

Accident Reporting

What needs to be reported?

Ideally, ALL accidents and incidents that occur to staff, students, pupils, members of the public, etc. that arise out of, or in connection with, the undertaking of the employer are reported.

It is also good practice to record 'near misses' that, if the accident had actually occurred, could have resulted in significant injury or loss.

However, in an educational setting LCC recognises the practical difficulties that the above requirements would create and is mindful that in some cases the usefulness of the data provided is unlikely to justify the effort involved in both providing and processing it.

To make this simpler and ensure all relevant information is being recorded correctly, we are going to split the accidents / incidents into three categories:

- Local reporting of minor accidents / incidents (i.e. minor bumps & scrapes to pupils).
- Reporting of accidents, injuries, illnesses, incidents and dangerous occurrences to the Local Authority.
- Reporting of certain injuries, illnesses or dangerous occurrences to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

How to report...

Local reporting of minor accidents / incidents

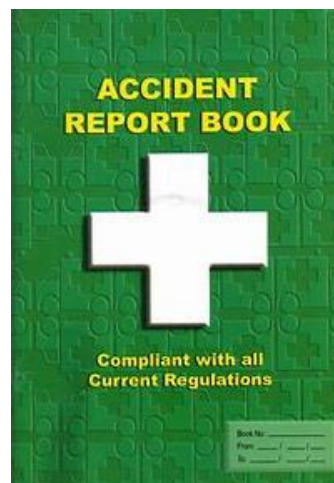
E.g. pupil trips over during break time and grazes their knee, cold compress applied – minimal First Aid provided.

This can be done through local measures.

This may include recording the accident in an accident book which is kept on site.

You may also wish to put it on your own localised systems - however you wish to record.

LCC does not need to know through EvoSafe



Reporting of accidents, injuries, illnesses, incidents and dangerous occurrences to the Local Authority (LCC)

Inform LCC by entering details on the [EvoSafe system](#)

When to do so includes:

All accidents/incidents etc. to employees or members of the public;

All accidents/incidents to pupils/students that result in the injured person receiving or being advised to seek professional medical attention (Doctor, Nurse, Hospital, etc.);

Any incident that it is perceived might give rise to litigation;

Any incident that results in a person leaving the site prematurely as a result of the injury;

Any head injury (in pupils, if you let the parents know)

The accident can also be added to your local source (e.g. accident book as well if you so wish)

For information on how to fill in an EvoSafe form, it can be found on the [EvoSafe User Guidance document](#)



Reporting of certain injuries, illnesses or dangerous occurrences to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Where an incident occurs that falls under the requirements of RIDDOR it must be reported to the HSE as well as entering it on the EvoSafe system.

The RIDDOR reporting criteria differ depending upon whether the injured person is an employee or not.

Employees

The requirement for RIDDOR reporting of injuries & incidents to employees includes;

- Any accident that results in death.
- Any injury sustained at work that results in an employee being away from work or being unable to do their normal work for more than seven days (including non-work days, but not the day of the incident).
- Any specified Injury e.g. broken bones—except for fingers and toes other injuries are [noted on HSE website](#)
- Occupational diseases; including carpal tunnel syndrome; occupational dermatitis; tendonitis of the hand or forearm. Other reportable occupational diseases can be found [here](#).

Injuries that are as a result of physical violence would be RIDDOR reportable if the above criteria were met - However Work-Related Stress absences are not RIDDOR reportable, regardless of their duration.

Non-Employees including pupils

RIDDOR reporting relating to non-employees and pupils includes;

- the death of the person, if this arose out of or in connection with a work activity;
- 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).

If a pupil injured in an incident remains at school, is taken home first or is simply absent from school for a number of days, the incident is not RIDDOR reportable.

The essential test for RIDDOR reportability is whether the accident was caused by:

- the condition, design or maintenance of the premises or equipment
- Inadequate arrangements for supervision of an activity etc.

If an accident results in an injury arises because of the normal rough and tumble of a game (organised physical education or playtime), the accident and resulting injury would **not** be RIDDOR reportable.

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

Dangerous Occurrences

The requirement for RIDDOR reporting of dangerous occurrences includes;

- 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

Due to the requirement for RIDDOR reports of injuries, fatalities & dangerous occurrences to be made to the HSE without delay.

For deaths these are to be called into the HSE asap

For accidents, incidents, injuries, these are to be reported within 10 days of the incident

For over 7-day incapacitation, these are to be reported within 15 days of the incident (not including the day of the incident but does include weekends and any rest days.)

Notification to LCC and completion of EvoSafe should be made promptly, with the minimum delay.

More information can be found [here](#)

School specific guidance can be found [here](#)

Tools to help

If in doubt about whether an incident is RIDDOR reportable, use this flow chart for help:

[Accident Reporting, EVOSAFE & RIDDOR - The What, Where and How](#)