

63287 Pupil Health and Safety Incidents

I request copies of any current policies, procedures, guidance documents or instructions relating to the reporting, recording and investigation of health and safety incidents involving pupils within City of Edinburgh Council schools.

In particular, I request:

The procedure for reporting accidents and injuries involving pupils.

[This can be found in 'Incident Reporting Guidance for Managers and Employees' \(attached\), Page 5.](#)

The criteria for determining when an incident must be reported through the council's health and safety reporting system (including SHE, if applicable).

[This can be found in 'Incident Reporting Guidance for Managers and Employees' \(attached\), Page 2.](#)

Any guidance on when incidents should be escalated to the council's Health and Safety team.

[The Health and Safety Team monitor and approve all incidents reported on the incident reporting system and as such will be able to identify more serious incidents which meet RIDDOR \(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013\) criteria.](#)

[Also, please refer to 'Incident Reporting Guidance for Managers and Employees' \(attached\), Page 8.](#)

Any guidance on the completion of accident or incident reports by school staff.

[Please refer to 'myHS User Guidance' \(attached\).](#)

Any guidance on the preservation of evidence following an incident (for example, photographs, witness statements or other records).

[This can be found in 'Incident Reporting Guidance for Managers and Employees' \(attached\), Page 9 \(9.8\).](#)

Any guidance on reviewing or amending risk assessments following an incident.

[Please refer to 'Incident investigation – Guidelines for Managers and Supervisors', Page 7 \(6.6.7\) attached, also, there is risk assessment training available to staff on the Council's 'myLearning Hub'.](#)

Any procedures relating to informing parents or carers following a health and safety incident involving a pupil.

[There are no such specific procedures held.](#)

Any timescales or service standards for providing parents or carers with copies of accident or incident documentation when requested.

Such information would be requested through a Subject Access Request under the Data Protection Act 2018. The timescale would be one calendar month after the request is received.

Please also provide the records retention schedule applicable to accident reports, incident reports, safeguarding records (where relevant to accidents), witness statements and associated health and safety documentation relating to incidents involving pupils.

Please refer to the attached Records retention schedule.