



Accident, incident, Near-Miss and RIDDOR Procedure

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Last reviewed on: September 2026

Next review due: September 2027

Accident, Incident, Near-Miss and RIDDOR Procedure

KEY PRINCIPLE: Minor incidents and near misses are recorded on the existing accident slip. If an incident is more serious, unusual, or needs management follow-up, it is also formally recorded on the secure online Serious Incident Record.

A near miss is an event where no one was injured, but there was a realistic chance that someone could have been.

1. What staff should do

What happened?	What to do	What happens next?
Minor accident / first aid	Complete the usual accident slip.	Follow normal first-aid and parent communication procedures.
Near miss – nobody hurt	Complete an accident slip and clearly mark it NEAR MISS.	Make the hazard safe. Tell the Headteacher/Deputy if there was a real risk of significant harm or the issue could happen again.
More serious / significant incident	Complete the accident slip AND inform the Headteacher or Deputy promptly.	A formal online Serious Incident Record is created.
Possible RIDDOR incident	Inform the Headteacher/Deputy immediately.	RIDDOR criteria are checked and the decision is recorded.

2. When does an incident need a formal online record?

Use the secure online Serious Incident Record when the event is more than a routine minor incident or needs senior management oversight. This would normally include:

- an ambulance is called or the person is taken to hospital because of the incident;
- a suspected fracture, significant head injury, loss of consciousness, serious burn or other significant injury;
- a significant employee accident or injury at work;
- a serious near miss where someone could reasonably have been badly hurt;
- a problem involving premises, equipment, supervision or organisation of an activity;
- a repeated incident or pattern that suggests action is needed;
- any incident where RIDDOR may apply.

If staff are unsure, they should tell the Headteacher or Deputy, who will decide whether a formal online record is needed.

3. What goes on the formal online record?

- date, time, location and person involved;
- a brief factual description of what happened;
- injury / outcome and first aid given;
- who was informed, including parent/carer or next of kin where relevant;
- witnesses and any photographs, CCTV or other evidence;
- immediate action taken to make the situation safe;
- the checks below and any actions required;
- who is responsible for each action and when it is completed.

4. The checks for every serious incident – always consult with Compliance Education

CHECK	WHAT WE NEED TO ASK
1. Investigation	Do we need to investigate further? If yes, gather the facts, witness information and relevant evidence, and identify what caused the incident.
2. Risk assessment	Does an existing risk assessment need changing, or is a new one needed?
3. Preventive action	What needs to change to stop this happening again? Who will do it, and by when?
4. RIDDOR	Could this be legally reportable to the HSE? Record that RIDDOR was considered and the decision made.
5. Closure	Have all actions been completed? The Headteacher/Deputy closes the record when satisfied.

5. Simple RIDDOR check

RIDDOR is only for certain serious work-related incidents. Not every accident or hospital visit is reportable.

- Employee: consider RIDDOR for a work-related death, specified serious injury, certain occupational diseases/dangerous occurrences, or where a work-related injury prevents normal duties for more than 7 consecutive days.
- Pupil / other non-worker: being taken to hospital does not automatically make an incident reportable. Consider RIDDOR where the injury arose out of or in connection with the school's work/activity and the person was taken directly from the scene to hospital for treatment.

- If unsure, check current HSE guidance or seek competent health and safety advice before closing the record.
- Compliance Education would always be informed and consulted.

6. Who does what?

Person	Responsibility
All staff	Complete accident slips for minor incidents and near misses. Escalate anything serious, unusual or concerning.
First aider / staff member involved	Ensure the initial facts and first-aid details are recorded.
Headteacher / Deputy	Decide whether a formal online record is needed; oversee investigation, risk-assessment review, actions and RIDDOR consideration. This is inline with consultation with Compliance Education.

7. Management review

The Headteacher and Deputy should review the online Serious Incident Records when appropriate to check for repeated problems, outstanding actions and any risk assessments or procedures that need changing. Currently there are no incidents (October 2026)

IN SHORT: Minor incident or near miss → Accident slip | Serious/significant → Accident slip + formal online record | Then check: Investigate? Risk assessment? Preventive action? RIDDOR? Close when complete.

Review: annually and after any serious incident or significant change in guidance.