

# Health and Safety Bulletin

Ref: 2013/02(Schools)  
September 2013

## Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

### Reporting of Accidents, Incidents and Diseases AND Clarification on Reporting Injuries Involving Pupils

On **1 October 2013** RIDDOR 1995 will be replaced with RIDDOR 2013. The amended Regulations aim to simplify the statutory reporting requirements of workplace injuries, diseases and dangerous occurrences that are reportable to the Health and Safety Executive (HSE).

#### **What is Changing?**

The changes implement a recommendation by Professor Ragnar Löfstedt in his report *'Reclaiming health and safety for all: An independent review of health and safety legislation'*. The main changes are intended to simplify the reporting requirements in the following areas:

- The classification of 'major injuries' to workers is being replaced with a shorter list of '**specified injuries**'.
- The existing schedule detailing 47 types of industrial disease is being replaced with eight categories of reportable work-related illness.
- Fewer types of 'dangerous occurrence' will require reporting.

There are no significant changes to the reporting requirements for:

- Fatal accidents.
- Accidents to non-workers (members of the public, such as visitors, pupils, service users etc).
- Accidents which result in the incapacitation of a worker for more than seven days.

#### **Where can I get further information?**

The amended list of specified injuries, diseases and dangerous occurrences can be found in Section "F1 – Accidents, Incidents and Occupational Diseases" of the Council's [Schools' Health and Safety Policy Manual](#). This document also provides information on the Council's own internal accident reporting procedures should staff wish to refresh their knowledge.

Additional information can also be found via the [HSE website](#).

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## Clarification on Reporting Injuries Involving Pupils

There are no significant changes to the reporting requirements for accidents involving members of the public, however, the HSE has provided clarification on the circumstances when accidents involving pupils in schools should be reported to them. A list of frequently asked questions prepared by the HSE is reproduced below; this information should be passed to those in your school responsible for reporting incidents to the HSE:

### Are accidents to pupils sustained in PE lessons reportable under RIDDOR?

Most are not. Such accidents only require reporting if:

- The pupil is killed or taken to hospital for treatment to an *injury* (i.e. not as a precautionary measure); and
- the accident arose out of or in connection with the work of the school, rather than as a consequence of the normal risks associated with participation in physical activities. For example, if the accident was caused by faulty equipment or inadequate supervision.

### Are sporting injuries reportable?

Most are not, since they arise out of the normal participation in a sporting activity (for example, a heavy tackle in football). Injuries should only be reported if they arise out of or in connection with a work activity, such as those due to defective equipment or failings in the organisation, supervision and management of an event.

### What if the pupil is taken to hospital as a precaution but the examination shows no injury?

No. RIDDOR only requires *injuries* to be reported. If the medical advice is that the pupil was not injured in any way then there is no need to report this.

### Do I need to know what treatment was given by the hospital before I report an injury to a pupil?

There is no requirement to check that treatment is actually administered by the hospital. The requirement to report is based on the pupil being taken to hospital for treatment to an *injury*. If an injury is identified at the scene as requiring hospital treatment, then this should be reported. If no injury is evident, and the school receives no information that any injury has been treated, then no report is required.

The key thing to remember when determining whether to report an incident to a pupil or other people who are not at work is if the accident that resulted in the death or injury that must be reported, arose **out of or was connected with the work activity**.

### A pupil has been injured while on a school trip abroad. Should I report this to HSE?

No. HSE does not have jurisdiction when the pupil is outside the country so RIDDOR does not apply.

If you require further assistance or clarification on any aspect of this bulletin please contact your Health and Safety Advisor or any other member of the Corporate Health and Safety Team on 01670 623854 or email [healthandsafety@northumberland.gov.uk](mailto:healthandsafety@northumberland.gov.uk)