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For latest information from DCYP please visit:

<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

For latest information from SCE please visit:

<https://www.gov.uk/government/collections/service-childrens-education>.

LEAFLET 3 TOPART 3 TO SCE SHEF MANUAL

ACCIDENT/INCIDENT REPORTING PROCEDURES

Introduction

1. It is a legal requirement that every workplace must have an effective means of reporting and recording accidents/Incidents.

Minor Incidents – Pupils at School

2. If following an incident at school a pupil or pupils suffer minor injuries where no first aid or medical attention is required, the details of the incident are to be recorded locally through the schools in-house accident reporting format. Parents are to be notified according to the school's policy and procedures but no further forward reporting is required.

Significant or Serious Incidents

3. For either of the following:

a. An incident at school resulting in one or more pupils requiring internal or external first aid and/or medical assistance whether at the time of the incident or after school hours.

b. Staff injured at work.

4. In the case of school pupils, parents must be notified immediately. For both 2a and 2b above, the incident must be recorded and reported by filling in the relevant details on the MOD 510 Accident Reporting Form which can be found at Annex A. This can either be done by the injured party, if an adult, or by somebody else on their behalf. The Accident Report Form must be filled in electronically and then sent to the SCE Lead SHEF Advisor as an attachment to an email to: ronald.oakley573@mod.uk who will forward report it to the Army Incident Notification Cell (AINC). Please note also that any work related injury or illness that results in an absence from normal work/school duties for 3 days or more must be recorded as such on the incident form and additional notification on the form is required if the injury results in an absence of duties for more than 7 days. As soon as possible after the incident a proportionate investigation should take place (see leaflet 20 in the SCE SHEF Manual).

Major Incidents

5. The reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require the MOD/SCE to report specified dangerous occurrences, ill health and accidents that occur at work in the UK within defined timescales to the HSE. A full list of incidents that are categorised as RIDDOR's can be found in HSE Leaflet L73

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available on the HSE website. Under these regulations it is a legal requirement that any deaths, major injuries, certain occupational diseases or dangerous occurrences that occur as a result of work or work related incidents in the UK shall be reported to the HSE as soon as possible and any work related injury resulting in over 7 consecutive days incapacitation must be reported within 15 days of the accident occurring/diagnosis. RIDDOR rules also apply if a visitor, member of the public or school pupil/student has to be taken away from the workplace/school premises to a hospital as a result of an incident at the workplace or school.

6. In view of the above RIDDOR requirements, it is crucial that incidents referred to in paragraphs 3 and 4 above are reported on the Form 510 to the SCE Lead SHEF Advisor without undue delay. The SCE SHEF Advisor will then forward the report to the AINC who will make a judgement regarding mandatory reporting to either the HSE or other delegated authority. .

7. If a work related incident has resulted in a death or major injury or if a dangerous occurrence has been identified, then following all necessary emergency actions the SCE SHEF Advisor - tel: +044 980 615853 or in his absence the Army Incident Notification Cell (AINC) – tel +44 1264 382055 must be contacted as soon as possible followed by the submission of a MOD 510 Incident Report. Please note that the telephone numbers given above are not emergency numbers, they are for reporting purposes only and their availability is subject to typical office work terms and conditions. Of course all necessary emergency actions to preserve and protect life, secure appropriate medical attention for the injured and prevent further injuries must take precedence over any reporting actions.

Near Miss Reporting

8. A near miss can be defined as an unplanned event which could have resulted in injury, loss of life or loss/damage to property but did not on that particular occasion as a result of chance. For example, a heavy load falling from a high shelf and just missing someone who happened to be underneath is an example of a near miss. It is important that near misses are reported using the Form 510 process in the same way as accidents/incidents. The main reason as in all accident/incident reporting is that awareness is raised and evasive action can be taken to prevent recurrence. Hence it is important that near misses are proportionately investigated in the same way as accidents/incidents.

Futher Guidance

9. Further guidance on accident/incident reporting can be found in JSP 375 Vol 2 Leaflet 14 which can be accessed on the Defence Intranet and the worldwide web.

10. The SCE Lead SHEF Advisor can also be contacted using the details below:

Lead SHEF Advisor

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