**KCC EMPLOYEES**

(Forms: HS157, HS160, F2508, F2508A)

See the Electronic Reporting Employee Inputting guidance notes on KELSI.

All staff injuries which have arisen out of a workplace or work activity:
- **Accident/incidents**
  - involving damaged or faulty premises
  - caused by a 3rd party e.g. road traffic accident
  - caused by assault or violent behaviour
  - a near miss.
- **Reportable accidents**
  - over 7 days absence from work (notifiable within 15 days)
  - specified injury: fracture (not fingers, thumbs or toes), disease, or dangerous occurrence (notifiable within 10 days)
  - Fatality (notifiable immediately)

All reportable accidents/incidents should be notified to the HSE by completing a F2508 form via: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). Ensure a copy of this form is saved at the point of submission for your records, otherwise it will not be saved and cannot be retrieved at a later date. You will have an opportunity to attach the F2508 to the HS157 when completing the form online.

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**PUPILS, CLIENT SERVICE USERS** and **3rd PARTY**

(Forms: HS157, HS160, F2508, F2508A)

See the Electronic Reporting Third Party Inputting guidance notes on KELSI.

All significant injuries which have arisen out of a workplace or work activity:
- **Accident/incidents**
  - involving damaged or faulty premises
  - which may have arisen out of inadequate supervision
  - caused by a 3rd party e.g. road traffic accident
  - caused by assault or violent behaviour
  - a near miss.
- **Reportable accidents/incidents**
  - Any accident/incident arising out of curriculum or extra curriculum activities, or in connection with work; and has resulted with the injured party being taken direct to hospital and received treatment (notifiable within 10 days)
  - Fatality (notifiable immediately).

All reportable accidents/incidents should be notified to the HSE by completing a F2508 form via: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). You will have an opportunity to attach the F2508 to the HS157 when completing the form online.

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**Accident/incidents forms are not required for:**
- 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 3rd Party**
- Any resulting in no injury, unless due to premises, equipment or lack of supervision.
- Minor accidents which only take a few moments of recovery time e.g. red marks, minor cuts (these should be recorded in your own accident book).
- Any illness, seizure or epileptic fit, unless it has resulted from a work activity.

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**The Health and Safety Unit Advice Line:** 03000 418456  **Email:** healthandsafety@kent.gov.uk
In the event of a fatality you must contact a Health and Safety Manager 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 or incident occurred to an employee or third party (pupil/student, visitor, client/service user, volunteer, contractor, or agency) on the premises?

**For all accidents/incidents you must complete a HS157 form on the Electronic Reporting System.**

For fatal and specified injuries, and for over 7 day injuries, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) make **an immediate** report to the HSE on the online F2508 or F2508A forms.

**Copies of completed F2508 forms must be attached when completing the online HS157 form without delay and a copy retained at your establishment.** Detailed guidance on RIDDOR accidents is available on KELSI (www.kelsi.org.uk).

**NB:** Minor injuries, such as playground grazes, should be recorded at a local level only.

### Stage 2

**If Yes**

- Does the accident or incident need to be investigated using Accident/Incident Investigation form HS160. **This form can be completed when inputting onto the HS157 form via the Electronic Reporting System.**

- Fully complete a HS157 and HS160 form **via the Electronic Reporting System.**
- 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 the retention schedule.

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**Please note:** you are required to complete the HS157 form using the new **Electronic Reporting System**

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**Lost Time - A Notification of Sickness Absence Form must be completed for all periods of absence caused by injury at work.**

**CY Accident Leaflet/V3/EODD/NP/250319/CCa-LN**