

# 16.0 Accident Reporting Procedure

## 16.1 ACCIDENT/INCIDENT REPORT FORMS

For further guidance see Liverpool Education Authority's Schools' Health and Safety Policy 2002 and the Emergency Procedures, Section 15.

### ACCIDENT / INCIDENT REPORT FORM ACC1

The City of Liverpool, Accident / Incident Report form; ACC1 should be filled in for all accidents involving employees, pupils, visitors or members of the public.

Retain the original at the School/facility on return home and send a copy to: -

The Health and Safety Unit,  
4th Floor, Millennium House,  
Victoria Street,  
L1 6JD.

### EMPLOYEE ACCIDENT BOOK BI510

Each facility should have an accident book 'BI510' for the recording of accidents to employees only. It has become custom and practice to record accidents to pupils. This should be filled in irrespective of any other requirements. During Educational Visits this book can be used for the recording of accidents to Non-Staff Assistants and other Group Members on return from the Educational Visit.

### R.I.D.D.O.R. FORM F2508

'The Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995' (RIDDOR), requires that, any accident to an employee or non-employee where there is a fatality, major injury, prescribed disease or dangerous occurrence or an accident which results in an employee taking **more than** three days off work (4 days or more including non-working days e.g. weekends), as a direct result of that accident, should be reported to the Health and Safety Executive on form F2508.

More detailed information is available from the guide "A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" ISBN 0 7176 2431 5 available from HSE Books.

### VIOLENCE AT WORK INCIDENT REPORT FORM

Violence to Staff at Work;

The City Council has a policy for the reporting of incidents, which have resulted in violence to employees at work.

The Incident / Report form should be completed as well as the employee accident book BI510, the standard ACC 1 form, and the R.I.D.D.O.R F2508 form if an employee is off work for more than three days as a result of an assault.

For further information on accident reporting procedures see Liverpool Education Authority Schools Health and Safety Policy 2002.

## 16.2 ACCIDENT RECORDING AND REPORTING

All accidents to employees and pupils must be entered in the Accident Book, whether there is apparent injury or not, and if necessary onto form ACC1. The Accident Book is Book BI510 and is available from; Blackwell Books, Brownlow Hill, Liverpool L3 5TX, telephone: 0151-709 6512.

### NATURE OF ACCIDENT

**(a) MINOR INJURIES** i.e. cuts, bruises or grazes needing no more than on-the-spot first-aid during an Educational Visit.

**(b) SIGNIFICANT INJURIES** i.e. sprains, falls, head or eye injuries which result in the patient: -

- Being sent to hospital,
- Being sent home from the visit,
- Being seen by a doctor; or
- Taking time off school/work or off normal visit activities

Accidents connected with work (educational visit) including acts of physical violence which result in an employee being unable to do their normal duties for more than 3 days (the 3 days includes non-working days eg weekends) **must be reported to the HSE** within 10 days.

**(c) MAJOR INJURY** i.e.

- Death;
- Fracture of the skull, upper jaw, spine or pelvis
- Fracture of any bone in the arm or wrist, but not a bone in the hand, or a fracture in the leg or ankle, but not on the foot;
- Amputation of:  
a hand or foot; or a finger, thumb or toe or any joint thereof; if it is completely severed;
- Loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot burn to an eye;
- Injury from electricity resulting in loss of consciousness (e.g. shock) or requiring immediate medical treatment (e.g. burns);
- Loss of consciousness from lack of oxygen;
- Decompression sickness;
- Acute illness or loss of consciousness from the absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness resulting from exposure to a pathogen or infected material; and
- Any other injury resulting in a person being admitted immediately to hospital for more than 24 hours.
- Or in the case of Pupils being taken to Hospital for any reason

### REPORTING ACTION REQUIRED

Enter details in the Visit Emergency Pack to be transferred to the School/Facility Accident Book on return from the visit. Notify parents of pupils on return.

Notify parents of pupils, or in the case of adults; their next of kin, if necessary through the school/Home-base Contact. Record in the Accident Book or Visit Emergency Pack if it was necessary to advise parents to seek medical advice or hospital treatment for the pupil or young person on their return from the visit.

Complete Accident Form ACC1 and send a copy with witnesses' written statements (if necessary) to both; The Risk Management Unit, and The Health and Safety Unit, 4th Floor Millennium House, Victoria Street L1 6JD.

If an employee (e.g. a teacher) suffers an injury as a result of an accident arising out of or in connection with work (school visit activities) and that person is taken to hospital and remains there for more than 24 hours it is reportable to the HSE, complete form F2508 & follow MAJOR INJURY procedures.

If a non-employee (e.g. a pupil/group member) suffers an injury as a result of an accident arising out of or in connection with work (school visit activities) and that person is taken directly to hospital it is reportable to the HSE, complete form F2508 & follow MAJOR INJURY procedures.

1/ Notify parents of pupils; or in the case of adults their next of kin, if necessary through the school/Home-base Contact.

2/ Provide details to the **Health and Safety Executive without delay** by: -

Phone: 0845 300 9923 (Office hours)  
0151 922 9235 (Out of hours & weekends)  
Fax: 0845 300 9924 (any time)  
Internet: [www.riddor.gov.uk](http://www.riddor.gov.uk)(any time)  
E mail: [riddor@natbrit.com](mailto:riddor@natbrit.com) (any time)

3/ Contact the Health and Safety Unit; Tel 0151-233 3839.

4/ Complete Form ACC1 as above; details to be transferred to accident book on return from the visit.

5/ Complete Form F2508 within 10 days and send to: -

Health and Safety Executive,  
Caerphilly Business Park,  
Caerphilly,  
CF83 3GG.

Send copies of completed Forms ACC1 and F2508 together with witnesses written statements to: -

**Health & Safety Unit**  
**4th Floor**  
**Millennium House**  
**60 Victoria Street.**  
**L1 6JD**