**Suffolk County Council Incident Reporting System**

**Guidance on completing the Incident Report Form (IRF) – Schools**

***How do I fill it in?***

Please fill this form in as a Word document on your pc, or if you prefer, you can print it off and fill it in by hand. The completed form MUST come to us by email so please email the completed Word document (see details below) or scan your handwritten copy and send by email.

***I’m worried about sending personal information by email – what shall I do?***

This subject is dealt with in a separate document which is posted here: [**https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/incident-reporting**](https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/incident-reporting) - PLEASE read this guidance carefully.

***Where do I send the IRF?***

You MUST email the form to schools.incidents@suffolk.gov.uk . This is a secure inbox. Please DO NOT post your form via Royal Mail or courier. Any general queries about IRFs can be sent to this email address as well

Make sure you send it as soon as you can after the incident. Please remember that you need only report **SIGNIFICANT** incidents. Guidance as to what is deemed a significant incident can be found on Suffolk Learning at [**http://www.suffolklearning.co.uk/leadership-staff-development/health-safety/incident-reporting**](http://www.suffolklearning.co.uk/leadership-staff-development/health-safety/incident-reporting)

***What happens to the form once I send it to you?***

Every email received will be sent an automatic reply to acknowledge receipt. All the IRFs will be read by your Health and Safety Advisor or the Business Support Officer within Health and Safety. They will then categorise each form into a **‘HIGH’, ‘MEDIUM’** or **‘LOW’** risk rating determined by either the incident, the harm it had caused, the nature of the near miss, or the information provided. Often, when a full picture is given via the information on the form, it can be easily categorised.

 **‘LOW’** risk rated incidents will be logged, filed and closed and apart from the automatic acknowledgement (as above), you will receive no more correspondence from us.

**‘MEDIUM’** risk rated incidents will be logged and responded to, by either your Advisor or the Business Support Officer within five working days. We may need to ask you more information or qualify something with you. We will then let you know when we feel we are able to close the incident.

**‘HIGH’** risk rated incidents will be logged and responded to within three working days. These are incidents which may require a visit from the H&S Advisor or several questions to be asked and may well be reportable to the Health and Safety Executive. Please do all you can to help us in our investigations.

**If you are concerned that the injury or incident constitutes a reportable issue to the HSE please contact your H&S advisor as soon as possible after the event – you SHOULD NOT report it to the HSE yourself as we will do this . Please do not hesitate to call for any query.**

***Which form do I use?***

The form that you need to use has the following header – note the reference number of the form (IRF001 SCH):

**Suffolk County Council **

**SCHOOLS’ INCIDENT REPORT FORM (IRF001SCH)**

***Please fill in all areas***

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**CORPORATE INCIDENT REPORT FORM (*IRF001SHAW*)**

***Please fill in all areas***

The form is divided into sections. This information sheet will take you through the sections one at a time so you can fill the form out easily.

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***How to fill in the form***

**Section One: The person reporting the incident (may or may not be the injured person).**

If you are filling out the form on behalf of someone else, please enter your own details in this section. This merely asks for the date of the day you are filling out the form, your name, your title, your contact details and your job title.

**Section Two: Incident details**

The first three areas you need to fill in here are the date when the incident happened (this is really important) and the time of the incident (please use the 24-hour clock). You MUST fill in the address of the incident (e.g., your school, or a trip venue) and the location (e.g., Year One classroom / in the shark aquarium in Farnham Aquaworld, etc). Please fill in the complete address if known (i.e., not just ‘the playground or ‘on the highway on a school trip’).

**The next area is one of the most important in this form.** It’s where you need to tell us actually what happened. This area on the form will expand as it’s a Word document, so whilst we’re not expecting War and Peace, we would like some good detail please! If you are filling the form out by hand you can use an extra sheet if needed.

We then ask, ‘What Happened?’ - was the injury (if appropriate) because of a fall? Was it due to moving and handling? Perhaps due to an illness? Mark the relevant box. **Please be very careful to differentiate between ‘Assault’ and ‘Involuntary harm from a pupil with challenging behaviour / SEN’.**

**Section Three: Who is this report about?**

If there is a person involved in the incident this may be about you, a pupil, a colleague – or even a contractor on school property. There may also be more than one person involved. This section asks for the basic information about that affected person, their name, whether they are an employee, if so, who is their line manager and what type of school service do they belong to? We also ask whether the person affected was working alone at the time of the incident, as this may have a bearing on any future controls that need to be put into place. Please ensure this is filled in. If the incident was a near miss, or was with regard to equipment failure, please note the name (etc) of the person who was affected – e.g., Jane Doe was walking past a wall which fell down behind her but missed her.

Why would we need a date of birth? Well, there are other agencies like the Health and Safety Executive (HSE) who may need to know, so if possible, please fill this in. If the injured party isn’t happy about giving that detail, don’t worry. Please give the job title if it’s an employee or contractor, their gender, and their contact details. If the injured person is an employee, then their work details will be fine.

We then ask about the type of injury the person has sustained, **and there are some new categories there, so please ensure you tick the correct one.**

The last area, a group of boxes, asks you what part of the body was harmed if an injury occurred. Please tick, circle, or highlight the box which applies. If there is more than one injury to the body,tick, highlight or circle all relevant areas. If needed, mark whether this applies to the right or left hand side of the body. If no harm came to the person affected – tick that box.

**Section Four: After the incident**

This area is as important as the rest. We need to know what happened to the injured party as again, the HSE may need to know.

We then ask for the first aider’s details if appropriate, and if the injured person went to hospital, did they receive treatment or were they in for observation? You may not know this; if not, don’t worry, we will follow this up. If your employee has had time off due to the incident, we MUST be told. Please email  schools.incidents@suffolk.gov.uk as soon as you know the staff member is absent. It’s **really important** that we are advised of the amount of days off an employee has as a result of the incident. If there is a GP or hospital fit note, please send it along as this is evidence for the HSE.

**Section Five: Further information**

There may have been witnesses to the incident who offered to let the reporter know what they saw at the time. Please add this, and if there are any extra reports from them as to what occurred it’s very helpful to know what they felt they saw.

Finally and most crucially we need to know what the school has done after the incident to try and prevent this from happening again – for instance, have you contacted Corporate Property about a premises fault, or have you revisited your risk assessment after something went wrong in the art department? **This is crucial information and we will have to contact you if it is not filled in.**

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