

**Accident and Incident**

**Recording and Reporting**

**Policy and Procedure**

The Consortium Academy Trust (TCAT)

An Exempt Charity Limited by Guarantee

Company Number 07665828

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*\*NB – This document can only be considered valid when viewed on The Consortium Academy Trust website. If the copy is printed or downloaded and saved elsewhere the Policy date should be cross referenced to ensure the current document is the correct version. The linked policies can be viewed at www.consortiumtrust.co.uk*

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8. **Statement of Intent**

The Consortium Academy Trusttakes the health and safety of our learners, staff, contractors and visitors very seriously. The Trust is dedicated to following the correct procedures at all times in order to ensure the safety of everyone on Trust premises.

To maintain a high standard of care, it is important to record and retain information about any incidents, accidents, diseases, illness or dangerous occurrences that take place at our academies or at events and activities organised by our academies. In addition, proper record keeping helps to identify and mitigate similar risks in the future, and ensures that academies have appropriate documentation available, should it be required.

The Trust relies on the co-operation of all its employees and the trade unions for the implementation and on-going success of this policy.

This guidance will be reviewed not less than every two years, or more often if required by legislative or operational change.

1. **Legal framework**

This guidance complies with the following legislation and guidance, including, but not limited to:

1. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
2. Health and Safety at Work etc. Act 1974
3. DfE (2014) ‘Health and safety: advice for schools’
4. DfE (2014) ‘First aid in schools’
5. DfE (2014) ‘Emergency planning and response’
6. HSE The Health and Safety (First Aid) Regulations 1981 ACOP and Guidance. Third edition.
7. HSE Education Information Sheet No1 (Rev 3) ‘Incident Reporting in Schools’.
8. **Reporting hazards**
9. Staff, contractors and visitors have a duty of care to report any incident, condition or practice they deem to be a hazard, to a member of staff, their Line Manager or the school office. All issues should be reported immediately. Appendix 1 provides definitions of the terms used for accident reporting. Learners should be encouraged wherever possible, to report hazards to a member of staff.
10. Reported hazards and incidents should be brought to the attention of the school’s Facilities Manager or Health and Safety Lead as soon as possible, who will inform the Headteacher as appropriate. Where appropriate, the school’s Health & Safety representative should also be notified
11. Serious issues must be recorded and reported to the school Health and Safety Lead immediately, who will record all relevant information, investigate and where appropriate rectify the issue taking care to record all issues and outcomes.

1. Once rectified or otherwise dealt with, all stakeholders and concerned parties should be informed.
2. **Reporting and Recording procedure**
3. In the event of actual ill health or injury, the casualty must be assessed, and if necessary, treated by a First Aider and the appropriate action taken for the symptoms; e.g. treat injuries, refer to GP or hospital etc.
4. In the event of a fatality, the school Health and Safety Lead, the school Headteacher, Trust’s CEO, Head of Estates and the competent Health and Safety adviser must be informed immediately.
5. All instances of verbal abuse, first aid no matter how minor, and near misses, must be recorded as soon as possible to the time of treatment or assessment. This information must be passed to the person responsible for collating the statistics at your site within 24 hours.
6. Attending staff are responsible for ensuring that details of the incident are recorded in the accident book or equivalent
7. The Accident Book, or its equivalent, must be completed as soon as is practicable and no longer than 24 hours after the incident. Identify what happened and record the details of the injury or illness and any other relevant information on the form. The form must be forwarded to the school Health and Safety Lead.
8. For any incident that results in a head injury, seeking further medical attention, hospitalisation or if there are any concerns regarding the events surrounding the incident, the school’s Health and Safety Lead, or their nominated representative should complete an Accident and Incident Recording / Investigation Form (Appendix 2) as soon as possible.
9. For more serious incidents, including near-misses, the school’s Health and Safety Lead must investigate appropriate to the severity of the incident. Written statements, signed and dated, should be obtained from all witness and participants, photographs and CCTV footage also should be considered.
10. All investigations and any outcomes should be recorded and kept with the relevant accident record. These records can be kept electronically, however the school must ensure an appropriate level of security is applied to comply with the General Data Protection Regulation to prevent data protection breaches
11. **Each school must appoint a member of staff to be responsible for compiling and maintaining the accident and incident statistical records for the site, either paper copies or electronically on the School Management Information System. The following information is required; date and time of incident, name, year and tutor group, details and cause of injury, any action taken i.e. medical treatment, return to lesson etc, is the incident reportable to HSE and name of first aider.**
12. **Accident and incident statistics should be forwarded to the school’s Health and Safety Lead, who will analyse the data for trends on a calendar-month basis. Any identified trends or patterns should be investigated, the investigation recorded and reported to the school H&S Committee and the Trust Head of Estates.**
13. **Accident and incident statistics must be forwarded to the Trust Head of Estates**

**when requested, who will in turn present this information to the Trust’s Finance, People and Resources Committee and Health and Safety Committee.**

1. Lettings must follow the local rules as stated in the Trust’s Community Use Policy or Lettings Guidance Documents. Copies of accident records for any significant injury, ill health or near-miss should be sent to the school’s Health and Safety Lead.
2. All records must be kept in accordance with the Trust’s Records Management Policy.
3. **Accident investigation**
4. **For all recorded incidents and near misses with the potential for significant harm, the school Health and Safety Lead will look into the circumstances of each event and establish if there is a need for further investigation. Further guidance is available from the Head of Estates.**
5. **If there is any queries or uncertainty surrounding the incident, the Trust’s competent Health and Safety Advisor and Head of Estates must be consulted.**
6. **The level of investigation will depend on the circumstances and severity of any injury. All investigations must be recorded. For consistency please use the recording form in Appendix 2.**
7. **As part of any investigation the corresponding risk assessments will be reviewed and where necessary amended to minimised any reoccurrence of the accident. Revised risk assessments and method statements must be forwarded to the Head of Estates and recirculated to the appropriate personnel.**
8. **Notification to the HSE**
9. Significant accidents, which are defined in the RIDDOR Regulations 2013 must be reported to the HSE as soon as possible.
10. Significant accidents are outlined in Appendices 4 and 5. For further information and guidance, please consult The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and Incident reporting in schools (accidents, diseases and dangerous occurrences) guidance document. (Appendix 5)
11. **For confirmation that any incident is reportable, the school Health and Safety Lead must contact the Trust’s Competent Adviser for guidance and assistance. If it is confirmed as reportable the Trust Head of Estates must be notified.**
12. **The designated person will complete the RIDDOR form online (**<http://www.hse.gov.uk/riddor/report.htm>**)** or, if it is essential to submit a report by post, send it to:

RIDDOR Reports, Health and Safety Executive

Redgrave Court, Merton Road

Bootle, Merseyside

L20 7HS

1. Alternatively, the designated person can report fatal, specified and major incidents via telephone on 0345 300 9923 (open Monday to Friday 8.30am to 5pm).

**Appendix 1: The definitions of the terms used in accident reporting**

|  |  |
| --- | --- |
| **Section** | **Definition** |
| Dangerous Occurrences: | Significant event, e.g. collapse, overturning or failure of a load-bearing component of lifting equipment, closed vessel or associated pipework; the collapse of a scaffold more than five metres high |
| Near misses: | Incidents, accidents or emergencies which did not result in injury, but have the potential to harm. e.g. a branch falling from a height, but not injuring anyone.  Conduct and record investigation and review risk assessments if significant. |
| Minor injuries: | Sprains, strains and bruising; cuts and grazes; wound infections, minor burns and scalds; minor head injuries; insect and animal bites; minor eye injuries; minor injuries to the back, shoulder and chest.  Most likely would be dealt with by a qualified First Aider and may be referred to seek further medical advice.  Record in accident book. Conduct and record investigation and review risk assessments if significant. |
| Major injuries: | Fractures, other than to fingers, thumbs or toes; amputations; crushing to the head or torso causing damage to the brain or internal organs; serious burns; chemical or hot metal burn to the eye; penetrating eye injury; electric shock or electric burn leading to unconsciousness; scalping; loss of consciousness due to asphyxia or exposure to harmful substances; loss of sight; any injury likely to lead to loss of, or reduced, sight; any injury that leads to hypothermia or heat-induced illness; pain that is not relieved by simple pain killers; acute confused state; persistent, severe chest pain or breathing difficulties; dislocation of any major joint including the shoulder, hip, knee elbow or spine; loss of consciousness or medical treatment arising from absorption of any substance by inhalation, ingestion or through the skin; exposure to a biological agent, its toxin, or infected material; injury requiring admittance to hospital and/or resuscitation.  Record in accident book. Conduct and record investigation and review risk assessments if significant. Determine if incident is reportable. |
| Fatalities: | Injury resulting in death.  Contact Competent Adviser and notify Head of Estates and CEO.  Record in accident book. Conduct and record full and in-depth investigation. Review risk assessments.  These incidents are reportable. |



**Appendix 2**

**Accident and Incident Recording Form**

**Including near-miss incidents and accident investigation**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | |
| About You (The person completing this form) | | | | | | | | | | |
|  | | | | | | | | | | |
| Title | Forename | | | Surname | | | | | | |
|  |  | | |  | | | | | | |
|  |  | | | | |  | | | |  |
| Job Title |  | | | | | Your Phone Number | | | |  |
|  | |  | | | | | | |  | |
| School | |  | | | | | | |  | |
|  | | | | | | | | | | |
| Address Line 1 | |  | | | | | | |  | |
| Address Line 2 | |  | | | | | | |  | |
| Town | |  | | | | | | |  | |
| County | |  | | | | | | |  | |
| Post Code | |  | | | | | | |  | |
|  | | | | | | | | | | |
| Your work email | |  | | | | | | |  | |
|  | | | | | | | | | | |
| Did the incident happen at the above address? | | |  | | Yes | |  | No | | |
| ***If ‘Yes’ please go to next page*** | | | | | | | | | | |
|  | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***ONLY complete this section below if the incident happened away from your work base*** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | |  | | | | | | | | |
| Where did the incident happen? | | | | | | | | | | | | |  | | | | | | | | |
| Address Line 1 | |  | | | | | | | | | | | | | | | |  | | | |
| Address Line 2 | |  | | | | | | | | | | | | | | | |  | | | |
| Town | |  | | | | | | | | | | | | | | | |  | | | |
| County | |  | | | | | | | | | | | | | | | |  | | | |
| Post Code | |  | | | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Details of where the accident happened (if the address is not known) | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **About the incident** | | |  | | | | | | | | | | | | | | | | | | | |
|  |  | |  | | | | | | | | | | |  | | |  | | | | | |
| Incident date: |  | | Incident time 24hr clock: | | | | | | | | | | |  | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Where on the premises/site, did the incident happen? | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | |  | | | | | | | | | | | | | | | | | | |
| **About the kind of incident.** Select **one** of the following | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | | | |  | | | | | | |
| Contact with machinery | | | | |  | Drowned or asphyxiated | | | | | | | | | | | | | |  | | |
| Struck by object | | | | |  | Exposure to harmful substance | | | | | | | | | | | | | |  | | |
| Struck by moving vehicle | | | | |  | Exposed to fire | | | | | | | | | | | | | |  | | |
| Struck against | | | | |  | Exposed to explosion | | | | | | | | | | | | | |  | | |
| Lifting and handling injuries | | | | |  | Contact with electricity | | | | | | | | | | | | | |  | | |
| Slip, trip, fall same level | | | | |  | Injured by an animal | | | | | | | | | | | | | |  | | |
| Fall from height\*\* | | | | |  | Physical assault | | | | | | | | | | | | | |  | | |
| Trapped by something collapsing | | | | |  | Another kind of accident | | | | | | | | | | | | | |  | | |
| Verbal abuse | | | | |  |  | | | | | | | | | | | | | |  | | |
| *\*\*If a fall from height, how high was the fall in metres* | | | | | | | | | | | |  | |  | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | |
| Tick box if incident was a road traffic accident (RTA) | | | | | | | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Work process involved in the incident**  Select one of the following | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | |  | | | | | | | | | | | | |
| Production, manufacturing or processing | | | | |  | | | | | Monitoring/inspection | | | | | | | | | |  | | |
| Storing/warehousing | | | | |  | | | | | Service or assistance to the public | | | | | | | | | |  | | |
| Construction - new building | | | | |  | | | | | Teaching, training, office work | | | | | | | | | |  | | |
| Construction - civil engineering, infrastructures, roads, bridges, ports | | | | |  | | | | | Commercial activity - buying, selling and associated services | | | | | | | | | |  | | |
| Construction - remodelling, repairing, extending, building maintenance | | | | |  | | | | | Maintenance, repair | | | | | | | | | |  | | |
| Demolition | | | | |  | | | | | Movement, including aboard transport | | | | | | | | | |  | | |
| Agricultural work, forestry, horticulture, fishing, work with animals | | | | |  | | | | | Sport or artistic activity | | | | | | | | | |  | | |
| Cleaning - industrial or manual | | | | |  | | | | | Other processes not listed above | | | | | | | | | |  | | |
| Waste management, disposal, treatment | | | | |  | | | | |  | | | | | | | | | | | | |
| **Main factor involved in the incident** Select one of the following | | | | | | | | | | | | | | | | | | | | | | | |
| Electrical problem, explosion or fire | | | | | | | |  | | | Being caught or carried away by something (or by momentum) | | | | | | | | | |  | | |
| Overflow, leak, vaporisation or emission of liquid, solid or gaseous product | | | | | | | |  | | | Lifting, carrying standing up | | | | | | | | | |  | | |
| Breakage, bursting or collapse of material | | | | | | | |  | | | Pushing, pulling | | | | | | | | | |  | | |
| Loss of control of machinery, transport or equipment | | | | | | | |  | | | Putting down, bending down | | | | | | | | | |  | | |
| Slip, stumble or fall | | | | | | | |  | | | Twisting, turning | | | | | | | | | |  | | |
| Walking on sharp object | | | | | | | |  | | | Shock, fright, violence aggression\*\* | | | | | | | | | |  | | |
| Kneeling, sitting or leaning on an object | | | | | | | |  | | | Other cause not listed above | | | | | | | | | |  | | |
| |  |  | | --- | --- | | *\*\*If shock, fright, violence or aggression, please specify whether it was:* | | | Physical and wilful violence or aggression |  | | Non-wilful violence or aggression |  | | Verbal abuse / intimidation / threatening behaviour (face-to-face or other) |  | | | | | | | | | | | | | | | | | | | | | | | | |

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| **\*Describe what happened** |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **About the Injured Person** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Title | | Forename | | | | | Surname Year & Tutor Group | | | | | |
|  | |  | | | | |  | | | | | |
|  | | | | | | | | | | | | |
| Address Line 1 | | |  | | | | | |  | | | |
| Address Line 2 | | |  | | | | | |  | | | |
| Town | | |  | | | | | |  | | | |
| County | | |  | | | | | |  | | | |
| Post Code | | |  | | | | | | Phone No | | |  |
|  | | | | | | | | | | | | |
| Gender | Male | | |  | Female | |  | | Age | | |  |
| **Injured person’s employment status** | | | | | | | | | | | | |
| What is the person’s occupation or job title? | | | | | | | | |  | | | |
|  | | | | | | | | | | | | |
| Was this person on a school trip? | | | | | | Yes | |  | | No |  |  |
|  | | | | | |  | |  | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **\*Was the injured person:** Select one of the following | | | | | |
|  | One of your employees? |  | On a training scheme? |  | Employed by someone else? |
|  | On work experience? |  | Self-employed and at work? |  | Member of the public? |
|  | Child/Pupil? |  | Resident/Service User? |  | Volunteer? |
|  | | | | | |
| Details if the injured person was on a training scheme/employed by someone else.  i.e. company name & address | | | | | |
|  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **About the injured person’s injuries** Select one of the following | | | | |
|  | | | | |
| Amputation | |  | Asphyxia or poisonings |  |
| Loss of sight | |  | Strains and sprains |  |
| Fracture | |  | Superficial injuries |  |
| Dislocation without fracture | |  | Multiple injuries |  |
| Concussion and/or internal injuries | |  | Electric shock |  |
| Lacerations and open wounds | |  | Natural causes |  |
| Contusions and bruising | |  | Other known injuries |  |
| Burns | |  | Other not known |  |
|  | | |  | |
| **Part of the body affected**Select one of the following | | | | |
|  | | | | |
| Eye | |  | Wrist |  |
| Ear | |  | Upper limb |  |
| Other parts of face | |  | Several upper limb locations |  |
| Head | |  | Toe |  |
| Several head locations | |  | Foot |  |
| Neck | |  | Ankle |  |
| Back | |  | Lower limb |  |
| Trunk | |  | Several lower limb locations |  |
| Several torso locations | |  | Several locations |  |
| Finger or fingers | |  | General locations |  |
| Hand | |  | Unknown locations |  |
| **If the injured person was an employee** | | | | | |
| *Please check as many of the following 4 options as apply:* | | | | | |
|  | The injured person became unconscious | | | | |
|  | The injured person needed to be resuscitated | | | | |
|  | The injured person remained in hospital for more than 24 hours | | | | |
|  | None of the above | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What was the severity of the injury?** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | Fatality |  | | Major injury | | |  | | Injury preventing the injured person from working for more than 7 days | | |  | | Member of the public - taken directly to hospital |
| **Or Lost time option** | | | | | | | | | | | | | | | | |
|  | No absence | | | |  | | 1-3 days | | |  | | 4-7 days | | | *Required for employees only* | |
| *Please specify start date of absence (if different to the date of the incident)*   |  | | --- | |  |  |  | | --- | |  |   *Please specify the return to work date (if known)* | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Preventative Action**  What action has been, (or will be), taken to prevent recurrence? | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | Risk Assessment Review | | | | | |  | | Protective clothing obtained | | |  | Discipline | | |
|  | | Guarding | | | | | |  | | Protective clothing enforced | | |  | Prohibition | | |
|  | | Training | | | | | |  | | Supervision | | |  | Procedures | | |
|  | | Repairs requested | | | | | |  | | Other | | |  |  | | |
|  | | | | | | | | | | | | | | | | |
| **Give brief explanation of preventative actions:** List any other actions and give brief explanation | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Give details of the perpetrator**  **(For use only if the incident was assault or violence related and the details are known).** | | | | | | | | |
|  | | | | | | | | |
| Name | | | | | | | |  |
| Address | | | | | | | |  |
| **Level of Investigation undertaken** | | | | | | | | | |
| Minimal |  | Low |  | Medium |  | High |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please contact the Trust’s Competent Advisor for advice or if assistance is required.  **You must notify the Trust’s Head of Estates if the level of investigation is “High”**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name: |  | Position: |  | Date |  | |  | | | | | | | By ticking this box  I confirm that the information contained on this form is, to the best of my knowledge, a true reflection of the information obtained in relation to this incident at the time of completion. | | | | | | |  | | | | | |     When complete, this form must be sent immediately to the school Health and Safety Lead.  If this incident is reportable to the HSE under RIDDOR, please contact the Trust’s competent Health  and Safety Advisor for advice and guidance; and notify the Trust’s Head of Estates. |

**Appendix 3: Outline of RIDDOR reportable accidents and incidents**

1. Accidents to employees causing either death or major injury.
2. Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven-day period does not include the day of the accident.
3. Fractures, other than to fingers, thumbs and toes.
4. Amputation of an arm, hand, finger, thumb, leg, foot or toe.
5. Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
6. Any crush injury to the head or torso, causing damage to the brain or internal organs.
7. Any burn injury (including scalding) which covers more than 10 percent of the whole body’s surface area or causes significant damage to the eyes, respiratory system or other vital organs.
8. Any degree of scalping requiring hospital treatment.
9. Any loss of consciousness caused by head injury or asphyxia.
10. Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
11. Poisonings.
12. Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
13. Lung diseases including but not limited to: occupational asthma, farmer’s lung, asbestosis, mesothelioma.
14. Infections including but not limited to: leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
15. Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.
16. The term ‘significant accidents’ is also used to describe incidents concerning equipment and the premises, including:
17. The collapse, overturning or failure of any load-bearing part of any lifting equipment.
18. **The explosion, collapse or bursting of any closed vessel or pipe work.**
19. **Electrical short circuit or overload resulting in a fire or explosion.**
20. **Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.**
21. **Any accidental release of a biological agent likely to cause severe human illness.**
22. **Any collapse or partial collapse of scaffolding over five metres in height.**
23. **Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.**
24. **Any explosion or fire resulting in the suspension of normal work for over 24 hours.**
25. **Any sudden, uncontrolled release in a building of: 100kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.**
26. **Accidental release of any substances which may damage health.**
27. **Serious gas incidents.**

**For further guidance please refer to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.**

**Appendix 4 - HSE Incident reporting in Schools (accidents, diseases and dangerous occurrences) – Guidance for employers (revision 3)**

**Introduction**

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

The information sheet gives practical guidance to schools about what they need to report and how to do it.

**What needs to be reported?**

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The information sheet includes examples of the incidents that sometimes result from schools’ activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

■ injuries and ill health involving employees (Section 1);

■ injuries involving pupils and other people not at work (Section 2);

■ dangerous occurrences (Section 3).

**Who should report**?

The duty to notify and report rests with the ‘responsible person’. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE’s website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, e.g. builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE’s RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self- employed people.)

**Who do I report to?**

For general advice about how to report, see HSE’s RIDDOR web pages. You can report all incidents online and there is a **telephone service for reporting fatal and specified injuries only.** Reporting details for out of hours incidents are available from HSE’s out of hours web page at www.hse.gov.uk/contact/ contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

**What records must I keep?**

You must keep records of:

* + any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;
  + all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. From 6 April 2012 you don’t have to report over-three-day injuries, but you must keep a record of them. Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

**Section 1: Injuries and ill health to people at work**

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

* + accidents which result in death or a specified injury must be reported without delay (see ‘Reportable specified injuries’);
  + accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see ‘Reportable diseases’). You can find detailed guidance about RIDDOR reporting and online reporting procedures at [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/report.htm) [report.htm](http://www.hse.gov.uk/riddor/report.htm).

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

**Reportable specified injuries**

These include:

* + fractures, other than to fingers, thumbs and toes;
  + amputations;
  + any injury likely to lead to permanent loss of sight or reduction in sight;
  + any crush injury to the head or torso causing damage to the brain or internal organs;
  + serious burns (including scalding), which:
    - cover more than 10% of the body; or
    - cause significant damage to the eyes, respiratory system or other vital organs;
  + any scalping requiring hospital treatment;
  + any loss of consciousness caused by head injury or asphyxia;
  + any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness; or
    - requires resuscitation or admittance to hospital for more than 24 hours.

**Physical violence**

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

**Reportable occupational diseases**

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for details of the reporting arrangements for self- employed people.)

These include:

* + carpal tunnel syndrome;
  + severe cramp of the hand or forearm;
  + occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach;
  + hand-arm vibration syndrome;
  + occupational asthma, e.g. from wood dust and soldering using rosin flux;
  + tendonitis or tenosynovitis of the hand or forearm;
  + any occupational cancer;
  + any disease attributed to an occupational exposure to a biological agent.

**Stress**

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an ‘accident’ arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event

**Section 2: Incidents to pupils and other people who are not at work**

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

* + the death of the person, and arose out of or in connection with a work activity; or
  + an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The list of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

**How do I decide whether an accident to a pupil ‘arises out of or is in connection with work’?**

The responsible person at the school should consider whether the incident was caused by:

* + a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
  + the way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
  + the condition of the premises (e.g. poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (e.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results** **in a pupil’s death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent**.

**What about accidents to pupils during sports activities?**

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

* + the condition of the premises or sports equipment was a factor in the incident, e.g. where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
  + there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

**What about accidents to pupils in a playground?**

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

* + the condition of the premises or equipment was poor, e.g. badly maintained play equipment; or
  + the school had not provided adequate supervision, e.g. where particular risks were identified, but no action was taken to provide suitable supervision.

**Physical violence**

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

**Other scenarios**

*Injuries to pupils while travelling on a school bus*

If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR. However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

*Incidents involving pupils on overseas trips*

RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

*Incidents to pupils on work experience placements*

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

**Section 3: Dangerous occurrences**

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

* + the collapse or failure of load-bearing parts of lifts and lifting equipment;
  + the accidental release of a biological agent likely to cause severe human illness;
  + the accidental release or escape of any substance that may cause a serious injury or damage to health;
  + an electrical short circuit or overload causing a fire or explosion.

**Supplementary information**

**Consultation**

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 [www.hse.gov.uk/pubns/indg232.htm](http://www.hse.gov.uk/pubns/indg232.htm).

**Reporting requirements of other regulators**

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

**Further information**

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/.](http://www.hse.gov.uk/) You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law.

Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at: [www.hse.gov.uk/pubns/edis1.htm](http://www.hse.gov.uk/pubns/edis1.htm).

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