

Compassion – Courage – Hope – Integrity – Justice
Respect – Responsibility - Wisdom



Herne Bay Junior School

Health & Safety Policy

Policy Agreed: Sept 2016

Review Date: Sept 2017

**HEALTH & SAFETY POLICY
STATEMENT**

OF

HERNE BAY JUNIOR SCHOOL

Responsible People named in this Policy

Head Teacher	Frances Nation
Deputy Head Teacher	Melody Kingman
Site Manager	Frank Onions
Governor with H&S Responsibility	Jackie Smith
H&S Officer	Sarah Worth
Teacher Governor	Chris Thomas
School Business Manager	Karen Hall

NB – In the absence of the Head Teacher the Deputy Head Teacher will assume their responsibilities as described in this Policy

**HEALTH AND SAFETY POLICY STATEMENT
OF
HERNE BAY JUNIOR SCHOOL**

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HEALTH & SAFETY POLICY STATEMENT

OF HERNE BAY JUNIOR SCHOOL

SECTION A – Statement of Intent

The Headteacher and Governors are committed to establishing and implementing arrangements which will ensure that staff and pupils will be safeguarded when on school premises, or engaged on off-site activities (e.g. school trips), and that the premises for which they are responsible are safe for visitors and contractors, as well as for pupils and staff.

They will aim to:

- provide adequate control of the health and safety risks arising from the school's activities;
- consult with staff on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for staff;
- ensure all staff are competent to do their tasks, and to give them adequate training;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and
- review and revise this policy on an annual basis.

SECTION B – RESPONSIBILITIES

B.1 The Governing Body under the local management Scheme, as the employer, has overall responsibility for health and safety.

The **Head Teacher** has the day to day responsibility for ensuring the premises are healthy and safe. They are also responsible, as a senior line manager, for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

In doing so he may delegate certain tasks and responsibilities to other members of staff.

B.2 Area Education Officers (AEOs) and Partnership Managers (PMs)

- The AEOs are responsible for monitoring health and safety matters in schools and reporting to the Assistant Director (Operations). They will raise specific health and safety issues with the Directorate's Health & Safety Unit and raise strategic issues of concern with the Directorate Health & Safety Group.
- The PM is responsible for providing management advice on day to day health & safety issues to schools in their Cluster. They will also collect statistical information about accidents, ascertain the existence of Health & Safety Policy Statements and disseminate health & safety information and advice.
- The Head Teacher is responsible for liaising with KCC Property Services and/or the building maintenance consultants and/or with contractors from KCC's Preferred Contractors List to resolve property maintenance issues.

B.3 The Governors are responsible for

The Governors are responsible for complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the Health and Safety at Work etc. Act 1974 to take measures which are within their power to make sure that premises are safe and without risk to health to others who use the school. They may require the Head Teacher to submit periodic reports to them. The Governing Body has appointed **Stuart Bore** as the Governor to be lead governor in health and safety.

B.4 The Headteacher is responsible for

- Ensuring that the school has a Health and Safety Policy Statement;
- Reviewing it at least once a year;
- Including issues in the School Improvement Plan, if necessary'
- Checking that the Health and Safety requirements are actually implemented e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken. This will be a requirement on members of staff who have been given delegated responsibility to report in writing on a regular basis;
- Ensuring that all staff, pupils and visitors either have a copy of the Policy Statement and the relevant supporting documents, or know where the Policy can be seen. Appropriate documents will be issued to new staff with their Contracts of

Employment but the Headteacher nevertheless has a responsibility for making sure that these are properly received by staff, usually as part of the induction process;

- Ensuring that each employee's responsibility regarding health and safety is included in his/her job description;
- Undertaking Risk Assessments and recording items of significance; (this is a statutory requirement under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and should be reviewed annually);
- Establishing a school safety committee;
- Carrying out regular health and safety inspections (at least once a term) and reducing the risks to health and safety as appropriate;
- Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices;
- Ensuring that emergency evacuation procedures are in place;
- Ensuring that the requirements of the Health & Safety Executive (HSE), Fire Authority and Environmental Health Officers are properly addressed, and
- Ensuring that adequate first aid provision is made.

B.5 The Deputy Headteacher

The Deputy Headteacher will deputise for the Headteacher in his absence.

B.6 The Health & Safety Officer's responsibilities are:

- The Health & Safety officer is responsible to the Headteacher for all health and safety matters at the school;
- Reporting to the Headteacher or Deputy Headteacher on a regular basis or whenever necessary, indicating the current state of health and safety matters at the school;
- Carrying out regular inspections at the school;
- Producing Health and Safety Reports as and when requested for the School's Governing Body;
- Familiarising and becoming proficient, in time with legislation appertaining to the school premises, personnel and grounds;
- Co-operating where appropriate with the School Premises Manager;
- Attending School Health & Safety Committee meetings and acting upon requests and advice;
- Receiving and acting upon advice, information and reports received from the School Governing Body;
- Authorising, where necessary, relevant and appropriate remedial action;
- Investigating accidents, hazards and dangerous occurrences in school, and to make recommendations to the Headteacher/Deputy Headteacher;
- Investigating complaints by other employees which directly relate to health and safety, and to make recommendations if necessary to the Headteacher/Deputy Headteacher;
- Raising issues relating to Health & Safety regularly in Staff Meetings

B.7 The School Site Manager is responsible for

- Monitoring the health and safety of the site, including the buildings and grounds;

- Supplying relevant information to the Health & Safety Officer and the Headteacher;
- Carrying out checks and repairs whenever necessary or requested to do so;
- Attending all school Health and Safety meetings and Governors site Committee meetings, as requested;
- Monitoring the careful and correct use and storage of all cleaning materials;
- Ensuring that acts or omissions by site contractors do not prejudice the health and safety of school staff, pupils or visitors.
- Ensuring risk assessments are carried out by contractors prior to any work being carried out on the premises.
- Ensuring the Asbestos Register is signed by contractors prior to any work being carried out on the premises.

B.8 Class Teachers are responsible for

- Checking that classroom and work area is safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed
- Ensuring protective equipment is used
- Ensuring health and safety issues are reported
- Ensuring guidelines and training are followed

B.9 All Staff are responsible for

All Staff in the school have a PERSONAL RESPONSIBILITY for the health and safety of themselves, their colleagues, pupils and visitors. These are specified more precisely in Section C below. They have also a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements for the protection of people at work and who may be affected by them.

B.10 The Catering Manager is responsible for

The Catering Manager shall be required to be fully conversant and to comply with all necessary up to date health and safety legislation and regulations and to operate in accordance with the KCC Food Hygiene Policy and Procedures Document and the School's Canteen Policy.

SECTION C – ARRANGEMENTS

C.1 Supervision of Pupils

The Headteacher will maintain an adequate system of supervision to protect pupils at all times when the child is in the care of the school. Supervision ratios for specific activities will be in accordance with KCC guidelines for Pupil Teacher Ratios.

C.2 Visitors

For reasons of security and fire safety all visitors must report to the School Office and must be signed in and out of the school and must wear an identifying badge. The Headteacher will ensure that all visitors, including maintenance contractors, are informed of any potential hazards on site and will ensure that consideration is given to

the possibilities of maintenance work affecting pupils and staff.

C.3 Emergency Procedures – Fire and evacuation

The Headteacher is responsible for ensuring the school's Policy for Fire and Emergency Evacuation is complied with and reviewed on an annual basis.

C.4 Bomb Alerts

In the event of a bomb alert, the building will be evacuated in an orderly manner by word of mouth in accordance with procedures given in the KCC "Emergency Guidelines for schools – East Kent" booklet. The fire alarm system will not be used as the vibrations can detonate some devices. The School's Policy for Fire and Emergency Evacuation will be followed.

C.5 Suspicious Packages

The procedures for dealing with suspicious mail or packages are outlined in Appendix 3.

C.6 Other Emergency Procedures

Severe Weather Closure - In the event of the school needing to be closed due to severe weather, the Headteacher will inform the local media incorporating the appropriate code words.

C.7 Cleaning

Cleaning of the School is undertaken by the School's Cleaning staff under the supervision of the School Business Manager who will ensure that the appropriate guidelines are followed. Regular checks are made by the School Business Manager and the Headteacher.

C.8 Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

C.9 External Access

All children, parents and visitors will access the school via the main pedestrian access in the Kings Road. The vehicle access gate to the car park must not normally be used for children's pedestrian access.

C.10 Pond Area

The gate to the pond area shall be kept locked when not in supervised use.

C.11 Bank Runs

Arrangements for Bank Runs will be reviewed by the School Business Manager and the Headteacher from time to time so that the day, time, route, etc., are varied as much as possible and money banked frequently. Banks Runs will be carried out with a minimum of two members of staff.

C.12 Lettings

No activity will take place in the school that is a risk to the health and safety of the

participants. There must be strict compliance with all health and safety requirements regarding the use of buildings and the conduct of the occupants. A copy of the School's Health & Safety Policy and the School's Fire and Emergency and Evacuation Policy will be sent to all persons hiring the premises. See lettings policy.

C.13 Extra- Curricular Activities (clubs)

All clubs will comply with the health and safety requirements. All clubs will keep a register of attendance for fire and emergency reasons. Off site travel to matches will be organised and carried out by parents and they will remain responsible for their own children.

C.14 Extended School Activities (except clubs)

All clubs will comply with the health and safety requirements.

C.15 First Aid/Illness (see also HBS Policy and Procedures for Administering First Aid – Pupil Healthcare Plan and C.16 below)

- The school will follow procedures as given in Trust Web H & S section "Framework for Health & Safety – pages 10.23 to 10.26" and DfES "Guidance on First Aid for Schools – A good practice guide"
- The school will provide First Aid training for all teachers and some support staff to appointed person standard. Their names, locations and telephone numbers will be detailed in Appendix 4. These names will be posted at the First Aid Station and in the Staff Room and are updated as necessary and reviewed on an annual basis.
- The school will hold additional First Aid Boxes, First Aid Instructions and Instructions for the logging of treatment in each Year Group, the canteen and the Premises Manager. First Aid belt bags will be used for school trips.
- The Healthcare/First Aid/Administration Assistant is responsible for the supply and upkeep of the first aid boxes and bags.
- If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed.
- Serious and more general injuries will require immediate contact with parents.
- All head bumps will be reported by letter to parents.

C.16 Administration of Medicines/Medical Treatment (see also HBS Policy and Procedures for Administering First Aid – Pupil Healthcare Plan and C.12 above)

- Procedures will be carried out in accordance with the DfES document
 - (i) DfES document "**Managing Medicines in Schools and Early Years Settings**" and
 - (ii) DfES document "**Health and Safety of Pupils on Educational Visits**"
 - (iii) DfEE document "**Guidance on First Aid for Schools**"
- The Headteacher is responsible for ensuring that the schools Healthcare Policy is complied with and reviewed on an annual basis.

C.17 Accident Reporting and Recording (see also HBS Policy and Procedures for Administering First Aid – Pupil Healthcare Plan)

- The Headteacher, or their Deputy, is responsible for reporting accidents, diseases and dangerous occurrences to the relevant enforcing authority if they are reportable under duties imposed by the **Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR95)**. A summary of what accidents should be

reported and where they should be reported to is detailed in **Appendix 5**.

- The accident file will be checked by the Health & Safety Officer every month and a report made to the Governors if necessary.
- All minor accidents will be recorded in the HBS Minor Accident/Incident Report Book at the First Aid Station.
- All other accidents, cases of work-related ill health and near misses are to be reported to the Headteacher or Deputy and recorded on the appropriate accident forms in the School Office.

C.18 Outside Play Equipment

The external play equipment will only be used when supervised. The equipment will be checked daily by the Teaching Assistant responsible for supervising the equipment (Sandy Hayes and/or Marian Collingwood) for any apparent defects; will be checked weekly by the Health & Safety Officer, termly by the School's Health & Safety Inspection team and annually by the relevant equipment contractors.

C.19 Risk Assessments

Risk assessments will be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Headteacher. The results of the risk assessments will be reported to all relevant staff and contractors who may be affected.

C.20 List of Risk Assessments, Procedures and Policies

The Headteacher, or their deputy, hold copies of the following risk assessments, procedures or policies. The documents include, amongst other things, the findings arising from undertaking risk assessments as required by the Management of Health & Safety at Work Regulations (MHSWR) 1999, the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and the Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) 2002.

- Fire
 - HBS Policy for Fire and Emergency Evacuation
 - HBS Fire Risk Assessment
- KCC "Emergency Guidelines for schools – East Kent"
- Manual Handling
- Display Screen Equipment
- Asbestos Management
- Working at Height
- Educational Visits
- Child Protection
- HBS Policy for Security Procedures
- HBS Policy for Helpers
- KCC Guide to Safe use of Chemicals – COSHH
- HBS Policy for Administering Medicines in School
- KCC Lone Working Guidance
- KCC Needles & Syringes Disposal
- KCC Stress Management & Risk Assessment
- KCC Temperatures at Work
- KCC Preventing Violence at Work

- KCC Work Equipment Guidance
- KCC Work, Health, Safety & Welfare Guidance
- KCC Young Persons at Work Guidance

Appendix 1 – Staff Responsibilities

1. Overall and final responsibility for Health & Safety in the School is that of the Headteacher Mrs Frances Nation.
2. Mrs Frances Nation is responsible for this policy being carried out at the premises with Mrs M Kingman as her Deputy.
3. The following people are responsible for Health & Safety in particular areas.

Name	Designation	Responsibility
Mrs S Worth	Health & Safety Officer	Overall responsibility for Health & Safety in School. Risk assessment and reporting and H & S training.
	Fire Officer	Overall responsibility for Fire Safety in School.
	First Aid	Administers First Aid
Mrs L Dixon Healthcare/First Aid/Administration Assistant	Designated First Aid Officer	Administration of First Aid in more serious cases; overall responsibility for First Aid Provision. Monitoring of First Aid Boxes
Mr F Onions	Site Manager	Safe use of materials and supervision of safe cleaning practices. Grounds and Building Safety
Mr P. Blake Teacher	Technology	Safety and use of Technology Equipment
Ms C Pirie	PE and Games	Safety and use of PE Equipment
Mrs S Hayes Mrs M Collingwood	Teaching Assistant	Outdoor Adventure play equipment
	Teaching Assistant	Outdoor Play Shed equipment
Mrs R Evett-Collins or (in her absence) Mrs Frances Nation Mrs M Kingman	Designated Child Protection Coordinator Headteacher Deputy Headteacher	Action to be taken in areas of Child Protection
Mr C Thomas	Teacher	Internet Safety
Mr Stuart Bore	Chair of Governors	Risk Assessment and reporting.

4. All Employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
5. Whenever a member of staff notices a health or safety problem which they are not able to put right, they must straight away tell the appropriate person named above. Any health and

safety issues that can not be resolved by the member of staff in situ should be referred to the Headteacher, Health & Safety Officer and/or the Premises Manager immediately.

6. Consultation between management and employees is provided by the Health & Safety Officer. The Health & Safety Officer will draw the Headteacher's attention to any issues and a reply will be given within one working week. If this reply is considered unsatisfactory, the Chair of the Governors will be informed.

7. Other people responsible for –

Carrying out safety inspections	Health & Safety Officer School Site Manager Headteacher Governors
Investigating accidents	Health & Safety Officer Head Teacher Governors First Aid Officer
Monitoring maintenance of plant and cleaning equipment	School Site Manager Health & Safety Officer Headteacher
Manual Handling	Health & Safety Officer Headteacher

Appendix 2 - Equipment

Technology Equipment

Teachers should ensure that:

- All children using the vibrating saws must do so only under supervision and must wear goggles
- Equipment must be checked before use
- No hot glue guns at all be used by any child
- All glue guns used in the classroom are used with adequate safeguards
- All lessons involving the use of tools, workbenches and 'technology' equipment should be supervised closely by the teacher and at least one other adult
- No repairs or modifications to machinery other than those associated with daily operations are attempted
- All electrical equipment is connected to a power breaker safety socket/plug.

P.E. Equipment

- All apparatus should be checked for safety by the teacher before all the children are allowed to use it
- P E equipment can be moved by children as long as the class teacher deems the arrangement is safe and is supervised
- Annual checks are conducted on all gymnastics apparatus – KCC Commercial/Technical Services

Appendix 3

Dealing with Suspicious Mail

There is no suggestion that we are likely to be the subject of a terrorist attack using chemical or biological substances via the mail services and the threat level has not increased over recent years. However, given the media comment on the potential for such events, the following guidance is provided for all members of staff handling post.

What to look for:

- A letter or package that has suspicious or threatening messages written on it.
- Letters with oily stains.
- Envelopes that are bulky, discoloured or have a strange smell.
- Excessive tape or string.
- Unusual weight in relation to size.
- Unexpected post from overseas.
- Post with no stamps or non-cancelled stamps.
- Post with incorrect spelling of common names, places or titles.
- Postmark that does not match a return address.
- No return address.

When opening post:

- Examine/feel unopened packages for unusual objects or powder.
- Use a letter opener or other means rather than fingers.
- Open with a minimum amount of movement.
- Do not blow into the envelope in order to open it.
- Look at the contents inside an envelope/package before tipping them out.
- Keeps hands away from mouth during mail opening.
- Always wash hands after handling mail.

If you are concerned about any item of post:

- Do not open or disturb it any further.
- Tell the Headteacher who will inform the police.

If you think you have opened a contaminated package:

- Do not touch the package further or move it to another location.
- Notify the Headteacher who will contact the police by 999 call.
- Shut windows and doors in the room and prevent anyone else from entering.
- Switch off any fans or room air conditioning equipment.
- If the package has not been opened leave the room, securing it if possible.
- Wash your hands as soon as possible.
- Keep yourself separate from other people and remain available for medical examination if that is subsequently deemed necessary.

- Remain calm! Remember, in order to be infected by a disease you have to get enough of the substance into your body through broken skin, swallowing it or inhaling it.
- Keep the package and its contents in the room where it was opened.

Appendix 4 - List of First Aid Staff and Procedures for calling Emergency Services

Revised 18.11.15

Qualified First Aid staff:		
The First Aid Station is located in the Year 3 cloakroom area (first aid boxes are also available in each year group, PE Shed and Bay Centre)		
Name	First aid cert. expires:	Location
First Aid at Work course		
L Dixon	13 November 2017	Office
A McMahon	19 June 2018	Year 3
C Gower	19 June 2018	Office / Midday Supervisor
S Hayes	19 June 2018	Year 6
S Worth	19 June 2018	Year 6
T Lunn	19 June 2018	Year 4
M May	April 2017	Year 3
C Williams	November 2016	Office
H O'Donnell	November 2016	Bay Centre / Year 5/ Library
K Clark	March 2017	Bay Centre
J Botzet	March 2017	Office / Midday Supervisor
A Robertson	June 2017	Year 5
A Cotter	February 2017	Sports Specialist
One Day First Aid course		
J Amos	15 October 2018	Year 4
J Ashby	15 October 2018	Year 4
M Collingwood	15 October 2018	Year 4
E Dyson	15 October 2018	Year 5
J Hager	15 October 2018	Year 6
D Holmes	15 October 2018	Year 3
A McKee	22 October 2018	Year 3
A McManus	22 October 2018	Year 4 (a.m.)
L Nicholson	22 October 2018	Year 6
H Oliver	22 October 2018	Year 5
C Pearce	22 October 2018	Year 6
I Pittock	22 October 2018	Year 5 (a.m.) / Midday Supervisor
A Tomlin	22 October 2018	Year 3
C Bath	15 October 2018	Midday Supervisor / Cleaner
B Bath	15 October 2018	Break / Midday Supervisor
J Bishop	3 November 2017	Midday Supervisor / Cleaner
B Hatch	15 October 2018	Midday Supervisor
R Hudson	22 October 2018	Midday Supervisor
L Raeburn	22 October 2018	Midday Supervisor
C Ryder	15 October 2018	Midday Supervisor
P Smith	22 October 2018	Midday Supervisor / Bay Centre
V Tappenden	22 October 2018	Midday Supervisor
K Thornton	15 October 2018	Midday Supervisor / Cleaner
A Wiebe	22 October 2018	Midday Supervisor

Procedures for calling Emergency Services	
School Nurse	Tel: 01227 594634
Emergency services	Dial 999, ask for ambulance and be ready with following information
Your telephone no:	Main school: 01227 374608 Bay Centre: 07843 107112
Your location	Herne Bay Junior School, Kings Road
Postcode	CT6 5DA
Give exact location in the school	
Give your name	
Give name of child and brief description of child's symptoms	
Inform Ambulance Control of the best entrance and state that the crew will be met and taken to ...	
Complete 'Contacting Emergency Services' form (available from the office) and give to S Worth	

Appendix 5 - Accident Reporting and Recording

Under RIDDOR you must report the following work-related accidents, including those resulting from physical violence, if they injure either your employees, or self-employed people working on your premises:

- Accidents which result in death or major injury must be reported immediately
- Accidents which result in the employee taking 3 or more days off work must be reported within ten days.

Reportable major injuries include:

- Fractures; other than to fingers thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) 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
- Resuscitation or requiring admittance to hospital for more than 24 hours
- Loss of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment.
- Loss of consciousness

RIDDOR Reports should go to:

All accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre (ICC).

The ICC is a single point of contact for receiving all RIDDOR-reportable incidents in the UK.

RIDDOR forms should be completed using the appropriate online report forms on the HSE website.

You need to report an accident that happens to someone who is not at work, e.g. a pupil or visitor, if:

- the person involved is killed or taken to hospital;
- and
- the accident arises out of or in connection with the work activity.