

# CY (including schools and children centres) KCC employees, pupils, client/service users, and other 3<sup>rd</sup> party accidents

Which accident/incident forms should you complete on the Health and Safety Team's online reporting system?

## KCC EMPLOYEES

(Forms: HS157, HS160, F2508, F2508A)

Report all accidents/incidents which have arisen out of a workplace or work activity:

- involving damaged or faulty premises;
- lack of health and safety processes or procedures;
- caused by a 3<sup>rd</sup> party e.g. road traffic accident;
- caused by assault or violent behaviour;
- a near miss.
- **RIDDOR** reportable arising out of work or work activities and occurred due to damaged/faulty premises or equipment, or insufficient health and safety processes or procedures:
  - over 7 days absence from work (notifiable within 15 days);
  - specified injury e.g. fracture - not fingers, thumbs or toes (10 days);
  - diseases F2508A (once a doctor's confirmation letter is received);
  - dangerous occurrence (immediately);
  - fatality (immediately).

## PUPILS, CLIENT SERVICE USERS and 3<sup>rd</sup> PARTY

(Forms: HS157, HS160, F2508, F2508A)

Report all significant accidents/incidents which have arisen out of a curriculum/extra curriculum/work activity or workplace:

- involving damaged or faulty premises;
- which may have arisen out of inadequate supervision;
- caused by a 3<sup>rd</sup> party e.g. road traffic accident;
- caused by assault or violent behaviour;
- a near miss.
- **RIDDOR** reportable arising out of curriculum/extra curriculum/workplace or work activities and occurred due to damaged/faulty premises or equipment, or insufficient supervision:
  - resulted in the injured party being taken direct to hospital and receiving treatment (notifiable within 10 days);
  - diseases F2508A (once a doctor's confirmation letter is received);
  - fatality (immediately).

**RIDDORs** must be notified to the HSE by completing a F2508/F2508A form via their website. Ensure a copy is saved at the point of submission for your records as it cannot be retrieved later. You will have an opportunity to attach the F2508/F2508A to the HS157 when completing the form online.

**Accident/incidents forms are not required for:**

### KCC Employees

- any illness, seizure or epileptic fit, unless it has resulted from a work activity;
- off duty accidents;
- any very minor accident/incidents e.g. paper cut.

### Pupils, Client Service Users (Children) and 3<sup>rd</sup> Party

- no injuries unless a near miss due to faulty premises/equipment or lack of supervision;
- minor accidents which only take a few moments of recovery time e.g. red marks, tiny cuts (these should be recorded in your own accident book);
- any illness, seizure or epileptic fit, unless it has resulted from a work activity.

# CY (including schools and children centres) accident/incident reporting and investigation flowchart

**In the event of a fatality you must contact the Head of Health and Safety at the earliest opportunity (see contact details at the end of the flowchart).  
For all other accidents please follow the flowchart below:**

## Stage 1

- **has an accident/incident occurred to an employee or 3<sup>rd</sup> party** (pupil/student, visitor, client/service user, volunteer, contractor, or agency) at work or by undertaking a work/curriculum or extra curriculum activity, and has occurred due to damaged/faulty premises or equipment or lack of processes/procedures or supervision?
- **RIDDOR** as above criteria for employee specific injuries and over 7 absence, or 3<sup>rd</sup> parties taken direct to hospital and received treatment, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - a responsible person must complete an online F2508/F2508A form immediately via the HSE website.

Copies of completed F2508/F2508A forms must be attached when completing the online HS157 form and a copy retained at your establishment; detailed guidance on RIDDOR is available on Knet.

## Stage 2

### Does the accident/incident need to be investigated?

(see accident/incident reporting, investigation and RIDDOR guidance on KELS I for information)

**If Yes**

- complete a HS157 form on the online accident reporting system;
- complete a F2508 RIDDOR form via the HSE and attach it the HS157;
- complete a HS160 investigation form via the HS157 if required;
- Implement findings of investigation.
- Should you require support to carry out your investigation for a serious accident/incident, please contact the Health and Safety Advice Line on 03000 418456.

**If No**

- file the electronic master copy of the HS157 in your accident book at the establishment as per KCC's retention schedule.

#### Medial incidents:

- do not use HS157 - use medication incidents report form.

**Employee lost time: complete a notification of sickness absence form for all periods of absence caused by injury at work.**

**The Health and Safety Advice Line: 03000 418456 / Email: [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk)**