



Believing and Achieving Together

Sign:

Date: March 2021

Review: March 2023 or sooner if required

Reporting of Injuries, Diseases and Dangerous Occurrences

We have a legal duty under the RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrences 1995) to report all accidents and ill health at work.

We are aware that the Local Authority has a duty under these Regulations to report to the Health and Safety Executive:

- Death or major injury
- Over three days lost to injury
- Certain diseases
- Dangerous occurrences

Aims:

- To report to the Local Authority all accidents and ill health at work.

Procedure:

Role of the Governing Body

The GB has:

- appointed a member of staff to be responsible for Health and Safety;
- a duty to ensure that all accidents and ill health are reported to the LA and, therefore, have delegated this responsibility to the Headteacher
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the GB;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will report accidents:

- including near misses whether or not injury results;
- involving persons not in the employment of the LA but are injured as a result of or in connection with the LA's work;
- to contractors;
- to visitors to school;
- to pupils at school or on school trips.

The Headteacher will:

- report to the LA's Health and Safety Manager all accidents including deaths and major injuries;
- undertake preliminary investigations;
- complete the LA's accident report form within two working days of the accident occurring;
- send the form to the Health and Safety Manager;
- enter the details of any accident to a member of staff in the Department of Health and Social Security's Accident Book;
- inform the Health and Safety Manager if an injured employee reports sick directly or subsequently for more than three consecutive days;
- inform the Health and Safety Manager if an injured employee subsequently reports sick or is given alternative employment within the school.

The Headteacher must also report to the Health and Safety Manager:

- dangerous occurrences within two working days by completing the Dangerous Occurrence Form;
- any member of the school personnel who is suffering from a specific disease.

Role of the Health and Safety Manager

The role of the Health and Safety Manager is to:

- report all accidents, deaths and major injury to the Health and Safety Executive;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the GB on the success and development of this policy.

Role of School Personnel

School personnel must report to the Headteacher any of the above.

Monitoring the Effectiveness of the Policy

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.