REPORTING ACCIDENTS AND INCIDENTS POLICY

RGS

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Newcastle upon Tyne Royal Grammar School

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (generally known as **RIDDOR**), which were amended in 2013, cover all work activities and include:

- All employees, trainees and self-employed persons
- Students and members of the public, when they are injured or suffer a disease as a result of a work activity
- All injuries, no matter how minor they may be.

Regulations in connection with Data Protection require specific information to be included on accident reporting forms and require that all information regarding individuals is handled in confidence. Accidents and incidents must be reported using the RGS Accident/Near Miss Reporting Form which is available to download from the Staff Handbook or from the locations below.

- School medical room and school office
- Science Technology Centre (STC) and Technician's rooms
- Performing Arts Centre (PAC)
- PE office
- Junior School Secretary's office
- CCF/Outdoor pursuits office
- Head of Catering
- Domestic Manager
- Director Finance and Operations (DFO)

The person completing the accident record form must enter all the required details, sign the form and send it to the School Nurse as soon as possible after the accident. The School Nurse will allocate a reference number to each form received.

If necessary, a follow-up sheet should be completed, detailing what further action, if any, is required. If necessary, the DFO will forward a copy of the form to the appropriate Head of Department (HoD) or Section with a report form drawing attention to any steps which should be taken to prevent repetition of the accident. The person responsible for the location of the accident (generally the appropriate HoD, Head, Junior School, Head of Catering, Domestic Manager or DFO) will be asked to countersign the form to indicate that they have read it and to confirm any action taken. The report form and cover sheet are then to be returned to the DFO for retention.

In the case of an accident involving injury to a student, one member of school staff should be designated to maintain contact with his/her parents for as long as any special considerations or arrangements apply following the accident.

The assessment of whether an accident is reportable to the Health and Safety Executive (HSE) under RIDDOR will be taken by the DFO or School Nurse. Where an accident has to be reported to the HSE or other third party, this must be done only by the DFO or School Nurse, within 10 days of the accident. Under RIDDOR, if any employee is absent from work for more than seven consecutive days, including weekends and rest days, as a result of an accident at work, that accident is reportable to the HSE. This must be done within 15 days of the accident.

Accidents involving students in school or away from school during curriculum time are reportable to the HSE under RIDDOR, if the student is taken directly from school (or the site

of an incident elsewhere) to hospital. There are specific conditions relating to injuries received during sports activities. The School Nurse or DFO will make the report to the HSE. If there is any doubt about whether an accident should be reported under RIDDOR, please contact the DFO or School Nurse. The list of 'specified injuries' in RIDDOR 2013 (Regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- Scalpings (separation of skin from the head) which require hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

There are also eight categories of occupational diseases that are reportable, related to over 100 specified activities. The Headmaster, DFO or School Nurse must be consulted regarding the reporting of such cases outside the school.

Further information can be found in the HSE information sheet, *Incident reporting in schools (accidents, diseases and dangerous occurrences) Education Information Sheet No1 (Revision 3)*.

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