



Sunderland High School

The best in everyone

RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Telephone 0845 300 9923

<http://www.hse.gov.uk/riddor/>

This is a document that supports the key policies and procedures of Sunderland High School. It applies to all members of the school community including those in our EYFS setting. The document is available to all parents, prospective parents, school governors, members of the UCST Board and ISI Inspectors. This policy is available in printed form upon request or it can be accessed and downloaded via the school's website, www.sunderlandhigh.co.uk. By contacting either Mrs E. Martin (school registrar, 0191 5677674) or Miss C. McArdle (Junior School Secretary, 0191 5143278) additional copies of the policy can be made available. In addition, larger print copies can also be produced upon request.

This document has due regard to the DCSF guidance 'Safe to Learn: Embedding anti-bullying work in schools' Further, its effective implementation is supported by reference to the school's Behaviour and Discipline Policy, PSHE Schemes of Work and SMSC development of our pupils.

Sunderland High School seeks to implement this document through adherence to the procedures set out in the rest of this document.

Sunderland High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document.

This document is reviewed annually by AT / IMcD or as events or legislation change requires. The next scheduled review date is September 2011.

Reporting of Injuries, Diseases and Dangerous Occurrences in the Workplace

What is RIDDOR '95?

RIDDOR '95 means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, which came into force on 1 April 1996.

RIDDOR '95 requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, *but not to all incidents*.

Why should I report?

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise your school on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable.

When do I need to act?

The school needs to report:

- deaths
- major injuries
- accidents resulting in over 3 day injury
- diseases
- dangerous occurrences
- gas incidents

Death or major injury

If there is an accident connected with work **and**:

- your employee, or a self-employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); **or**
- a member of the public is killed or taken to hospital;

The nominated person (**Alan Temple**) must be immediately informed and then notify the enforcing authority without delay. He can either telephone or complete the appropriate form on this website.

Reportable major injuries are:

- fracture other than to fingers, thumbs or toes; amputation; dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;

- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over-three-day injury

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-three-day injury you must report it to the enforcing authority within ten days.

An over-3-day injury is one which is not "major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days.

Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must report it to the enforcing authority.

Reportable diseases include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

Dangerous occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone or completing a form on the web site: www.riddor.gov.uk)

Reportable dangerous occurrences are:

1. collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
2. explosion, collapse or bursting of any closed vessel or associated pipework;
3. failure of any freight container in any of its load-bearing parts;
4. plant or equipment coming into contact with overhead power lines;
5. electrical short circuit or overload causing fire or explosion;
6. any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
7. accidental release of a biological agent likely to cause severe human illness;
8. failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
9. malfunction of breathing apparatus while in use or during testing immediately before use;
10. failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;

11. collapse or partial collapse of a scaffold over five metres high, or erected near water where

Who do I report to?

All accident related to the above lists must be immediately reported to RIDDOR via Alan Temple (Senior School) All accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre. The Contact Centre was established on 1st April 2001 as a single point of contact for receiving all incidents in the UK. You can report incidents by any of the following routes:

- **Telephone** - 0845 3009923
- **Internet** - by completing the relevant form on this site
- **Form** -- by completing the relevant hard copy form and sending:

By Facsimile - 0845 3009924

By post to:

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

The Incident Contact Centre will forward details of incidents to the relevant enforcing authority, which is the environmental health department of the local authority.

Keeping records

The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. The school can keep the record in any form you wish.

Guidance on keeping records

The school could, for example, choose to keep your records by:
keeping copies of report forms in a file;
recording the details on a computer;
maintaining a written log.

If the school chooses to report the incident by telephone or through this web site, the Incident Contact Centre will post the nominated person a copy of the record held within the database. The nominated person will be able to request amendments to the record if it is felt that the report is not fully accurate.

This policy is issued as guidance to all managers within the Junior School.

Policy Dated November 2010