatment; or
  - loss of consciousness;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

**What about pupils and other people who are not at work?**

You need to inform the first aider if an accident happens to someone who is not at work, e.g. a pupil or visitor, if: the person involved has been taken to hospital **and** the accident arises out of or in connection with the work activity.

## **How does the school decide whether an accident ‘arises out of or is in connection with work’?**

An accident will be reportable if it is attributable to:

- work organisation (e.g. the supervision of a field trip);
- plant or substances (e.g. machinery, experiments etc);
- the condition of the premises.

## **What about sports activities?**

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being taken to hospital for treatment are reportable.

## **Playground accidents**

Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work, e.g. because of:

- the condition of the premises or equipment.
- inadequate supervision.

