

## CITY OF LONDON SCHOOL FOR GIRLS

### ACCIDENT REPORTING RECOMMENDATIONS

- No written accident book.
- All accidents to be reported on COL accident report form (see link below). <http://colnet1/deptwww/TC/Healthsafety/files/blank/AccidentForm.doc>
- All COL accident forms to be filled in online or scanned in to accident file on the School Nurses computer and forwarded to the Bursar during term time.
- All completed and scanned COL accident forms to be emailed to Oli Sanandres at COL by the School Nurse.
- Any incident that a member of staff feels justifies an accident report form should be filled in and forwarded to the School Nurse and then to COL.
- In the absence of the School Nurse in school holidays all accident report forms should be forwarded to the Senior Administrative Officer or to the Administrative Officer. All completed forms can then be emailed to the School Nurse /Bursar and COL.
- The Bursar ensures that hard copies of staff accident reports are held on their personal files as demanded by legislation. The School Nurse ensures hard copies are retained of pupil accident reports in the individual pupil medical notes.
- 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (commonly known as RIDDOR) places a duty on employers, the self-employed, and those in control of workplaces to report a range of events. Whilst this department will happily receive reports under RIDDOR direct from businesses, the Health & Safety Executive wishes to encourage the use of their centralised reporting facility, the Incident Control Centre.' *Quoted from COL H&S page.*
- CLSG must ensure that they report all accidents to the HSE under RIDDOR guidelines. The School Nurse will make this decision. In the absence of the School Nurse the Senior Administrative Officer or the Administrative Officer are responsible for this (advice can always be sought from COL if in doubt). A COL accident form still needs to be done even if reported to RIDDOR.
- If in doubt call RIDDOR on: 0207 332 1920

#### **Examples:**

- A pupil sustained a fractured finger in PE. This would necessitate a report to COL but **not** RIDDOR.
- A member of staff falls and hurts themselves and cannot be in work for a period > 3 days. This would need reporting to both COL and RIDDOR under the current guidelines.

**Updated June 2016**