## **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)	PUPILS, CLIENT SERVICE USERS and 3 <sup>rd</sup> PARTY (Forms: HS157, HS160, F2508, F2508A)
Report all accidents/incidents which have arisen out of a workplace or work activity: involving damaged or faulty premises;	Report all significant accidents/incidents which have arisen out of a curriculum/extra curriculum/work activity or workplace:
<ul> <li>lack of health and safety processes or procedures;</li> <li>caused by a 3<sup>rd</sup> party e.g. road traffic accident;</li> <li>caused by assault or violent behaviour;</li> <li>a near miss.</li> <li>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:</li> <li>over 7 days absence from work (notifiable within 15 days);</li> <li>specified injury e.g. fracture - not fingers, thumbs or toes (10 days);</li> <li>diseases F2508A (once a doctor's confirmation letter is received);</li> </ul>	<ul> <li>involving damaged or faulty premises;</li> <li>which may have arisen out of inadequate supervision;</li> <li>caused by a 3<sup>rd</sup> party e.g. road traffic accident;</li> <li>caused by assault or violent behaviour;</li> <li>a near miss.</li> <li>RIDDOR reportable arising out of curriculum/extra curriculum/workplace or work activities and occurred due to damaged/faulty premises or equipment, or insufficient supervision:</li> <li>resulted in the injured party being taken direct to hospital and receiving treatment (notifiable within 10 days);</li> </ul>
<ul> <li>dangerous occurrence (immediately);</li> <li>fatality (immediately).</li> </ul>	<ul> <li>diseases F2508A (once a doctor's confirmation letter is received);</li> <li>fatality (immediately).</li> </ul>

**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:

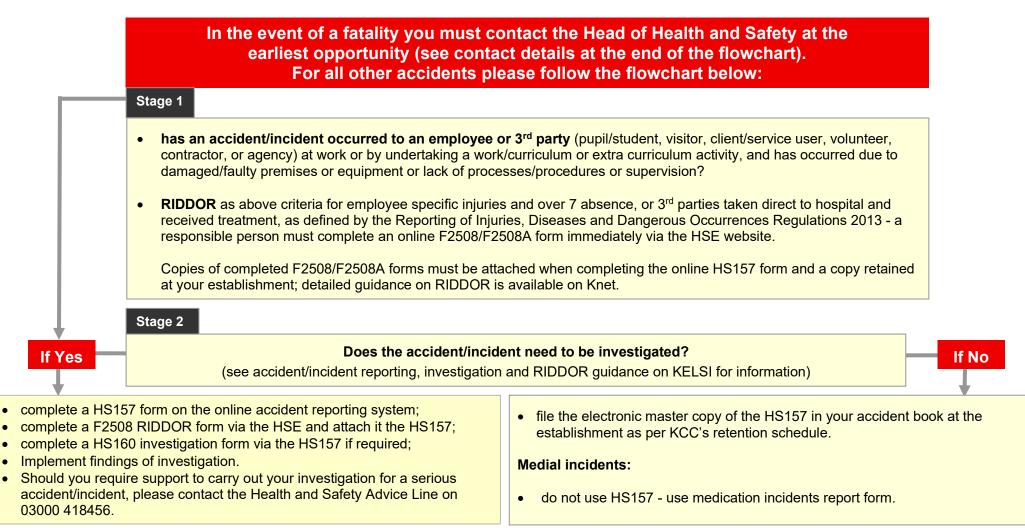
## **KCC Employees**

- 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 3rd 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



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: <u>healthandsafety@kent.gov.uk</u>