Accident Reporting Procedure

**Definitions:**

**Accident:** An unplanned, uncontrolled event, which has led to injury to people, damage to

equipment or the environment or some other loss.

**Near Miss:** An unplanned, uncontrolled event that could have led to injury to people,

damage to equipment or the environment or some other loss.

**Incident:** A happening, event or occurrence caused by ignoring or not adhering to set rules,

boundaries or laws.

**Procedures and Guidance**

Leaders will maintain site and working areas to ensure that risk of accidents is as low as

possible.

Leaders will have specialist first aid training for the outdoors and appropriate first aid

equipment will be taken to every session.

All accidents, near misses and incidents must be reported to LWT using appropriate forms in

emergency folder and all major accidents to the H&S Executive (see below). H&S / Tools

talk on site before every task. Leaders will carry an emergency procedures card in the

welfare bag/emergency folder.

**Reporting Procedure**

In the event of an accident/near miss/incident leaders to note own all relevant information

and transcribe into official accident book/relevant form as soon as practical. Leader to pass

completed form to Emma Booth.

Blank accident/near miss/incident sheets to be kept in emergency folder/welfare bag. To be

taken out to site at all times. Accidents must be transcribed into official Hedgehogs accident bookas soon as is practical.

**RIDDOR Reporting Procedure**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Employers/Forest School practitioners must report to RIDDOR:

• Deaths

• Major injuries

• Over three day injuries (i.e. person is unable to perform normal duties for more than

3 consecutive days)

• Injuries to members of public or people not working/participating where they are

taken from the scene of an accident to hospital

• Some work related diseases

• Dangerous occurrences (something not resulting in an injury but could have done)

**How to Report:**

• Call incident contact centre on 0845 300 9923 or complete a form

• Incidents can be reported online via the HSE website:

www.hse.gov.uk/riddor/report.htm

• Once completed a copy of the form will be sent to Hedgehogs to keep for Hedgehogs’ records.

**Who Reports:**

The Forest School Leader is responsible for reporting any of the above to the incident contact centre for RIDDOR.

If working on someone else’s site, the site owner is responsible for reporting to RIDDOR if

the leader/group members have sustained any major injuries or over 3 day injures.

If a leader/adult/child has been injured during a Forest School session, seen a dangerous

occurrence or has a disease certified by a doctor (which may be linked to Forest School

participation) the Forest School leader must be informed. The Forest School leader is then

responsible for reporting to RIDDOR.