

Incident Reporting Cheat Sheet for Community & Comprehensive Schools

Background:

Under the National Treasury Management Agency (Amendment) Act 2000, community and comprehensive schools are obliged to report all incidents promptly to the State Claims Agency and to facilitate any subsequent investigation.

The National Incident Report Form (NIRF) is a replica of the information required to be captured on the National Incident Management System (NIMS). By completing all fields on the NIRF you should have all the information required when it comes to inputting the incident details on NIMS.

Aim:

The aim of this *cheat sheet* document is to assist Community & Comprehensive Schools in deciding the appropriate Incident/Hazard Category for the incident being reported and the subsequent reporting route.

Incident Reporting Cheat Sheet

Mechanical

Mechanical Example 1

The hinges of a cupboard door fell off resulting in the door hitting a member of staff on the head.



Mechanical Example 2

Incorrect hand placement when using saw resulting in student grazing their finger.



Reporting incidents on NIMS

Incident hazard Category → Exposure to Physical Hazards

Sub-Hazard Type → Mechanical Components

Please Specify → Door/Gate/Barrier

Process → N/A

Problem/Cause → Defective Equipment

Incident hazard Category → Exposure to Physical Hazards

Sub-Hazard Type → Mechanical Components

Please Specify → Workshop

Equipment

Process → N/A

Problem/Cause → Human/User Error

Non-Mechanical (Including Person/Animal)

Non-Mechanical Example 1

Two students collided and clashed heads during a game of football.



Non-Mechanical Example 2

A member of staff bumped their head on the corner of a desk when bending down to pick something up.



Reporting incidents on NIMS

Incident hazard Category → Exposure to Physical Hazards

Sub-Hazard Type → Non-Mechanical (including person/animal)

Please Specify → Person

Process → N/A

Problem/Cause → Physical Training/Sport

Incident hazard Category → Exposure to Physical Hazards

Sub-Hazard Type → Non/Mechanical (including person/animal)

Please Specify → Object/Tools (Non-Sharp)

Process → N/A

Problem/Cause → Obstruction/Protruding Object

Incident Reporting Cheat Sheet

Slips, Trips, Falls

Slip, trip, fall Incident Example 1

A student started to feel unwell during class and asked to be excused. As the student stood up to leave, they fainted.



Slip, trip, fall Incident Example 2

During a basketball game, a student tripped and fell while running with the ball.



Reporting incidents on NIMS

Incident hazard Category → Exposure to Physical Hazards

Sub-Hazard Type → Slips, Trips, Falls

Please Specify → Same Level/Ground

Process → N/A

Problem/Cause → Pre Existing Medical Condition

Incident hazard Category → Exposure to Physical Hazards

Sub-Hazard Type → Slips, Trips, Falls

Please Specify → Same Level/Ground

Process → N/A

Problem/Cause → Physical Training/Sport

Ergonomics (Including manual/people handling)

Ergonomics Incident Example 1

A caretaker injured his shoulder while moving a heavy based locker.



Ergonomics Incident Example 2

A member of cleaning staff injured their back when carrying a heavy bag of rubbish over their shoulder instead of using the trolley provided.



Reporting incidents on NIMS

Incident hazard Category

→ Exposure to Physical Hazards

Sub-Hazard Type → Ergonomics (Including manual/people handling)

Please Specify → Manual Handling

Process → N/A

Problem/Cause → Load

Incident hazard Category

→ Exposure to Physical Hazards

Sub-Hazard Type → Ergonomics (Including manual/people handling)

Please Specify → Manual Handling

Process → N/A

Problem/Cause → Inappropriate technique/system

Incident Reporting Cheat Sheet

Chemical Hazards

Chemical Hazard Incident Example 1

A student experienced eye irritation after rubbing their eye while conducting an experiment using chemicals.



Chemical Hazard Incident Example 2

Disinfectant went into students eye as they were cleaning their desk. The spray nozzle was partially clogged.



Reporting incidents on NIMS

Incident hazard Category

→Exposure to Chemical Hazards

Sub-Hazard Type → Other

chemical products

Please Specify → Other

Process → N/A

Problem/Cause → Human/user Error

Incident hazard Category →Exposure

to Chemical Hazards

Sub-Hazard Type

→ Sanitation/Cleaning Chemicals

Please Specify → Disinfectant

Process → N/A

Problem/Cause → Defective Equipment

Violence, Harassment and Aggression

VHA Incident Example 1

Two students were involved in a physical altercation resulting in one student being punched in the head.



VHA Incident Example 2

A student fell and hit their head on a nearby desk when another student pulled a chair from underneath the student as they were going to sit down.



Reporting incidents on NIMS

Incident hazard Category

→Exposure to Behavioural Hazards

Sub-Hazard Type → Violence,

Harassment and Aggression

Please Specify → By a Peer/Student

Process → N/A

Problem/Cause → Direct Physical Assault

Incident hazard Category

→Exposure to Behavioural Hazards

Sub-Hazard Type → Violence,

Harassment and Aggression

Please Specify → Other

Process → N/A

Problem/Cause → Horseplay

Incident Reporting Cheat Sheet

Temperature (excluding fire)

Temperature Incident Example 1

A student accidentally placed their hand on the hob before it cooled down and received a burn to their hand.



Temperature Incident Example 2

A staff member scalded their hand with boiling water when making a cup of coffee.



Reporting incidents on NIMS

Incident hazard Category → Exposure to Physical Hazards

Sub-Hazard Type → Temperature (excluding fire)

Please Specify → Hot

Process → N/A

Problem/Cause → Human/User Error

Incident hazard Category → Exposure to physical Hazards

Sub-Hazard Type → temperature (excluding fire)

Please Specify → Hot

Process → N/A

Problem/Cause → liquid/Food/Steam

Property Damage/Loss (Non crash/collision)

Property Damage/Loss Incident Example 1

Damage caused to school property during a storm.



Property Damage/Loss Incident Example 2

A student's glasses were damaged during horseplay with another student.



Reporting incidents on NIMS

Incident hazard Category
→ Property Damage/Loss (Non crash/collision)

Sub-Hazard Type

→ Structure/building/Fixtures

Please Specify → Other

Process → N/A

Problem/Cause → Wind

Incident hazard Category
→ Property Damage/Loss (Non crash/collision)

Sub-Hazard Type → Personal Belongings

Please Specify → Glasses

Process → N/A

Problem/Cause → Behavioural Factors

Incident Reporting Cheat Sheet

COVID-19 INCIDENT REPORTING

The SCA only require Community and Comprehensive Schools to report COVID-19 incidents where a confirmed diagnosis of COVID- 19 is likely to have been caused by exposure at school (occupational exposure), or where COVID- 19 was acquired from home or a community setting and the individual (student or staff member) attended the school and was in contact with others (dangerous occurrence).

Instances where a student or staff member was a close contact or acquired COVID- 19 from home/community but remained out of school do not need to be reported to the SCA. Where an individual has been sent for a COVID- 19 test, only positive results are reportable to the SCA.

Occupational Exposure

A staff member acquired COVID-19 after an outbreak of COVID-19 was confirmed in their class.



Dangerous Occurrence

A student acquired COVID-19 from a family member and attended class before receiving a positive test result.



Not Reportable

A student or staff member was identified as a close contact of a confirmed case but received a negative test result.

Not Reportable

A student or staff member acquired COVID- 19 over the midterm break and did not attend school

Reporting incidents on NIMS

Incident hazard Category →Exposure to Biological Hazards

Sub-Hazard Type → Virus

Please Specify → COVID-19

Process → N/A

Problem/Cause → Unknown

Incident hazard Category →Exposure to Biological Hazards

Sub-Hazard Type → Occupational Disease

Please Specify → COVID-19

Process → N/A

Problem/Cause → Notifiable

Incident Reporting Cheat Sheet

Dangerous Occurrences

A dangerous occurrence is a reportable circumstance in which there was significant potential for an incident to occur but it never reached the person, property etc.

Dangerous Occurrence Example 1

A student was found in possession of cigarettes on school grounds in breach of school policy and code of conduct.



Dangerous Occurrence Example 2

During a fire drill it comes to management's attention that in one section of the building the fire alarm did not activate to alert staff and students therefore the staff and students did not exit the building.



Reporting incidents on NIMS

Incident hazard Category → Dangerous Occurrences

Sub-Hazard Type → Organisational & Management Factors

Please Specify → Other Protocols/Policies /Regulations

Process → N/A

Problem/Cause → Breached/Non-compliant

Incident hazard Category → Dangerous Occurrences

Sub-Hazard Type → Systems/Installations

Please Specify → Fire System

Process → N/A

Problem/Cause → Failure