

15.0 Accident Reporting Procedure

15.1 Council Reporting Procedures

Schools and IYPS groups are required to report accidents, near-miss events and violent incidents to the Health and Safety Unit on the accident eform within 24 hours. See guidance note GN24 Accident/Incident reporting and Investigation on the intranet /Ednet sites for further information. Minor incidents should be recorded in the school/ Facility Accident Book.

Group leaders should ensure that suitable incident report forms are included in the visit emergency pack during an educational visit on which to note the details of accidents/incidents.

The Group Leader must ensure that there is a robust procedure in place during the educational visit to ensure that all the relevant details of all accidents are appropriately gathered and recorded

Minor injuries to non-employees
(e.g. pupils volunteers, members of the public injured as a result of the groups activities) i.e. cuts, bruises or grazes needing no more than on-the-spot first-aid during an educational visit - enter accident details in the Visit Emergency Pack. Details can be transferred to the School/Facility Accident Book on return form the visit. Notify parents of pupils on return.

- Any accident resulting in:**
- Any injury (regardless of how minor) to a member of City Council staff (e.g. teachers, youth workers etc.)
- OR
- Any significant injury to non-employees (e.g. pupils volunteers, members of the public injured as a result of the groups activities) that results in the injured party requiring expert medical attention (e.g. more than just first aid; going to a walk in centre, hospital or seeing their GP)

...is reported to the City Council’s Health and Safety Unit within 24 hours via the accident eform. The link to this form is available either on Ednet or the Health, Safety and Wellbeing web page of the Council’s Intranet. All accidents should have proportionate investigations undertaken. See guidance note GN12 Accident /Incident Reporting and Investigation for advice and supporting documentation.

15.2 Health and Safety Executive Reporting Procedures

In addition to the above requirements to report to the City Council ‘The Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995’ (RIDDOR), requires that, any accident at work or in connection with a work activity to an employee or non-employee where there is a fatality, major injury, prescribed disease or dangerous occurrence or an accident which results in an employee taking more than three days off work, 4 days or more including non-working days e.g. weekends, or not being able to undertake their usual role e.g. being put on light duties for more than 3 days, as a direct result of that accident, must be reported to the Health and Safety Executive. In cases of death or major injuries, you must notify the enforcing authority without delay by reporting online or you can telephone 0845 300 9923. All other reporting must be done online.

In addition any accident must be reported to the HSE that results in an injury requiring a non-employee to go straight from the scene of the accident to hospital OR where an employee is admitted and stays in hospital for more than 24 hours.

More information on RIDDOR reporting is available in Guidance Note GN12 Accident Reporting and Investigation or on the HSE website [http: www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)

You must send copies of accident investigations and the RIDDOR reference number to the Health and Safety Unit.

A copy of any completed RIDDOR report forms must be emailed to the Health and Safety Unit inbox.

Appendicies

Appendix one	Educational Visits Checklist
Appendix two	LA Notification (Form 1)
Appendix three	Internal Approval form for low risk activity (Form 1a)
Appendix four	Risk Assessment (Form 2)
Appendix five	Parental Consent (Form 3)
Appendix six	Annual consent form for low risk activity (Form 3a)
Appendix seven	Summary Contact checklist (Form 4)
Appendix eight	Visit Evaluation Form (Form 5)

