



# School Accident Reporting Guidance Jan 22

LEVEL OF REPORTING

**NON-EMPLOYEES**

- Pupils
- Visitors / Parents

**EMPLOYEES**  
This includes volunteers, part time, temporary, agency, work experience, self employed

**SCHOOL**

Accident/ Injury or Near Miss  
**Minor – insignificant / no injury**  
*e.g. Fell over in playground & needed plaster / TLC*  
Record locally e.g. in the accident book  
**SEE REPORTING TO PARENTS OVERLEAF**

Violent Incident  
**Pupil on pupil**  
Record internally in accordance with school's behaviour management policy e.g. CPOMS etc.

Contractors  
See Overleaf

**LA**

Accident, Injury or Near Miss  
**More significant incidents – substantial first aid required OR potential for major injury**  
Record and report to LA via online CS3 System.  
If in doubt phone H&S Team.  
**SEE REPORTING TO PARENTS OVERLEAF**

Violent Incident  
**Pupil on pupil**  
Report to LA via online CS3 System where serious in nature.

All Accidents and Injuries or Near Miss  
Record and report **all** accidents to LA via the online CS3 System – upload any supporting information.

Violent Incident  
Record and report to LA via online CS3 System – upload any supporting information

**HSE**

**Identify if an injury/accident in a school is RIDDOR reportable**  
e.g. if a non-employee (pupil or visitor) 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 [www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf)

- **Fatality** notify HSE immediately by telephone **0845 300 9923**.
- **All other reportable incidents** Report to HSE via their online system as soon as possible and within 10 days of the incident.  
<http://www.hse.gov.uk/riddor/what-must-i-report.htm>

**All incidents reported to the HSE must also be reported to the LA via the online CS3 system.**

**Pupil accident records need to be retained for three years from their 18<sup>th</sup> birthday, therefore, until they are 21**

**Identify if injury/accident is also RIDDOR reportable.**

- Injury results in death, hospital admittance for 24 hours, unconsciousness, a reportable injury sustained – fractures (other than fingers & toes), permanent loss or reduction in sight, serious burns, inability to conduct normal work duties for over 7 days (not counting the day of the incident but including weekends and rest days)
- Some acts of non-consensual physical violence to a person at work which result in death, specified injury, inability to work for over 7 days  
<http://www.hse.gov.uk/riddor/reportable-incidents.htm>
- **Fatality** notify HSE immediately by telephone **0845 300 9923**.
- **All other reportable incidents** Report to HSE via their online system as soon as possible and within 10 days of the incident.
- **Over 7-day absence** – Report to the HSE via their online system as soon as possible and within 15 days of the incident  
<http://www.hse.gov.uk/riddor/what-must-i-report.htm>

**All incidents reported to the HSE must also be reported to the LA via the online CS3 system**

### Contractors

Accidents involving contractors working on school's premises are normally reportable by their employers.

Contractors could be catering staff, cleaners, maintenance staff, builders

### Self Employed

If a self-employed contractor is working on your school premises and they suffer a specified injury or an over seven-day absence, the person in control of the premises will be responsible for reporting it.

### Reportable Deaths

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of violence.

### Reportable Specified Injuries Employees Only

- 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:
  - covers more than 10% of the body
  - causes 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
  - requires resuscitation or admittance to hospital for more than 24 hours

### Dangerous Occurrences

- An electrical short circuit or overload causing a fire or explosion.
- Accidental release or escape of a biological agent likely to cause severe human illness.
- Accidental release or escape of any substance that may cause injury or damage to health.
- The collapse or failure of load bearing parts of lifts and lifting equipment.

### Over 7 Day-Absence

If an employee is injured at work and the injury prevents the person from continuing their normal work for more than seven days (**not counting the day of the incident but including weekends and rest days**) must be reported within 15 days

### What Not to Report

- Staff absence due to stress
- If an incident happens abroad
- If an injured person is taken to a GP or drop-in-clinic
- Deaths and injuries that result from vehicle movement on a road (Road-traffic accidents/accidents caused by vehicles on a road.
- Persons taken to hospital as a precaution only and no injury confirmed.

### Occupational Diseases

- Carpal tunnel syndrome
- Occupational dermatitis e.g. working with bleach, chemicals
- Tendonitis of the hand or forearm
- Any occupational cancer
- Occupational asthma e.g. from wood, dust

### Reporting to Parents / Carers

All accidents / incidents relating to pupils **MUST** be communicated to parents / carers. (See School Accident Reporting Policy)  
In Early Years, all incidents (even if there is no injury) must be communicated to parents / carers as soon as possible after the event.  
Details should be recorded.