



School Accident Reporting Guidance

LEVEL OF REPORTING

NON-EMPLOYEES

- Pupils
- Visitors / Parents

EMPLOYEES
This includes volunteers, part time, temporary, agency, work experience, self employed

SCHOOL

Accident/ Injury or Near Miss
Minor – insignificant / no injury
e.g. Fell over in playground & needed plaster / TLC
Record locally e.g. in the accident book
SEE REPORTING TO PARENTS OVERLEAF

Violent Incident
Pupil on pupil
Record internally in accordance with school's behaviour management policy
e.g. pupil file, SIMS, Scholarpack, etc.

Contractors
See Overleaf

LA

Accident, Injury or Near Miss
More significant incidents – substantial first aid required OR potential for major injury
Record and report to LA via online CS3 System.
If in doubt phone H&S Team.
SEE REPORTING TO PARENTS OVERLEAF

Violent Incident
Pupil on pupil
Report to LA via online CS3 System where serious in nature.

All Accidents and Injuries or Near Miss
Record and report **all** accidents to LA via the online CS3 System – upload any supporting information.

Violent Incident
Record and report to LA via online CS3 System – upload any supporting information

HSE

Identify if an injury/accident in a school is RIDDOR reportable
e.g. if a non-employee (pupil or visitor) is taken straight from site to hospital for treatment as a result of the accident / injury being attributable to the condition, design or maintenance of premises or equipment or as a result of inadequate arrangements for supervision.
For more detail see www.hse.gov.uk/pubns/edis1.pdf

- **Fatality** notify HSE immediately by telephone **0845 300 9923**.
- **All other reportable incidents** Report to HSE via their online system as soon as possible and within 10 days of the incident.
<http://www.hse.gov.uk/riddor/what-must-i-report.htm>

All incidents reported to the HSE must also be reported to the LA via the online CS3 system.

Pupil accident records need to be retained for three years from their 18th birthday, therefore, until they are 21

Identify if injury/accident is also RIDDOR reportable.

- Injury results in death, hospital admittance for 24 hours, unconsciousness, a reportable injury sustained – fractures (other than fingers & toes), permanent loss or reduction in sight, serious burns, inability to conduct normal work duties for over 7 days (not counting the day of the incident but including weekends and rest days)
- Some acts of non-consensual physical violence to a person at work which result in death, specified injury, inability to work for over 7 days
<http://www.hse.gov.uk/riddor/reportable-incidents.htm>
- **Fatality** notify HSE immediately by telephone **0845 300 9923**.
- **All other reportable incidents** Report to HSE via their online system as soon as possible and within 10 days of the incident.
- **Over 7-day absence** – Report to the HSE via their online system as soon as possible and within 15 days of the incident
<http://www.hse.gov.uk/riddor/what-must-i-report.htm>

All incidents reported to the HSE must also be reported to the LA via the online CS3 system

Contractors

Accidents involving contractors working on school's premises are normally reportable by their employers.

Contractors could be catering staff, cleaners, maintenance staff, builders

Self Employed

If a self-employed contractor is working on your school premises and they suffer a specified injury or an over seven-day absence, the person in control of the premises will be responsible for reporting it.

Reportable Deaths

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of violence.

Reportable Specified Injuries Employees Only

- 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:
 - covers more than 10% of the body
 - causes 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
 - requires resuscitation or admittance to hospital for more than 24 hours

Dangerous Occurrences

- An electrical short circuit or overload causing a fire or explosion.
- Accidental release or escape of a biological agent likely to cause severe human illness.
- Accidental release or escape of any substance that may cause injury or damage to health.
- The collapse or failure of load bearing parts of lifts and lifting equipment.

Over 7 Day-Absence

If an employee is injured at work and the injury prevents the person from continuing their normal work for more than seven days (**not counting the day of the incident but including weekends and rest days**) must be reported within 15 days

What Not to Report

- Staff absence due to stress
- If an incident happens abroad
- If an injured person is taken to a GP or drop-in-clinic
- Deaths and injuries that result from vehicle movement on a road (Road-traffic accidents/accidents caused by vehicles on a road.
- Persons taken to hospital as a precaution only and no injury confirmed.

Occupational Diseases

- Carpal tunnel syndrome
- Occupational dermatitis e.g. working with bleach, chemicals
- Tendonitis of the hand or forearm
- Any occupational cancer
- Occupational asthma e.g. from wood, dust

Reporting to Parents / Carers

All accidents / incidents relating to pupils **MUST** be communicated to parents / carers. (See School Accident Reporting Policy)
In Early Years, all incidents (even if there is no injury) must be communicated to parents / carers as soon as possible after the event.
Details should be recorded.