

Learn to Shine Education Ltd

RIDDOR Policy

Location: Eckington, North East Derbyshire

Date: Sept 2025

Review Date: Sept 2026

1. Policy Statement

Learn to Shine Education Ltd is committed to providing a safe and healthy environment for all children, staff, volunteers, and visitors.

We recognise our legal duty to report certain workplace incidents, injuries, diseases, and dangerous occurrences to the **Health and Safety Executive (HSE)** under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**.

The purpose of this policy is to ensure that:

- All incidents are properly recorded and, where necessary, reported to the appropriate authority.
 - Preventative measures are identified and implemented to reduce the risk of recurrence.
 - All staff understand their responsibilities for health and safety reporting.
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2. Scope

This policy applies to all staff, contractors, volunteers, students, and visitors within the premises of Learn to Shine Education Ltd or during any off-site educational activity.



3. Legal Framework

This policy is based on:

- *Health and Safety at Work etc. Act 1974*
 - *Management of Health and Safety at Work Regulations 1999*
 - *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*
 - *Education (Independent School Standards) Regulations 2014*
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4. Responsibilities

The Director / Manager:

- Has overall responsibility for ensuring compliance with RIDDOR.
- Ensures that all staff understand incident reporting procedures.
- Decides, with support from first aiders, whether an incident is reportable to the HSE.
- Maintains a RIDDOR log and ensures all relevant documentation is securely stored.

First Aid Qualified Teachers / First Aiders:

- Provide immediate care and record all injuries in the **Accident Book**.
- Inform the Manager/DSL of any incident that may require RIDDOR reporting.
- Support the completion of any required HSE reports.

All Staff and Volunteers:

- Must report all accidents, near misses, or hazards immediately to the designated First Aider or Manager.
 - Must not attempt to investigate or conceal incidents.
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5. What Must Be Reported Under RIDDOR

Only specific types of incidents are reportable under RIDDOR. These include:

A. Death or Major Injury

- Death of any person (including a child, employee, or visitor) arising from a work-related incident.
- Specified serious injuries to employees such as:
 - Fractures (excluding fingers, thumbs, or toes)
 - Amputation
 - Serious burns
 - Loss of sight
 - Head injuries leading to loss of consciousness
 - Injuries resulting in hospital treatment for more than 24 hours

B. Over-Seven-Day Injuries (to Employees)

If an employee is unable to perform their normal work duties for **more than seven consecutive days** following an incident, this must be reported to the HSE within **15 days** of the incident.

C. Injuries to Pupils or Visitors

- An injury to a child or visitor must be reported if it results from a **work-related activity** (e.g., unsafe premises, inadequate supervision, or faulty equipment) and leads to:
 - Death, or
 - Being taken directly from the scene of the accident to hospital for treatment.

D. Dangerous Occurrences



Certain "near-miss" events (even if no one is injured) must be reported, such as:

- Structural collapse or failure of equipment
- Electrical short circuits causing fire or explosion
- Gas leaks or exposure to harmful substances
- Fire or explosion causing significant damage or evacuation

E. Occupational Diseases

If a doctor diagnoses a staff member with a reportable work-related disease (e.g., occupational dermatitis, asthma, carpal tunnel syndrome), it must be reported under RIDDOR.

6. Reporting Procedure

Step 1 – Immediate Response:

- The injured person receives first aid from a qualified First Aider.
- The scene of the incident is made safe.
- Serious incidents are reported immediately to emergency services if required.

Step 2 – Recording:

- All incidents, however minor, must be recorded in the **Accident Book** and include:
 - Name of person injured
 - Date, time, and location
 - Description of the incident and injury
 - Action taken and by whom
 - Witness names and statements



Step 3 – Assessment for RIDDOR Reporting:

- The Manager or DSL reviews the report and determines whether the incident meets RIDDOR criteria.

Step 4 – Reporting to HSE (if applicable):

- Reports are made online via the official HSE website:
<https://www.hse.gov.uk/riddor>
- In case of a fatality or serious injury, immediate notification should be made by phone:
HSE Incident Contact Centre – Tel: 0345 300 9923

Step 5 – Follow-Up and Review:

- A review of the incident is undertaken to identify preventative measures.
- Any lessons learned are communicated to staff.
- A record of the incident and report reference is stored securely for at least three years.

7. Training

- All staff receive basic health and safety awareness training at induction.
- First Aid qualified teachers undertake certified Emergency First Aid at Work or Paediatric First Aid training.
- Annual refreshers ensure awareness of accident reporting and emergency procedures.

8. Confidentiality and Record Keeping



- All accident and incident records are treated as confidential.
- Information is stored securely in line with the Data Protection Act 2018 and UK GDPR.
- RIDDOR records are kept for a minimum of **three years**.

9. Monitoring and Review

- The Manager/DSL reviews incident logs termly to identify patterns or recurring risks.
- The RIDDOR policy will be reviewed **annually**, or earlier if:
 - Legislation changes
 - A serious incident occurs
 - The HSE issues updated guidance

10. Key Contacts

Role	Name / Organisation	Contact Details
Manager / DSL	Katie McDonough	Katie@learntoshine.co.uk
Deputy DSL / Health & Safety Lead	Jenny Campos	Jenny.learntoshine@gmail.com
First Aid Qualified Staff	Katie McDonough	Katie@learntoshine.co.uk
	Jenny Campos	Jenny.learntoshine@gmail.com

HSE Incident Contact Centre	Health and Safety Executive	0345 300 9923
HSE Online Reporting	-	https://www.hse.gov.uk/ridor
Local Authority – Derbyshire County Council (Health & Safety)	-	01629 533190

✅ Approved by:
Katie McDonough
Learn to Shine Education Ltd
Date: Sept 2025

Next Review Date: Sept 2026

This policy is compliant with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and RIDDOR 2013. It outlines the responsibilities of staff, first aiders, and managers, and provides guidance on when and how to report incidents to the Health and Safety Executive (HSE).

