



SUBJECT: To Report or Not to, that is the question?

RECIPIENTS: LCC Maintained School

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The Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR)

RIDDOR Reporting for School Pupils – The 3 Rules of Thumb

Unfortunately it's inevitable that children will get involved in incidents at schools that result in some form of injury. Most of the time this are low levels type injuries and only require minimal treatment and an internal accident form being completed. However some of the time more professional treatment or check is require and where this is the case you may need to assess whether RIDDOR reporting require have been met.



The RIDDOR regulation requires certain types of work related injuries to both employee and non-employees (pupils/visitors) to be reported to the Health & Safety Executive (HSE). The criterion for employee and non-employees (pupils/visitors) does differ and this bulletin is focused on the non-employee criteria.

The 3 rules of thumbs of non-employee RIDDOR reportable injuries :-

1. Did the injury happen on your site or a location associated with your work activity i.e. school bus?
2. Did the non-employee go **directly** to hospital from your site?
3. Did they receive any treatment at the hospital for the injury?

If the answer is yes to all 3 then the injury is most likely RIDDOR reportable and recommended you report it to the HSE via the on-line RIDDOR reporting system – click [here](#).

Further information on RIDDOR, its requirements and reporting criteria can be found:-

[Injury Reporting Safety Sheet](#)

[RIDDOR Flowchart](#)

If you require further assistance or clarification on the subject please contact: Corporate Health & Safety Advisers (see George section: Corporate > Information for Working > Risk Management > H&S Advisers)