

School Accident Reporting Procedures

Classification: OFFICIAL

- THE REPORTING OF EMPLOYEE INCIDENTS TO THE LA IS ONLY MANDATORY FOR COMMUNITY SCHOOL AND PUPIL REFERRAL UNITS

NON EMPLOYEES

- Pupils
- Visitors to site
- Parents

EMPLOYEES

This includes volunteers, part time, temporary or a self employed person working on your site

LEVEL OF REPORTING

SCHOOL

Accident/ Injury or Near Miss
Minor – insignificant / no injury e.g. *Fell over in playground and needed plaster / TLC*
 Record locally e.g. in the accident book

Violent Incident
Pupil on pupil violence
 Record internally in accordance with schools behaviour management policy e.g. pupil file

LA

Accident, Injury or Near Miss
Major- More significant first aid required OR potential for major injury
 Record and report to LA via online DCC accident form. If in doubt phone H&S Team. Retain a copy on site

Violent Incident
Pupil on pupil violence
 Report to DCC via online AAV only where serious in nature.

All Accidents and Injuries
 Record and report **all** accidents to DCC via the LA's online accident form and retain a copy on site.

Violent Incident
 Record and report to DCC via online AAV Form retain a copy on site.

HSE

Identify if an injury/accident in a school is RIDDOR reportable e.g. Non employee (pupil) 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

- **Fatality** notify health and safety team immediately by telephone **01332 640748**.
- **All other reportable incidents** Report to HSE via DCC health and safety team within 5 days of the incident.

All incidents reported to the HSE must be reported to the LA Health & Safety team

Identify if injury/accident is also RIDDOR reportable.

- Injury results in death, hospital admittance for 24 hours, unconsciousness, inability to conduct normal work duties for over 7 days (including weekends and Bank Holidays)
- **Fatality or Major incident to employee** Notify health and safety team immediately by telephone **01332 640748**.
- **Minor incidents (Over 7 day injury)** Report to HSE via their online system within 5 days of the incident.

All incidents reported to the HSE must be reported to the LA Health & Safety team

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