



Orchard Community Trust

REQUIREMENTS FOR RIDDOR FOR THE EDUCATION SECTOR.



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Requirements for RIDDOR 2013

This information sheet (EDIS1 (rev3) - <https://www.hse.gov.uk/pubns/edis1.pdf>) gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools.

| Event | Procedure | Comment |
|-------------------------------------|---|--|
| Fatality | Reportable by quickest means (Tel) Submit online form immediately Submit a report within 10 days Reportable if death occurs within 1 year of accident. | Incident Contact Centre on 0345 300 9923 (opening hours Mon to Fri 8.30am to 5 pm). Out of Hours duty officer on 0151 922 9235. |
| Specified serious injury/ill-health | Reportable as soon as possible Submit online form immediately Submit a report with 10 days | Injuries include: Fractures other than fingers, thumbs or toes Amputations Reduction or loss of sight Crush injury Serious burns Scalping Loss of consciousness Hypothermia or Heat induced illness Admittance to hospital more than 24 hours. |
| Over 7 days lost time injury | Submit online form within 15 days | The 7 days includes weekends, rest days or holidays but not the day of the accident. |
| Disease | Submit online form as soon as diagnosis is confirmed | Examples include: Hepatitis Occupational dermatitis Hand-arm vibration syndrome Carpel tunnel syndrome Repetitive strain injury Occupational asthma Tendonitis or Tenosynovitis Any disease attributed to an occupational exposure to a biological agent. |
| Dangerous occurrence | A "near miss" that could lead to serious injury or loss of life Reportable by quickest means (Tel) Submit online form immediately Submit report within 10 days. There are 27 categories of dangerous occurrences. | Examples include: Scaffolding collapse Lifts and lifting equipment overturning Explosion Fire resulting in suspension of normal work for more than 24 hours |

- Riddor signpost: <https://www.hse.gov.uk/riddor/>
- Schedule 2 lists 27 categories of dangerous occurrence: <http://www.legislation.gov.uk/uksi/2013/1471/schedule/2/made>
- INGG453(rev1) published 10/13. <https://www.hse.gov.uk/pubns/indg453.pdf>
- Incident reporting in schools - <https://www.hse.gov.uk/pubns/edis1.pdf>

Incident Reporting in Schools – Guidance for Employers and Staff

This information sheet (EDIS1 (rev3) - <https://www.hse.gov.uk/pubns/edis1.pdf>) 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. This document gives practical guidance to schools about what they need to report and how to do it.

So, 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. This document includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. There are 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. 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, eg 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? 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 on Page 1 of this document or 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 below');
- 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').

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. These include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis, eg 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).

NOTE: The lists 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;
- 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.

If you have any doubt relating to RIDDOR contact your responsible person and/or your Health & Safety Consultant.

Incident/Accident Checklist Pathway

| Serial | Action | Yes | No | Remarks |
|--------|---|-----|----|---------|
| 1 | Make sure the injured person is looked after. | | | |
| 2 | Complete Incident Investigation Report. | | | |
| 3 | Complete Accident Book Report. | | | |
| 4 | Complete Witness Statements. | | | |
| 5 | Take photos of the scene and post-accident. | | | |
| 6 | Review Risk Assessments. | | | |
| 7 | Complete additional Risk Assessments if needed. | | | |
| 8 | Revise or develop Safe Systems of Work. | | | |
| 9 | Post Warnings and Signage. | | | |
| 10 | Inform your Insurance Company. | | | |
| 11 | Complete RIDDOR Report. | | | |

RIDDOR Report of an injury

- Notifier Name.
- Job Title.
- Phone Number.
- Organisation Name.
- Address.
- Fax number.
- Email.

Where did the incident happen?**About the incident**

- Incident date
- Incident time.
- In which local authority did the incident occur (Country, Geographical Area and Local Authority)?
- In which department or where on the premises did the incident happen?
- What type of work was being carried out (generally the main business activity of the site)?

About the kind of accident

- Kind of accident.
- Work process involved.
- Main factor involved.
- What happened

About the injured person

- Injured person's name.
- Address.
- Gender.
- Age.
- What was the occupation or job title?
- Work status.

About the injured person's injuries

- Severity.
- Injuries.
- Part of the body affected.