



## Incident-reporting in schools (accidents, diseases and dangerous occurrences)

Some incidents that happen in schools, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These Regulations require employers and other people to report accidents and some diseases that arise out of or in connection with work. This information sheet gives practical advice to schools on what they need to report and how to do it.

### Who should report?

The duty to notify and report rests with the 'responsible person'. This may be the employer of the injured person; a self-employed person; or someone in control of the premises where work is carried out. See the HSE website <http://www.hse.gov.uk/services/education> for more information on who the employer is in different types of schools.

### What needs to be reported?

Under RIDDOR you must report the following work-related accidents, including those resulting from physical violence, if they injure either your employees, or self-employed people working on your premises:

- accidents which result in death or major injury must be reported immediately (see 'Reportable major injuries' below); and
- accidents which prevent the injured person from continuing at his/her normal work for more than three days must be reported within ten days.

You must also report, in writing, any cases of work-related ill health affecting your employees that a doctor notifies you about (see 'Reportable diseases' below).

Dangerous occurrences are specified events which may not result in a reportable injury, but have the potential to do significant harm. A full list is given in *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (see 'Useful HSE publications' for details).

### Reportable major injuries

These include:

- fracture other than to fingers, thumbs or toes;

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- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to:
  - hypothermia, heat-induced illness or unconsciousness;
  - resuscitation or requiring admittance to hospital for more than 24 hours;
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin;
  - acute illness requiring medical treatment; or
  - loss of consciousness;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### Reportable diseases

These include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;

- infections such leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- other conditions such occupational cancer; certain musculoskeletal disorders; decompression illness; and hand-arm vibration syndrome.
- plant or substances (eg lifts, machinery, experiments etc);
- the condition of the premises.

### **Who do I report to?**

All accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre (ICC). The ICC is a single point of contact for receiving all RIDDOR-reportable incidents in the UK.

You can report incidents by any of the following routes:

- Telephone: 0845 300 9923
- Internet: by completing the relevant form on the ICC website at <http://www.riddor.gov.uk/reportanincident.html>
- E-mail: [riddor@natbrit.com](mailto:riddor@natbrit.com)
- Form F2508: by completing the relevant hard copy form and sending it to:

Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

Fax: 0845 300 9924

The ICC will forward details of incidents to the local HSE office.

### **What about pupils and other people who are not at work?**

You need to report an accident that happens to someone who is not at work, eg a pupil or visitor, if:

- the person involved is killed or taken to hospital; and
- the accident arises out of or in connection with the work activity.

Like fatal and major injuries to employees, you must notify these accidents by following the procedures given above.

### **How do I decide whether an accident 'arises out of or is in connection with work'?**

An accident will be reportable if it is attributable to:

- work organisation (eg the supervision of a field trip);

### **What about sports activities?**

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

### **Playground accidents**

Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work, eg because of:

- the condition of the premises or equipment;
- inadequate supervision.

### **What records must I keep?**

You must keep a record of any reportable death, injury, disease or dangerous occurrence for three years after the date on which it happened. This must include the date and method of reporting; the date, time and place of the event; personal details or those involved; and a brief description of the nature of the injury, event or disease.

### **Where can I find out more?**

You can find full details of accident-reporting requirements in *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* and *RIDDOR explained: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (see below). See also website <http://www.riddor.gov.uk/>

### **Useful HSE publications**

*A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* L73 (Second edition) HSE Books 1999 ISBN 0 7176 2431 5

*RIDDOR explained: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* Leaflet HSE31(rev1) HSE Books 1999 (single copy free or priced packs of 10 ISBN 0 7176 2441 2)

*RIDDOR reporting: What the Incident Contact Centre can do for you!* Leaflet MISC310(rev1) HSE Books 2002

*Preventing slip and trip incidents in the education sector* Education Information Sheet EDIS2 HSE Books 2003

*Workplace (Health, Safety and Welfare) Regulations 1992: Guidance for the education sector* IACL97 (single copy free or in priced packs of 15, ISBN 0 7176 1049 7)

### **Further information**

HSE produces a wide range of documents. Some are available as printed publications, both priced and free, and others are only accessible via the HSE website, [www.hse.gov.uk](http://www.hse.gov.uk).

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995 Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk) (HSE priced publications are also available from bookshops and free leaflets can be downloaded from HSE's website: [www.hse.gov.uk](http://www.hse.gov.uk).)

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: [hseinformationservices@natbrit.com](mailto:hseinformationservices@natbrit.com) or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

<p>This document contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.</p>
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