

**HILL VIEW SCHOOL**  
**INVESTIGATION PROCEDURE FOR:**

**ACCIDENT AT SCHOOL**

Adopted Feb 2010, Reviewed May 2011, Reviewed Oct 2012, Reviewed Nov 2013, Reviewed Nov 2014, Reviewed  
Nov 2016

The person responsible for investigating an accident or an incident of verbal or physical abuse of staff is the Headteacher. It is likely that she will delegate the investigation procedure to a member of the SLT or a First Aider. A copy of the investigation report should be given to the School Business Manager.

**Names of Staff**

Headteacher:	Mrs Claire Ferens
SLT:	Mrs Emma Gould, Mrs Janet Thomas, Mrs Rebecca Rorich, Mrs Dinah Gregory
First Aiders:	Mrs Fiona Baughan, Mrs Steph Simons, Mrs Dawn Marshall-Hopkins, Mrs Tracey Bell, Mrs Tara Lambirth

**Accident**

An accident will be investigated if a member of staff or a child has a serious accident that results in hospital treatment resulting in an operation or an overnight stay. The person treating the individual involved in the accident is responsible for completing and distributing the Accident Report. Completed Accidents Reports are kept in the School Business Manager's office. The School Business Manager is responsible for following the OCC/HSE procedure in relation to an accident resulting in hospital/medical treatment.

**Procedure**

The Headteacher or delegated person will carry out the following procedure immediately or as soon as is practical after the accident:

- a) Visit the place of accident or incident and make notes or take photographs as necessary
- b) Locate the accident report form
- c) Talk to all witnesses and take appropriate notes
- c) Talk to the victim and take appropriate notes
- d) Write a short report on the findings and report back to the Headteacher.
- e) The Headteacher, if she deems appropriate will:

report the findings to the Senior Leadership Team as soon as possible

report the findings to the Behaviour, Safeguarding, Health and Safety Committee at the next meeting

**Accidents** : Staff are encouraged to raise any Health and Safety issues that could result in an accident immediately with the Headteacher, the SLT or the School Business Manager. Other Health & Safety issues can be raised at the weekly staff meetings or reported on the Every portal system.

***This policy supports and complements Hill View's Safeguarding policy to ensure the school takes all necessary steps to protect the welfare of all children in our care.***

Copies to: Staff Induction, H&S Folder, Safeguarding Portfolio