



THIS POLICY APPLIES TO THE MAIN SCHOOL, THE EARLY YEARS FOUNDATION  
STAGE AND THE PRE-PREPARATORY SCHOOL

## Reporting to RIDDOR 2017 - 2018

### Guidelines for reporting to RIDDOR

The HSE has announced the changes to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) that came into effect April 2012.

Students and pupils are not at work and therefore are regarded as members of the public (MOPs). The exception is where a student / pupil, including children, are on a recognised training scheme or work experience. Under health and safety law they are regarded as employees. In these circumstances the employer or person in control of the work premises where the pupil or student was doing the training should report the injury as if they were one of their employees.

Regulations require employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. The school nurse is responsible for reporting to RIDDOR.

The 'Responsible person' (usually the Headmaster or Bursar at the school) decides 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 and /or
- The condition of the premises e.g. Slippery floors

#### SECTION 1-Injuries and ill health to people at work

APRIL 2012: REPORT any injuries that lead to a worker being absent from work for more than 7 days (previously 3 days). This does not include stress related illnesses.

REPORT: Any accident resulting in death

Any major injury (see list which only applies to employees)

Occupational diseases (see list which only applies to employees)

## SECTION 2- Pupils and others not at work

REPORT: An accident resulting in death AND arise out of or in connection with a work activity.

An accident which results in an injury that arose out of or in connection with a work activity AND person is taken from scene of accident to hospital.

PE Lessons – If a pupil is killed or taken to hospital for treatment of the injury and the accident arose out of or was connected to the school's work. For example, the accident arose because of poor organization or supervision arrangements, the equipment or the conditions of the premises, e.g. a potholed tarmac surface.

If a pupil is injured in a sporting activity this is not reported if the injury arose out of normal participation of the activity. Injuries should be reported if they were due to defective equipment or failings in the organisation and management of an event.

Jan 2017 : The exception would be concussion (confirmed by a medical examination) or if a child is taken to hospital in an ambulance and sustained an injury.

RIDDOR only requires injuries to be reported, if the medical advice is that the pupil was not injured in anyway then there is no need to report this even if the child was taken to hospital.

If a pupil injured remains at school or goes home, the incident is NOT reportable.

HSE does not have jurisdiction when the pupil is outside the country so RIDDOR does not apply.. A report may have to be made to another appropriate authority though. (For example the school may need to report the incident to other bodies such as the local safeguarding committee).

### Injuries to pupils while travelling on a school bus

REPORT only if bus is struck by another vehicle while pupils are getting on or off the bus and are injured and taken to hospital.

If an accident occurs whilst the bus is travelling on a public highway it is NOT reportable – this is an accident investigated by the police.

## SECTION 3 – Dangerous occurrences

REPORT: Any near- miss events e.g. the collapse or failure of lifting equipment.

TJC

Health and Safety Officer

**FULL date of review: 31 January 2018**

NEXT review: February 2019