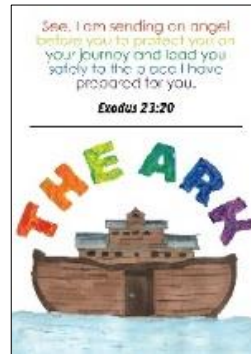


St Michael's CE (A)



Primary School

Accident Reporting Procedures

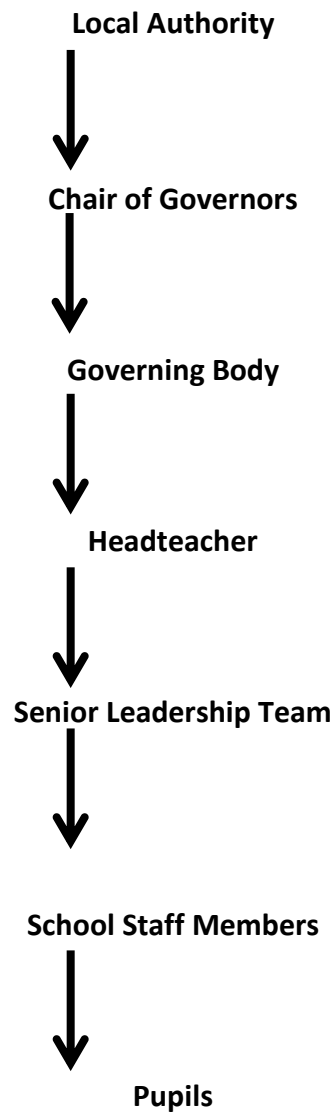
The Lord says, 'For I know the plans for you...plans to give you hope and a future.'
Jeremiah 29 verse 11

Policy adopted: Thursday 24th October 2024

Policy Review: October 2025

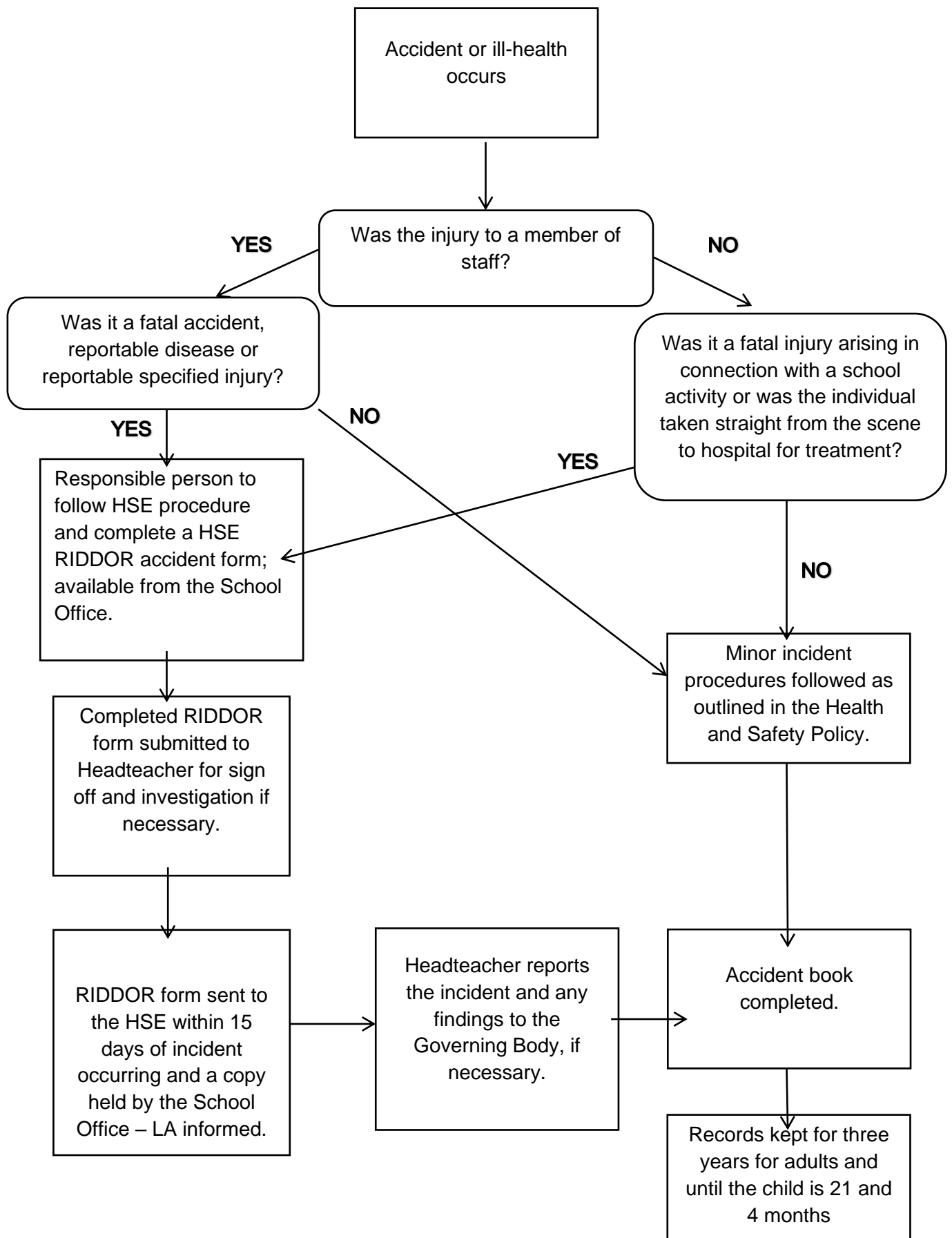
Signed: **Mel Grychtol** (Chair of Site Management Committee)

Health and Safety Structure



At St Michael's the Headteacher is the Health and Safety Officer.

Accident Reporting Procedure



Further information

1. Reporting procedure

- 1.2 **Should an incident require reporting to the Incident Control Centre (part of the HSE) the Health and Safety Officer or a person appointed on their behalf will file a report as soon as is reasonably possible.**
- 1.3 **The person will complete the RIDDOR form 2508 online or,**
- 1.4 Alternatively, the person will complete the RIDDOR form 2508 and report the incident via telephone on 0845 300 9923 (open Monday to Friday 8.30am to 5pm), for fatal and specified incidents only. (Refer to www.HSE.gov.uk/riddor/report.htm)

2. Notification to the Health and Safety Executive

- 2.2 **Significant accidents** as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 must be reported to the HSE as soon as possible by email or telephone. Such accidents are as follows:

- 2.2.1 Accidents to employees causing either death or major injury.
- 2.2.2 Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven day period does not include the day of the accident.

The following accidents are relevant to both adults and children:

- 2.2.3 Fractures, other than to fingers, thumbs and toes.
- 2.2.4 Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- 2.2.5 Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- 2.2.6 Any crush injury to the head or torso, causing damage to the brain or internal organs.
- 2.2.7 Any burn injury (including scalding) which covers more than 10% of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- 2.2.8 Any degree of scalping requiring hospital treatment.
- 2.2.9 Any loss of consciousness caused by head injury or asphyxia.

- 2.2.10** 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.
- 2.2.11** The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- 2.2.12** The explosion, collapse or bursting of any closed vessel or pipe work.
- 2.2.13** Electrical short circuit or overload resulting in a fire or explosion.
- 2.2.14** Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- 2.2.15** Any accidental release of a biological agent likely to cause severe human illness.
- 2.2.16** Any collapse or partial collapse of scaffolding over 5 metres in height.
- 2.2.17** When a dangerous substance being conveyed by road is involved in a fire or released. Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- 2.2.18** Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- 2.2.19** Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
- 2.2.20** Accidental release of any substances which may damage health.
- 2.2.21** Serious gas incidents.
- 2.2.22** Poisonings.
- 2.2.23** Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- 2.2.24** Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.
- 2.2.25** Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- 2.2.26** Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

3. Reporting hazards

- 3.2** Staff, students, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 3.3** In the main, reporting should be verbal to the Site Manager as soon as possible who will inform the Headteacher as appropriate.
- 3.4** Serious hazards will be reported using the appropriate form (Safety Concern Form) available in the School office.

4. Accident investigation

- 4.2** All accidents, however small, will be investigated by an appointed party and the outcomes recorded.
- 4.3** The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 4.4** After an investigation takes place, a risk assessment will be carried out, or the existing assessment reviewed and amended, if appropriate, to avoid reoccurrence of the accident. Note, not all accidents require a risk assessment to be amended if the control measures were in place and followed.
- 4.5** The Health and Safety Officer will undertake regular evaluations of all reported incidents both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.