

School Accident Flowchart

SCHOOL LEVEL OF REPORTING
SCHOOL
LA
HSE

NON EMPLOYEES

- Pupils
- Visitors (including contractors)
- Parents

EMPLOYEES
Including volunteers, part time, temporary or a self employed person working in your school.

Accident/Injury/Near Miss
Minor – insignificant / no injury:
For example, pupil falls in playground & needs a plaster / TLC - record locally e.g. in the accident book.

Violent Incident
Pupil on pupil violence
Record internally in accordance with schools behaviour management policy e.g. pupil file, SIMS, etc.

Accident, Injury/Near Miss
Major- more significant - first aid required or potential for major injury:
School to record and report to H&S at Hawthorne:

- Pupils – AR2
- Visitors, Parents, Contractors – AR3.

Retain a copy on site.

Violent Incident
Pupil on pupil violence:
Report to H&S at Hawthorne - only where serious in nature. Retain a copy on site.

All Accidents/Injuries:
School to record & report accidents to H&S at Hawthorne – TEL: 0800 169 3454 for reference number & complete AR1 Form. Retain a copy on site.

Violent Incident:
School to record & report to H&S at Hawthorne - TEL: 0800 169 3454 & complete V1 Form. Retain a copy on site.

Identify if injury/accident is also RIDDOR reportable:
For example, non-employee (pupil) is taken straight from school to hospital for treatment as a result of the accident being attributable to the condition, design or maintenance of premises or equipment or as a result of inadequate supervision.
Further details: www.hse.gov.uk/pubns/edis1.pdf

- **Fatality** notify HSE immediately by telephone **0845 3009923**.
- **All other reportable incidents** report to HSE via their online system ASAP and within 15 days of the incident - <http://www.hse.gov.uk/riddor/report.htm>
- It is the schools responsibility to notify the HSE RIDDOR reportable incidents.

All incidents reported to the HSE must also be reported to Health & Safety at Hawthorne.

Identify if injury/accident is also RIDDOR reportable:

- Injury results in death, hospital admittance for 24 hours, unconsciousness, inability to conduct normal work duties for over 7 days (including weekends and Bank Holidays)
- **Fatality or Major incident to employee** Notify HSE immediately by telephone **0845 3009923**.
- **Minor incidents (Over 7 day injury)** report to HSE via their online system ASAP and within 15 days of the incident - <http://www.hse.gov.uk/riddor/report.htm>
- It is the schools responsibility to notify the HSE RIDDOR reportable incidents

All incidents reported to the HSE must also be reported to Health & Safety at Hawthorne.

- Full details of Accident Reporting procedures can be found: <http://www.southtyneside.info/CHttpHandler.ashx?id=18232&p=0>
- If you are in any doubt as to what or whom to report to please do not hesitate to contact **Health and Safety 0800 169 3454**