



ACCIDENT AND INCIDENT POLICY

Introduction

This document outlines the purpose, nature and operational management of accidents and illness at Shear Soccer Alternative Education.

Aims

The accident and Illness policy is designed to:

- Give guidance on the legal framework in which we **must** operate.
- Outline the procedure to be followed in the event of an accident, incident or illness at an alternative education provider or on an alternative education provider sponsored extra-curricular activity.

Legal Framework

There are clear guidelines for reporting to both the Local Authority and the Health and Safety Executive under 'RIDDOR' regulations. (See RIDDOR guidance for alternative education providers below). The telephone number for reporting incidents is: 0845 300 9923.

Detailed guidance can be found at: <http://www.hse.gov.uk/pubns/edis1.pdf>

Policy / Procedure

The safety of our children in our care is paramount, and we will take every measure we can to protect participants from hurting themselves. However, sometimes accidents do happen, and we follow the following procedures when dealing with such a situation:

- We comfort the child and reassure them.
- We assess the extent of their injuries and if necessary, call for medical support/ambulance.
- We carry out any first aid procedures that are necessary and that we have been trained to do.

Once the child is more settled contact the parent/carer as soon as possible to inform them of the accident and if necessary to ask them to return to care for their child/ meet us at the hospital if the situation requires it. In most cases, however, this will not be necessary.

- Minor bumps and injuries may be notified to parents and carers by means of a note sent home with the child at the end of the day.

- When a child bumps their head, we always notify parents and carers. For very minor bumps this may be in the form of a standard letter sent home with the child at the end of the day.
- After every accident, however minor, we: complete a report in the accident book to ensure the Director / senior tutor are aware. If necessary, report the incident to the local authority or HSE:

More serious accidents are reported to the Local Authority and the Health and Safety Executive under 'RIDDOR' regulations (see RIDDOR guidance for alternative education providers below). The telephone number for reporting incidents is: 0845 300 9923.

Alternatively reporting can be done online at:

- <https://extranet.hse.gov.uk/lfserver/external/F2508IE> for injuries.
- <https://extranet.hse.gov.uk/lfserver/external/F2508DOE> for dangerous occurrences.
- <https://extranet.hse.gov.uk/lfserver/external/F2508AE> for reportable diseases.

What must be reported?

Deaths and injuries

- If someone has died or has been injured because of a work-related / alternative education provider accident this may have to be reported.

Work / alternative education provider-related accidents

- The accident that caused the death or injury must be connected to the work activity; <http://www.hse.gov.uk/riddor/do-i-need-to-report.htm> provides further evidence.

Types of reportable injury

- Deaths
- Major injuries
- Over-three-day injuries

People not at work

- Where a member of the public or person who is not at work has died, or
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.

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 a 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 requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over 3-day injuries

This is where an employee or self-employed person is away from work or unable to perform their normal work duties for more than three consecutive days (not counting the day of the accident).

- Occupational diseases
- Employers and the self-employed must report listed occupational diseases: <http://www.legislation.gov.uk/uksi/1995/3163/schedule/3/made> when they receive a written diagnosis from a doctor that they or their employee is suffering from these conditions **and** the sufferer has been doing the work activities listed.

Dangerous occurrences

Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- explosion, collapse or bursting of any closed vessel or associated pipe work.
- failure of any freight container in any of its load-bearing parts.
- plant or equipment encountering overhead power lines.
- electrical short circuit or overload causing fire or explosion.
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- accidental release of a biological agent likely to cause severe human illness.
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- malfunction of breathing apparatus while in use or during testing immediately before use.
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- 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 collision of a train with any vehicle.
- dangerous occurrence at a well (other than a water well).
- dangerous occurrence at a pipeline.
failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains.
- a road tanker carrying a dangerous substance overturn, suffers serious damage, catches fire or the substance is released
- a dangerous substance being conveyed by road is involved in a fire or released.
- The following dangerous occurrences are reportable except in relation to offshore workplaces:
 - 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.

RIDDOR guidance for alternative education and clubs (Also see Appendix 1)

Reporting injuries to participants.

What category should I use on the F2508 form under "Injured Person's Employment Status"?

Participants are not at work and therefore are regarded as members of the public (MOPs) for this part of the form. The exception is where a student / participant, including children, are on a recognised training scheme or work experience. Under health and safety law they are regarded as employees. In these circumstances the employer or person in control of the work premises where the participant or student was doing the training should report the injury as if they were one of their employees.

Are accidents to participants sustained during sessions reportable under RIDDOR?

Yes, but only if the participant is killed or taken to hospital for treatment of the injury and the accident arose out of or was connected to the alternative education provider's or college's work. For example, the accident arose because of poor organisation or supervision arrangements, the equipment or the condition of the premises, e.g. a potholed tarmac surface.

Are sporting injuries reportable?

No, if the injury arose out of the normal participation of the activity. Injuries should be reported if they are due to defective equipment or failings in the organisation and management of an event.

What if the participant is taken to hospital as a precaution but the examination shows no injury?

No. RIDDOR only requires injuries to be reported, if the medical advice is that the participant was not injured in any way then there is no need to report this.

Do I need to know what treatment was given by the hospital before I report an injury to a participant?

There is no requirement to check that treatment is administered by the hospital. If the alternative education provider is later told that the hospital could find no injury, not even a minor, then you do not have to make a report as the law only requires you report injuries in these circumstances.

The key thing to remember when determining whether to report an incident to a participant or other people who are not at work is if the accident that resulted in the death or injury that must be reported, arose out of or related to the work activity.

Some of our participants have been hurt in a road traffic accident on the way to alternative education provider in the alternative education provider bus. Should I report their injuries?

No. Deaths and injuries that result from the movement of a vehicle on a road do not have to be

reported (see above section on road traffic accidents).

A participant has been injured while on an alternative education provider trip abroad. Should I report this to HSE?

No. HSE does not have jurisdiction when the participant is outside the country, so RIDDOR does not apply. A report may have to be made to another appropriate authority though. (For example, the alternative education provider may need to report the incident to other bodies such as the local safeguarding committee).

Exclusion due to illness

Shear Soccer Alternative Education is an inclusive place of learning, where all children are welcome regardless of their race, religion, culture, sex, ability or disability, social background.

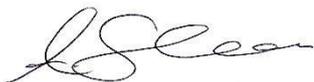
There are, however, certain occasions when it may be necessary to ask a parent or carer to not bring their child to an alternative education provider for a short period of time. These reasons include:

- If a child is ill
- If a child has a highly infectious condition such as impetigo or conjunctivitis
- If the child has a notifiable disease
- If a child has recently had a bout of sickness or diarrhoea they must stay away for 48 hours.
- If a child is on antibiotics that they haven't taken before and it is within the first 3 days of the course (in case of an allergic reaction)

If a child becomes ill whilst at an alternative education provider, we may request parents and carers that the child be taken home to be suitably treated and/or to avoid the infection of others.

Policy Information:

Date adopted by Shear Soccer: January 2026
Policy Review Date: January 2027



Signed:

Director of Shear Soccer: Mr. Adam Shearer

APPENDIX 1

Incident reporting in alternative education providers (accidents, diseases and dangerous occurrences)

Guidance for employers

HSE information sheet

Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to alternative education providers. Most incidents that happen in alternative education providers or on alternative education provider trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to alternative education providers about what they need to report and how to do it.

What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The information sheet includes examples of the incidents that sometimes result from

(Section 1);

alternative education providers' activities and are reportable under normally the main employer at the alternative education provider. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of alternative education providers. Some alternative education provider employers may have centrally co-ordinated reporting procedures. In others, reporting may be delegated to the alternative education provider management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each alternative education provider. Incidents involving contractors working on alternative education provider premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff. If a self-employed contractor is working in alternative education provider premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for selfemployed people.)

Who should report?

RIDDOR. The sheet contains three sections, **Who do I report to?**

which cover:

- injuries and ill health involving employees
- injuries involving participants and other people not at work (Section 2);
- dangerous occurrences (Section 3).

For general advice about how to report, see

HSE's RIDDOR web pages. You can report
The duty to notify and report rests with the 'responsible person'. For incidents involving participants and alternative education provider staff, this is all incidents online and there is a telephone service for

reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm. For incidents on alternative education provider premises involving members of staff, participants or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the

enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery alternative education providers, the local authority is the enforcing authority.

diseases'). You can find detailed guidance about RIDDOR reporting

What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;
- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- 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

and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

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. **Reportable specified injuries**

These include:

- 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.

Incident reporting in alternative education providers (accidents, diseases and dangerous occurrences)

Physical violence

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. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a participant, colleague or member of the public assaults them while on alternative education provider premises. This is reportable,

because it arises out of or in connection with work.

Reportable occupational 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. (See www.hse.gov.uk/riddor for details of the reporting arrangements for selfemployed

people.) These include: ■■ carpal tunnel syndrome;

- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg 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. **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. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event. **Section 2: Incidents to participants and other people who are not at work**

Injuries to participants and visitors who are involved in an accident at alternative education provider or on an activity organised by the alternative education

provider are only reportable under RIDDOR if the accident results in:

- 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 participant injured in an incident remains at alternative education provider, is taken home or is simply absent from alternative education provider for a number of days, the incident is **not reportable**. **How do I decide whether an accident to a participant 'arises out of or is in connection with work'?**

The responsible person at the alternative education provider should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a participant 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 participant is taken to hospital because of a medical condition (eg 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 participants at alternative education provider tend not to be reportable under RIDDOR, as they do not arise directly from the way the alternative education provider undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a participant'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.

Incident reporting in alternative education providers (accidents, diseases and dangerous occurrences)

What about accidents to participants during sports activities?

Not all sports injuries to participants are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how alternative education providers manage the risks from the activity. 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. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable.

Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a participant slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to participants in a 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 participant 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.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or

- the alternative education provider had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between participants is a alternative education provider discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to participants while travelling on a alternative education provider bus If another vehicle strikes the alternative education provider bus while participants are getting on or off and participants 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 alternative education provider vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police. *Incidents involving participants on overseas trips* RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE. *Incidents to participants on work experience placements* If participants are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a participant, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

- the collapse or failure of load-bearing parts of lifts and lifting equipment;

Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in alternative education providers typically include:

This guidance is issued by the Health and Safety Executive. Following the guidance is

- 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.

Supplementary information

Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives. This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013
www.hse.gov.uk/pubns/indg232.htm.

Reporting requirements of other regulators

There may be other reporting requirements placed on alternative education providers by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law.

Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at:

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First published 10/13.

Accident and Illness Policy – Shear Soccer Alternative Education

Published by the Health and Safety Executive

EDIS1(rev3)

10/13

