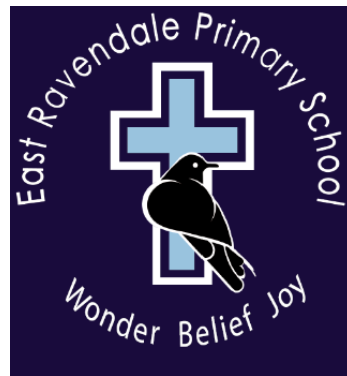


# East Ravendale Church of England Primary



## Critical Incident Plan



Reviewed: March 2025

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## **1. Introduction**

This document outlines the purpose, nature and operational management of the Critical Incident Plan for East Ravensdale C of E Primary School. The aim of this plan is to enable the school to deal rapidly and effectively with an emergency situation, with the least adverse impact on the school community.

### **Linked Policies**

- First Aid
- Health and Safety
- Complaints
- Data Protection and Freedom of Information
- Staff and Governors code of conduct
- Whistle Blowing

### **Background Information**

#### **Description of School Site**

The primary school is normally open 7.45am-5:00pm weekdays; its community consists of approximately 14 adult staff and 115 children (ages 3 to 11 years)  
Office hours are 8.30am-4.00pm

#### **Introduction**

The handling of a crisis is a normal part of school life, but some incidents are of a critical, more overwhelming nature and sadly, in recent years, incidents previously deemed unthinkable have occurred in the UK. This document is our school's contingency plan designed to provide a framework for handling a critical incident.

**The details contained within this document will form the basis of the school's approach to such a crisis.**

#### **The Critical Incident Management Team (CIMT)**

- Chair of Local Committee: Wayne Taylor
- Executive Headteacher: Ann-Marie Wilson
- Head of School and Deputy Designated Safeguarding Lead: Rebecca Farr
- Premises Manager: - Mike Kaynes

**Potential incidents which could affect East Ravensdale are considered to be:-**

1. Fire / Explosion – **PAGE 3**
2. Unable to use school premises denial of access – **PAGE 4**
3. Power failure – **PAGE 5**

4. Hazardous substances in area – **PAGE 6**
5. Gas leak – **PAGE 7**
6. Severe weather – **PAGE 8**
7. Infectious disease – **PAGE 9**
8. Unauthorised/violent intrusion into school property – **PAGE 10**
9. Death/Major incident of pupil or member of staff – **PAGE 11**
10. Abduction – **PAGE 12**
11. Fire out of hours – **PAGE 13**
12. Road traffic accident outside school during school hours – **PAGE 14**
13. Road traffic accident outside school before/after school hours – **PAGE 16**
14. Media – **PAGE 17**
15. Incident during an educational visit – **PAGE 18**
16. Bomb Threat – **PAGE 19**
17. Serious Accident at Work – **Page 20**
18. Injury from exposure to chemical – **Page 21**

**Appendix 3:** contains an emergency contacts list – this will be reviewed annually and updated where necessary.

**Appendix 6:** contains a template event log.

Emergency Equipment - emergency 'GRAB BAG' is stored in the office. (Contents listed in **Appendix 2**).

Maps and plans of the school site are in the EMERGENCY RESPONSE FILE – kept in the main office.

School contact Information: Tel: 01472 825999

LAAT contact information: Tel: 01526 888482 (Jackie Waters-Dewhurst – CEO)

Postal address: East Ravendale C of E Primary School, East Ravendale, Grimsby DN37 ORX

Telephone: 01472 825999

Email: [enquiries@eastravendale.laat.co.uk](mailto:enquiries@eastravendale.laat.co.uk)

#### Review

ALL DOCUMENTS ARE REVIEWED ANNUALLY

THE EMERGENCY RESPONSE FILE IS UPDATED ANNUALLY

THE EMERGENCY 'GRAB BAG' IS CHECKED **HALF TERM**LY

This Critical Incident Plan has been agreed by the Local Committee on: January 2023

SCHOOL CRITICAL INCIDENT MANAGEMENT PLAN  
PRECAUTIONARY PLANS

The following precautions are reviewed on an annual basis:

**Staff/pupil awareness.**

The following precautions are put in place at the beginning of each academic year and form part of staff induction:

1. All staff and pupils are familiar with the school's routines for fire and the evacuation of the school building on hearing the fire alarm.
2. All staff are familiar with the routines and procedures for dealing with emergencies
3. All staff and pupils are familiar with the school's security procedures, in particular that all visitors not wearing a visitors badge should be questioned and escorted to reception.
4. All staff organising school trips and visits follow the guidelines of the school policy using EVOLVE. All staff are aware of pupils with medical needs or health problems
5. All staff are aware of procedures concerning working alone
6. All staff are aware of school policy in dealing with violence at work
7. All staff are aware that they should assess associated risks to children before carrying out a curriculum or other activity
8. All staff are aware of the Health and Safety Policy
9. All staff are aware of the procedures documented in the Staff Handbook

**Pre-planned Locations.**

1. Area to assemble – **Playground to the rear of the Main office**
2. Temporary incident control point: **Turning Circle next to thatched cottage**
3. Safe Area - A known designated building outside the school grounds to where, on the decision of the Head/Designated Head, all school personnel will gather and further confirmatory checks made - **Ravendale Hall**

**Emergency Control Centre: Location** - In the event of a confirmed incident, the Head/Designated Head is to decide where the Emergency Control Centre is to be established. There are three options:

If the school is not evacuated – **Headteacher's room**

If the school is evacuated but remain on site – **Outside main entrance** at the back of the school

If the school is evacuated off site – **Ravendale Hall**

Information is shared under the direction of the Headteacher, including staff who are absent for an incident during the school day

**Out of Hours**

**Staff are informed:** email, text or phone

**Parents are informed:** Text Service, school Website, Class Dojo or Local Radio (Radio Humberside)

**Governors/LAAT/Local Authority:** email, phone or text – as appropriate to incident

**In School Hours**

Headteacher/Designated Head will set up lines of communication – parents via text/Facebook/Website/Class Dojo

Staff not in school will be informed via phone as appropriate to incident

# 1. Plan Control

## 1.1. Plan Remit

The following school functions and premises are covered by this plan:

## 1.2. Plan Owner

The Headteacher is this plan's owner and responsible for ensuring that it is maintained and updated in accordance with School Policy for reviewing business continuity response plans.

## 1.3. Plan Distribution

This Business Continuity Management Plan is distributed as follows:

Name	Role	Issue Date	Plan Ref No.
Ann-Marie Wilson	Executive Headteacher		
NA	Deputy Headteacher		
Wayne Taylor	Chair of Governors		
	Vice Chair of Governors		
Rebecca Farr	Head of School		
Collette Hunter	School Operations Partner		

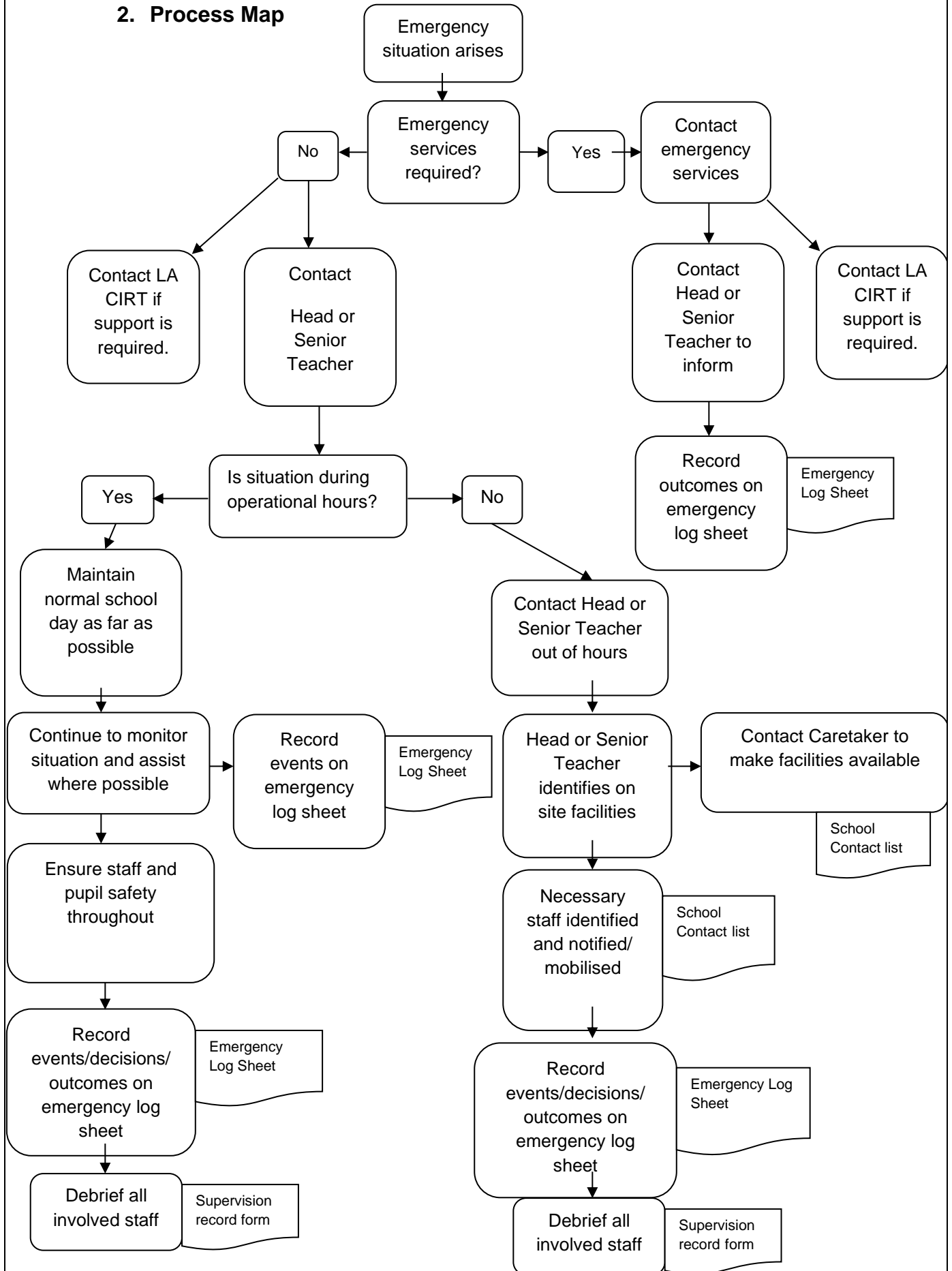
## 1.4. Plan Storage

All parties on the distribution list are required to safely and confidentially store a copy of this plan at their regular place of work and off-site.

## 1.5. Plan Review

This Plan will be updated as required and formally reviewed in line with the school's timetable.

## 2. Process Map



### 3.Strategic

A Critical Incident team will be established at the onset of an incident

Critical Incident Team	
Name	Position
Ann-Marie Wilson	Executive Headteacher
Responsibilities	<ul style="list-style-type: none"><li>○ Make contact with the member of staff triggering the plan. Gather as much information as possible. Ensure emergency services have been called as appropriate.</li><li>○ Start a log and make sure that all further action plans are recorded.</li><li>○ Arrange for all key members of staff to be contacted and instruct them to follow their key actions.</li><li>○ Arrange to contact NELC Critical Incident Team 01472 323314 if necessary</li><li>○ Call a meeting of the Critical Incident Management Team and establish your incident room if necessary.</li><li>○ Allocate roles to the following members of the critical incident team</li></ul>
Rebecca Farr	Head of School
Responsibilities	<ul style="list-style-type: none"><li>○ Start an incident log of information received, relayed and actions taken.</li><li>○ Obtain briefing by Incident Manager and agree information/briefing possibly a prepared text, so that a consistent message is given to all callers.</li><li>○ Confirm contact details and be ready to act as a first point of contact for incoming queries.</li><li>○ Where appropriate, obtain and offer further contact numbers for support and additional information.</li><li>○ Ensure that all incoming and outgoing calls are logged.</li><li>○ Arrange a meeting/greeting point on site for parents and relatives visiting the school.</li><li>○ Ensure all the names of visitors are recorded</li><li>○ Make arrangements to ensure that parents/relatives are not left alone on site</li></ul>

	<ul style="list-style-type: none"> <li>○ Consider the need for additional support for visiting parents and relatives e.g. tea, coffee,</li> <li>○ Where appropriate, and if families give their consent, offer the contact numbers of other families involved in the crisis (wherever possible, parents of all other children in the school or taking part in the activity should be warned that the school has experienced a crisis and their child may be upset).</li> <li>○ Attend staff briefings and ensure that all information and briefings are updated regularly.</li> </ul>	
Wayne Taylor	Chair of Governors	
Responsibilities	<ul style="list-style-type: none"> <li>● Liaises with the Headteacher in response to a crisis</li> <li>● Coordinates with the Headteacher to provide strategic direction in planning for and responding to a crisis.</li> <li>● Supports the school's crisis response and subsequent recovery.</li> <li>● Ensures that the School Business Continuity Plan remains fit-for-purpose.</li> <li>● Reports to parents on the resilience of the School Business Continuity Plan.</li> </ul>	
Allan Johnson	Governor with responsibility for Health and Safety	Supports the Chair of Governors
Collette Hunter/Alison Dingwall	Operations Partner /Finance and Administration Officer	

Responsibilities	<ul style="list-style-type: none"> <li>○ Start log of all information received, relayed and actions taken.</li> <li>○ Check access and egress for visiting parents and consider any special instructions, which may need to be communicated.</li> <li>○ Liaise with the Incident Manager and NELC Media Officer to ensure that the media are not being intrusive.</li> <li>○ Arrange a specific area for media briefings/visitors. Ensure there is sufficient segregation.</li> <li>○ Ensure that all staff and visitors are wearing correct identification throughout their visit. Start log of all information received, relayed and actions taken</li> <li>○ Allocate telephone numbers for incoming calls for: <ul style="list-style-type: none"> <li>○ Parent Enquiries</li> <li>○ Media Enquiries</li> <li>○ External responding agencies</li> <li>○ Council</li> </ul> </li> <li>○ Designate phones for outgoing lines.</li> <li>○ Ensure staff are aware of designated telephone numbers used for the above.</li> <li>○ Ensure that there is a stock of blank log sheets.</li> <li>○ Collate relevant information e.g. parent / next of kin contact details.</li> <li>○ Log all incoming and outgoing calls and ensure that messages and notes are passed to the Incident Manager and relevant staff promptly.</li> <li>○ Maintain a record of any costs incurred, for example, extra staff hours, refreshments and transport.</li> <li>○ Assist in recording details of visitors to the site and in providing identification.</li> <li>○ Assist the Critical Incident Management Team as directed.</li> </ul>
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#### 4. Incident Management

	Action	Details	Initial of person responsible	Tick when actioned
1.	<ul style="list-style-type: none"> <li>Initial assessment</li> </ul>	<ul style="list-style-type: none"> <li>Survey the incident scene and disseminate information.</li> </ul>		
2.	<ul style="list-style-type: none"> <li>Call the emergency services (as appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>Provide as much information about the incident as possible.</li> </ul>		
3.	<ul style="list-style-type: none"> <li>Evacuate the school building if necessary.</li> <li>Ascertain whether pupils should remain within the school grounds at a relative place of safety indoors.</li> <li>If it is safe, consider the recovery of vital assets to sustain critical school activities.</li> <li>Inform relevant stakeholders of site evacuation.</li> </ul>	<ul style="list-style-type: none"> <li>Use standard fire evacuation procedures.</li> <li>Consider staff members and pupils with special needs and/or disabilities.</li> <li>If remaining within the school grounds, ensure that the assembly point is safe</li> <li>Take advice from emergency services as appropriate.</li> </ul>		
4.	<ul style="list-style-type: none"> <li>Ensure that all pupils, staff members and school visitors report to the identified assembly point.</li> </ul>	<ul style="list-style-type: none"> <li>The normal assembly point is: The rear School playground</li> <li>The alternative assembly point is: The Church</li> </ul>		
5.	<ul style="list-style-type: none"> <li>Check that all pupils, staff members and visitors have been evacuated.</li> <li>Consider the safety of all pupils, staff members and visitors as a priority.</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a roll call using the pupil attendance register, staff lists and the visitors signing in book. If any pupils missing liaise with classroom staff/emergency services</li> </ul>		
6.	<ul style="list-style-type: none"> <li>Ensure that the emergency service vehicles have access to the incident site.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure any required actions are safe by undertaking a risk assessment.</li> <li>Ensure a member of staff is at the front of the school to meet the</li> </ul>		

		emergency services if possible		
7.	<ul style="list-style-type: none"> <li>Establish a contact point for all supporting personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure this is manned by relevant person</li> </ul>		
	<ul style="list-style-type: none"> <li>If off site, establish arrangements for uniting children, adults and staff with their families</li> </ul>	<ul style="list-style-type: none"> <li>Determine whether adults and staff involved in the incident are safe to drive or take public transport or whether they need transportation.</li> <li>Mark off children on class lists as they are collected</li> </ul>		
8	<ul style="list-style-type: none"> <li>Inform Disaster Management Team (DMT)</li> </ul>	<ul style="list-style-type: none"> <li>Details in Folder</li> <li>Contact LAAT if folder inaccessible</li> </ul>		
9..	<ul style="list-style-type: none"> <li>Assess the impact of the incident.</li> <li>Identify and agree next steps.</li> <li>Set up timetable of meetings to review incident</li> </ul>			
10	<ul style="list-style-type: none"> <li>Ensure a log of key decisions and actions is started and maintained throughout the incident.</li> </ul>	<ul style="list-style-type: none"> <li>Use the template in the appendix.</li> </ul>		
	<ul style="list-style-type: none"> <li>Ensure an independent telephone line (mobile or land line in nearby building) is available</li> </ul>			
11.	<ul style="list-style-type: none"> <li>Where appropriate, record names and details of any staff members or visitors who may have been injured or affected by the incident.</li> </ul>	This information should be held securely as it may be required by emergency services or other agencies either during or following the incident.		
	<ul style="list-style-type: none"> <li>Designate key members of staff to</li> </ul>			

	<p>make contact to parents</p> <ul style="list-style-type: none"> <li>• Ensure that persons making contact are fully briefed with written guidance if necessary</li> <li>• Have available numbers of Grimsby and Louth hospital and ascertain which one has been used</li> </ul>	<p>Use Pupil list to avoid confusion and duplication</p> <p>See Folder</p>		
12.	<ul style="list-style-type: none"> <li>• Where a parent or family cannot be contacted consider asking the Police or another professional to visit the home</li> </ul>			
13.	<ul style="list-style-type: none"> <li>• Log details of all items lost by pupils, staff members and visitors as a result of the incident, if appropriate,</li> </ul>			
	<ul style="list-style-type: none"> <li>• Caution staff/governors about talking to the media</li> <li>• Ensure staff are briefed to meet necessary people coming into school</li> </ul>	<p>Ensure that all Media contacts are either directed to Head Teacher or LAAT HR <u>and</u> are dealt with in line with advice from the LA media team/LAAT HR Team</p>		
	<ul style="list-style-type: none"> <li>• Designate separate areas for parents, staff and agencies managing the incident. Avoid too many people in any one space</li> </ul>			
14.	<ul style="list-style-type: none"> <li>• Consider the involvement of other teams, services or organisations that may be required to support the management of the incident.</li> </ul>	<p>LA Assets Team</p> <p>See attached key contacts list</p>		
15.	<ul style="list-style-type: none"> <li>• Assess the key priorities for the remainder of the</li> </ul>	<ul style="list-style-type: none"> <li>• Consider actions to ensure the health, safety and well-being of the school</li> </ul>		

	working day and take relevant action.	community at all times. <ul style="list-style-type: none"> <li>Consider your business continuity strategies to ensure that the impact of the disruption is minimised.</li> <li>Consider the school's legal duty to provide free school meals and how this will be facilitated.</li> </ul>		
16.	<ul style="list-style-type: none"> <li>Ensure staff members are kept informed about incident and what is required of them.</li> </ul>	Inform any staff not in school		
17.	<ul style="list-style-type: none"> <li>Ensure parents and pupils are kept informed as appropriate to the circumstances of the incident.</li> </ul>	<ul style="list-style-type: none"> <li>Consider communication strategies and additional support for pupils with special needs.</li> <li>Agree arrangements for parents collecting pupils at an appropriate time.</li> <li>Consider the notification of pupils not currently in school.</li> </ul>		
18.	<ul style="list-style-type: none"> <li>Ensure Governors are kept informed as appropriate to the circumstances of the incident.</li> </ul>	<ul style="list-style-type: none"> <li>Chair or Vice Chair to inform other governors</li> </ul>		
19.	<ul style="list-style-type: none"> <li>Consider the wider notification process and the key messages to communicate.</li> </ul>	<ul style="list-style-type: none"> <li>Local radios may be useful in broadcasting key messages.</li> <li>Contact local schools if they will be directly affected by the incident</li> </ul>		
20.	<ul style="list-style-type: none"> <li>Communicate the interim arrangements for delivery of critical school activities.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all stakeholders are kept informed of any contingency arrangements.</li> </ul>		

21.	<ul style="list-style-type: none"> <li>Log all expenditure incurred as a result of the incident</li> </ul>	<ul style="list-style-type: none"> <li>Record all incident-related costs incurred in the attached financial expenditure log.</li> </ul>		
22.	<ul style="list-style-type: none"> <li>Seek specific advice/inform your insurance company.</li> </ul>	<ul style="list-style-type: none"> <li>Insurance policy details can be found in filing cabinet in School Office. Phone number and policy number held by Head and Operations Partner.</li> </ul>		
23.	<ul style="list-style-type: none"> <li>Ensure recording process is in place for staff members and pupils leaving the site.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the safety of staff members and pupils before they leave site and identify suitable support and risk control measures.</li> </ul>		

## 5.Continuity

The purpose of the continuity phase is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. Non-critical activities may need to be suspended.

No.	Action	Details	Name and position	Actioned and initialled
1.	Identify any other stakeholders required to be involved in the business continuity response.	<ul style="list-style-type: none"> <li>Depending on the incident, you may need additional/specific input in order to facilitate the recovery of critical activities. This may require the involvement of external partners.</li> </ul>		<input type="checkbox"/>
2.	Evaluate the impact of the incident	<ul style="list-style-type: none"> <li>Take time to understand the impact of the incident on the normal operations of the school.</li> </ul>		<input type="checkbox"/>
3.	Log all decisions and actions, including what you decide not to do and include your decision making rationale.	<ul style="list-style-type: none"> <li>See the attached activity log.</li> </ul>		<input type="checkbox"/>
4.	Log all financial expenditure incurred.	<ul style="list-style-type: none"> <li>See the attached financial expenditure log.</li> </ul>		<input type="checkbox"/>

5.	Allocate specific roles as necessary.	<ul style="list-style-type: none"> <li>Roles allocated will depend on the nature of the incident and the availability of staff members.</li> </ul>		<input type="checkbox"/>
6.	Secure resources to enable critical activities to continue or be recovered.	N/A		<input type="checkbox"/>
7.	Deliver appropriate communication actions as required.	<ul style="list-style-type: none"> <li>Ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders</li> </ul>		<input type="checkbox"/>

## 6 Recovery

The purpose of the recovery phase is to resume normal school operations as soon as possible.

No.	Action	Details	Name and position	Actioned and initialled
1.	Agree and plan the actions required to enable recovery of normal school operations.	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.		<input type="checkbox"/>
2.	Respond to any ongoing and long-term support needs of staff members and pupils.	Depending on the nature of the incident, the Critical Incident may need to consider the use of counselling services.		<input type="checkbox"/>
3.	Once recovery actions are complete, communicate the return to normal school operations.	Ensure all staff members are aware that the business continuity plan is no longer in effect.		<input type="checkbox"/>
4.	Debrief staff members (possibly with pupils) about the incident.	Hold a meeting in the hall (or similar) to explain the key events and to inform all parties about what has happened.		<input type="checkbox"/>
5.	Complete a report to document opportunities for improvement and any lessons identified.	<ul style="list-style-type: none"> <li>• The Incident Report should be reviewed by all members of the Disaster Management Team</li> <li>• Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school.</li> </ul>		
6.	Review this continuity plan in light of lessons learnt from the incident and the response to it.	<ul style="list-style-type: none"> <li>• Implement recommendations for improvement and update this plan.</li> <li>• Ensure any revised versions of the plan are read by all members of the Business Continuity Team.</li> </ul>		<input type="checkbox"/>





### 7.3 School Information

School details	
Name of school / academy	East Ravendale C of E School
Type of school / academy	Primary
School / Academy address	East Ravendale Grimsby DN37 ORX
School / Academy operating hours	7.45-5.00
Approximate number of staff	14
Approximate number of pupils	101
Age range of pupils	3-11

### 7.4 Key Contacts

Contact	Name	Telephone No.	Mobile
<b>School contacts</b>			
Executive Headteacher	Ann-Marie Wilson	-	07526517582
Head of School	Becky Farr	01472 823161	07769333250
Finance and Admin Officer	Frances White		07805066124
	Alison Dingwall	01472 371241	07821425166
Chair of Governors	Wayne Taylor	-	07497394263
Governor (H&S)	Allan Johnson	01472 826467	
<b>Key local authority contacts</b>			
NELC Critical Incident Team		01472 323314	
Emergency number (Assets)		01472 323152	
Children's services			
<b>General NELC number</b>		<b>01472 313131</b>	
<b>Media contacts</b>			
Lincs FM		01522 549900	
Radio Humberside		01472 340959	
Grimsby Telegraph		01472 360360	
<b>Other useful contacts</b>			
Department for Education		0370 000 2288	
Diocese		01522 504050	
Environment Agency		03708 506 506	
Met Office		0370 900 0100	
NELC Health and Safety		01472 324071	
Insurance Company	EFA Risk Protection	0113 246 2040	
TSS (SIMMs Support)		01472 806200	
Ravendale Hall		01472 823291	
Grimsby Hospital		01472 874111	
Louth Hospital		01472 600100	
Grimsby Police Station		0845 6060222	

**DFE Number 8123060**

Teachers to parents

[www.teachers2parents.co.uk](http://www.teachers2parents.co.uk)

## Appendix 1: Advice regarding emergency evacuation

# 1. FIRE/EXPLOSION

## 1.1 Register Check at Assembly Point

### 1.2 ARE PREMISES USABLE

**YES**

**Await Emergency**

**Services all clear**

**Assess all school areas**

**Cordon off inaccessible areas**

**Make arrangements for affected groups**

**All staff and pupils return to building**

**NO**

**Meet at temporary point. Perform head count.**

**Contact Ravensdale Hall 01472 823291 and make necessary arrangements for use of room etc**

**Headteacher/designated Headteacher to stay at school and liaise with Emergency Services**

**All other staff, pupils and visitors to move to allocated room at East Ravensdale Hall. Perform head count.**

**Contact parents to collect pupils (via text service/Facebook/website if possible)**

**Mark registers when children have been collected**

**Inform Local Authority and LAAT  
LA – 01472 313131  
LAAT – 01526 888482**

## 2. UNABLE TO USE SCHOOL PREMISES DENIAL OF ACCESS

### DURING SCHOOL TIME?

#### YES

Contact East Ravensdale Hall  
**01472 823291** and make necessary arrangements for use of room and Phones. Perform head count.

Headteacher to stay at school and liaise with Emergency /LA personnel.

On arrival at Ravensdale Hall, perform head count.

Contact parents to collect pupils – parents via Text/Facebook /Website/Class Dojo

Sign children out when they have been collected

Contact LA/LAAT for guidance

#### NO

Contact parents a.s.a.p via Text/Facebook/Website

Contact LA/LAAT to request guidance as necessary

Contact Local Media (Lincs FM radio Humberside) requesting they broadcast closure of school

LINCS FM – Password – see safe key draw – sealed envelope

### **3. POWER FAILURE**

#### **DURING SCHOOL TIME?**

**Contact UK Power Networks to establish how long the power will be off**

**Tel: 0800 3163105**

#### **SHORT TERM LOSS**

**Keep the school running as normal**

**All staff to be made aware and be vigilant with security doors**

#### **LONG TERM LOSS**

**Keep the school running as long as possible**

**Contact parents:  
Text/Facebook  
or School Website**

**Should the school reach a low temperature contact parents to collect pupils**

**Sign children out when they have been collected**

## 4. HAZARDOUS SUBSTANCES IN AREA

Should we receive a report of a leak in the area...

**GO IN**  
**STAY IN**  
**TUNE IN**

### **GO IN**

Everyone to go indoors and keep all windows and doors closed.

### **STAY IN**

- Switch off ventilation fans, central heating and all sources of ignition, including electrical and gas appliances.
- Block incoming draughts
- Do not light matches or gas ignitors
- Do not smoke
- Stay calm and rest
- Keep children occupied at all times

### **TUNE IN**

Follow the instruction given by the Emergency Services –

**DO NOT USE THE PHONE TO CONTACT THE COMPANY, KEEP THEIR LINES FREE FOR EMERGENCY USE ONLY.**

You may use your personal phone for any other calls

Radio Humberside – 01482 225959

Viking FM – 01482 325141

Compass FM – 01472 362964

## 5. GAS LEAK – calor

**CONTACT National Emergency  
Line/engineers**

**0800 111 999**

### ARE PUPILS IN SCHOOL?

#### **YES**

Evacuate the school and carry out a register check as far away from the building as possible in the turning circle by the thatched cottage.

Contact East Ravensdale Hall

**01472 823291**

Make necessary arrangements for use of room and phones  
Take 'Grab Bag'

Headteacher to stay at school and liaise with engineers

All other staff, pupils and visitors to move to East Ravensdale Hall  
Carry out head count.

Contact parents to collect pupils, signing out on collection.

#### **NO**

Await confirmation from engineers that gas leak has been found and the all clear has been given

## 6. SEVERE WEATHER

### ARE THE CHILDREN IN SCHOOL?

#### **YES**

Headteacher/Designated HT to decide if the school is to be closed

Announce school closure via social media and add closure to School Website

Contact parents to start collecting pupils- Text Service Facebook/Website/Class Dojo

Sign children out on collection

Headteacher(HT) /Designated Headteacher (DHT) to delegate staff leaving – ratio of pupils in school/staff furthest away. HT/DHT to stay in school until last pupil has left.

#### **NO**

HT/Designated HT to decide if the school is to be closed

Announce school closure via social media and add closure to School Website

Email/phone/text staff to advise accordingly

Staff member to meet any children who come to school and send them home again – ensuring a parent/carer is available first.

## **7.      INFECTIOUS DISEASE**

**If the school suspects that some of the children are part of an outbreak of infection - an unusual number of cases of an infectious disease.**

**The school should inform Public Health England**

**Telephone number can be accessed via the School Nurse:**

**01472 323660 / 01472 324321**

**Guidance will then be given as to further necessary actions regarding whether the school will remain open or not.**

## 8. UNAUTHORISED/VIOLENT INTRUSION INTO SCHOOL PROPERTY

- ADVISE HT/DHT/SLT
- CONTACT EMERGENCY SERVICES – POLICE - 999
- CONTACT LA/LAAT

ARE PUPILS IN SCHOOL?

**YES**

Contact Police as above.

If pupils are in the vicinity  
move them to another part  
of the school a.s.a.p.

Try to keep school running  
as near normal as  
possible.

**Follow School Lockdown  
Procedure (Appendix 6)**

**NO**

Contact Police as above

Follow advice given by  
Police/LA/LAAT

## **9. MAJOR INCIDENT OF PUPIL OR MEMBER OF STAFF/ VISITOR ON SCHOOL SITE**

### **TELEPHONE 999 REQUESTING AN AMBULANCE**

#### **PUPIL**

**Contact next of kin**

**Inform all members of staff  
Chair of Governors, LAAT**

**If pupils ARE NOT aware...  
Carry on as normal as  
possible**

**Send a letter home (sealed  
Envelope) to parents advising  
of the situation – Template  
letter from LAAT**

**If pupils ARE AWARE...  
Carry on as normal as possible,  
giving pupils support as  
necessary.**

**Contact agencies for  
support as necessary  
LAAT/Diocese**

#### **MEMBER OF STAFF/ VISITOR ON SCHOOL SITE**

**Contact next of kin  
Inform all members of staff  
Chair of Governors,  
LAAT/Diocese**

**Inform LAAT  
01526 888482**

**Send a letter home (sealed  
Envelope) to parents  
advising  
of the situation – Template  
letter from LAAT/HR/Legal  
Department**

**Contact agencies for  
support as necessary  
LAAT/Diocese**

## **10. ABDUCTION OF A PUPIL**

**Telephone 999 requesting Police Assistance**

**Act upon Police advice**

**School Designated Safeguarding Lead –  
Ann-Marie Wilson (Executive Headteacher)**

**School Deputy Designated Safeguarding Lead –  
Rebecca Farr**

**Children’s Safeguarding Service  
(Families First Access Point) Tel: 01472 326292**

**Inform LAAT / Chair of Governors – Nigel Bishop**

## 11. FIRE OUT OF HOURS

**If staff on site – call the Fire Service - 999**

**Liaise with the Fire Service as to the condition of the building.**

**ARE THE PREMISES USABLE?**

**YES**

**Assess all school areas for any damage**

**Cordon off any inaccessible areas**

**Make arrangements for affected classrooms**

**Contact LAAT/Insurance to arrange work to be carried out**

**NO**

**Inform LAAT/LA and ask for guidance**

**Inform all members of staff of outcome**

**Inform parents of arrangements for immediate future**

## **12. ROAD TRAFFIC ACCIDENT OUTSIDE SCHOOL DURING SCHOOL HOURS**

**MEMBER OF STAFF TO TELEPHONE EMERGENCY  
SERVICES**

**FIRST AIDER TO OFFER HELP (IF APPROPRIATE)**

**ARE THE CHILDREN IN CLASS?**

**YES**

**Keep classes running as  
smoothly as possible**

**Consider indoor play if  
accident is visible from  
the playground/field**

**NO**

**Arrange for staff to  
bring the children in  
if deemed  
appropriate**

**Children to go inside  
and continue  
lessons as normal**

## **13. ROAD TRAFFIC ACCIDENT OUTSIDE SCHOOL BEFORE/AFTER SCHOOL HOURS**

**MEMBER OF STAFF TO TELEPHONE EMERGENCY  
SERVICES**

**FIRST AIDER TO OFFER ASSISTANCE – IF APPROPRIATE**

**IS THERE ACCESS TO THE SCHOOL**

**YES**

**Arrange for staff to bring  
children into school via an  
appropriate entrance**

**Act upon Police advice**

**NO**

**Contact parents asking  
them to keep children at  
home until the area is clear  
– Text service/  
Website/Facebook**

**Act upon Police advice**

## 14.MEDIA

### **DO NOT SPEAK TO MEDIA UNDER UNLESS DIRECTED TO BY HEADTEACHER OR ADVICE FROM LAAT**

#### **Points to note with media interviews**

In the event of an incident or situation which gains interest from the media, LAAT's CEO or Director of School Improvement must first be informed and consulted with, prior to any statements or information being provided to the media by the school or school staff.

**Office receiving call to say not available at this time and take a contact name and number.**

**Information to be handed directly to the LAAT HR Team.**

**Staff in school to act upon their advice.**

## **15. EDUCATIONAL VISITS – INCIDENTS**

During a school visit off site if any incidents occur the policies and procedures of where the visit is taking place should be adopted.

If an incident occurs during the travel time from school to the destination whereby a serious accident occurs leaving a member of staff seriously injured, e.g. road traffic accident, other staff member to alert school immediately

Prior to boarding the bus alert the driver to the grab bag for information that should be needed if an incident occurs.

## 16. BOMB THREAT

- ADVISE HT/SLT
- CONTACT EMERGENCY SERVICES – POLICE 999 AND ANTI-TERRORIST HOTLINE **0800 789 321**
- CONTACT LA/LAAT
- COMPLETE BOMB THREAT CHECKLIST (APPENDIX 4)

SEE APPENDIX 5 FOR SIGN POSTING

### ARE PUPILS IN SCHOOL?

#### YES

Contact as above

Evacuate the school and carry out a register check at the turning circle next to the thatched cottage.

Contact Ravensdale Hall

**01472 823291**

Make necessary arrangements for use of room and phones  
Take 'Grab Bag'

On arrival carry out a register Check.

#### NO

Contacts as above

Follow advice given by Police/LA/LAAT

## **17. SERIOUS ACCIDENT AT WORK**

- **INFORM FIRST AIDER AND TAKE ADVICE RE INJURY**
- **CONTACT HT/SLT**
- **DECIDE IF RIDDOR APPLIES** - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – for full document see appendix

**See RIDDOR attachment APPENDIX 8**

**Report via YMD Boon**

**HT/SLT to follow advice and guidance in the document**

**If unsure take advice from:**

**School Share – 0800 612 9949**

**HSE – 0345 300 9923**

**<http://www.hse.gov.uk/riddor/>**

## **18. INJURY FROM EXPOSURE TO A HAZARDOUS CHEMICAL**

**Should a member of staff or pupil receive an injury from a hazardous substance then it is essential that the hazardous substance details (COSHH DATA SHEET) or substance itself MUST be taken to the hospital and presented to the health care professionals at the earliest opportunity or information shared with health care professionals on the phone**

**If unsure take advice from:**

**School Share – 0800 612 9949**

**APPENDIX 1**

**INFORMATION AND ADVICE WITH REGARD TO EMERGENCY  
EVACUATION OF THE SCHOOL**

19.

**Alarm:** Fire Bell ringing with continuous sound

**Exit** Instructions with regard to this are clearly displayed in all rooms and all staff shall be aware of the required actions.

**Procedure:** On discovering a fire, the nearest fire alarm will be activated. The fire alarm has an automatic link to the Fire Brigade. On hearing the alarm, pupils, staff and visitors will immediately walk quietly (without running) via the fire exits to the assembly area on the playground.

**Checks:** Designated person (Headteacher/Designated HT) remains in the building and checks whole school, including toilets, cloakrooms and activity areas on route to safe exit

**Assembly:** Assemble on the playground outside main office

**Head count:** Check the head count against registers and visitor's book.

In the event of a catastrophic emergency which necessitates evacuation of all children from the school grounds, the children and adults will make their way to Ravensdale Hall. Repeat head count.

**APPENDIX 2**

Contact List -The names and telephone numbers of organisations and individuals who may be useful to the school in an emergency:

Organisation	Name	Telephone No
East Ravendale Primary School	Ann-Marie Wilson	01472 825999 – school 07526 517582 – mobile
Emergency Team East Ravendale Primary SLT	Rebecca Farr - DHT	07769 333250
LAAT	Jackie Waters-Dewhurst - CEO Tamara Allen – Deputy CEO Leanne Holmes – finance director Laura Lowe – HR Business Director	01526 888482
NE Lincs Council Public Protection Team		01472 326299
Chair Of Governors	Wayne Taylor	07497394263
Insurance section	RPA (DfE)	0113 246 2040
Water	Anglian Water	03457 145 145
Electricity	N Power	
Gas	Calor Gas	0800 111 999
Fire Alarm System	Alarmline	084480 99980
LA Psychology		01472 324208
School Nurse		01472 323660 / 324321
Ravendale Hall		01472 823291
NE Lincs Council		01472 313131
NELC Security Services		01472 324646
Diana Princess of Wales Hospital	Scartho Road	01472 874111
Caretaker	Mike Kaynes	07410958158
Parish Vicar		
Lincs FM Radio		01522 549900
Radio Humberside		01482 225959
Compass FM		01472 362964
Viking FM		01482 325141
Site maintenance	Julian Coles	07435 989705

**APPENDIX 3**

Form 5474

**ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT**

- 1 Remain calm and talk to the caller
- 2 Note the caller's number if displayed on your phone
- 3 If the threat has been sent via email or social media see appropriate section below
- 4 If you are able to, record the call
- 5 Write down the exact wording of the threat:

**ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:**

- |   |  |
|---|--|
| 1. Where exactly is the bomb right now?               |  |
| 2. When is it going to explode?                       |  |
| 3. What does it look like?                            |  |
| 4. What does the bomb contain?                        |  |
| 5. How will it be detonated?                          |  |
| 6. Did you place the bomb? If not you, who did?       |  |
| 7. What is your name?                                 |  |
| 8. What is your address?                              |  |
| 9. What is your telephone number?                     |  |
| 10. Do you represent a group or are you acting alone? |  |
| 11. Why have you placed the bomb?                     |  |
| Record time call completed:                           |  |

**INFORM BUILDING SECURITY/ COORDINATING MANAGER**

Name and telephone number of person informed:

**DIAL 999 AND INFORM POLICE**

Time informed:

**This part should be completed once the caller has hung up and police/ building security/ coordinating manager have all been informed**

Date and time of call:

Duration of call:

The telephone number that received the call:

**ABOUT THE CALLER:**

	Male	Female	Nationality?	Age?
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**THREAT LANGUAGE:**

	Well-spoken	Irrational	Taped	Foul	Incoherent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CALLER'S VOICE:**

	Calm	Crying	Clearing throat	Angry	Nasal	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Slurred	Excited	Stutter	Disguised	Slow	Lisp	*Accent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapid	Deep	Familiar	Laughter	Hoarse	Other (please specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

\*What accent?

If the voice sounded familiar, who did it sound like?

**BACKGROUND SOUNDS:**

	Street noises	House noises	Animal noises	Crockery	Motor
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear	Voice	Static	PA system	Booth	Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Factory machinery	Office machinery	Other (please specify)			
<input type="checkbox"/>	<input type="checkbox"/>				

REMARKS:

ADDITIONAL NOTES:

Signature: ..... Print Name: ..... Date:

**ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA**

- 1 DO NOT reply to, forward or delete the message
- 2 If sent via email note the address
- 3 If sent via social media what application has been used and what is the username/ID?
  
- 4 Dial 999 and follow police guidance
- 5 Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Signature: ..... Print Name: ..... Date:

**SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY/ COORDINATING MANAGER**

Retention Period: 7 years  
MP 925/10

**APPENDIX 4****Bomb Threat - Sign Posting**

[WWW.NaCTSO.gov.uk](http://WWW.NaCTSO.gov.uk)

This is the site of the National Counter Terrorist Security Office, and although primarily concerned with terrorism does contain much information about protective security from crime.

[crimestoppers-uk.org](http://crimestoppers-uk.org) - To report crimes anonymously  
0800 555111

Police 101 (Non emergency)

Police 999 (Emergency)

Guidance on receipt of a bomb threat

<http://www.cpmi.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

### Anti Terrorist Hotline



**IT'S  
PROBABLY  
NOTHING,  
BUT...**

IF YOU SEE OR HEAR SOMETHING THAT  
COULD BE TERRORIST RELATED, TRUST YOUR  
INSTINCTS AND CALL THE CONFIDENTIAL  
**ANTI-TERRORIST HOTLINE.**  
OUR SPECIALLY TRAINED OFFICERS WILL  
TAKE IT FROM THERE.

**0800 789 321**  
YOUR CALL COULD SAVE LIVES



Local Counter Terrorist Security Advisors  
[ctsa@humberside.pnn.police](mailto:ctsa@humberside.pnn.police)

**APPENDIX 5**

**Critical Incident Event Log**

Name of person leading: \_\_\_\_\_ (Headteacher/ Designated Headteacher)

Critical Incident: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time	Order of Event Action	Outcome

## **APPENDIX 6**

### **East Ravensdale CE Primary School – Lockdown Procedure**

The following procedure is to be followed in the event of the need to lock down the premises for security reasons:

<b>Lockdown Signals</b>	
Lockdown	Phone classrooms and inform ‘ <b>Lockdown – secure the room, wait for instructions</b> ’
All Clear	Verbal instruction from the Headteacher
<b>Lockdown Location</b>	The following rooms can be used for lockdown: All Classrooms Headteacher’s Office
<b>Entrance Points</b>	The following entrance points are to be secured: Doors Windows
<b>Means of Communication</b>	Class phones/Teams channel
<b>Special Measures</b>	Staff to have mobile phones on person when outside with pupils for extended periods

#### **IMMEDIATE ACTION upon hearing the LOCKDOWN SIGNAL**

1. Ensure all pupils and staff and visitors are inside the buildings.
2. If outside the premises and returning to the building poses danger, move to a safer place.
3. Secure entrance points to the building.
4. Secure entrance points to the Lockdown Locations, e.g. barricade doors
5. Stay away from doors and windows.
6. Call the police – dial 999.
7. Turn mobile phones to silent.
8. Ensure that everyone is aware of the exit point in case the area is accessed.
9. Hide out of sight if possible – under tables, in cupboards, etc.
10. Turn off the lights if safe to do so.
11. Take laptop to where children are – in order to have access to communications through Teams
12. Take further action to protect people, though only without taking additional risk. For example:
  - Cover the door panel
  - Move furniture to secure the doorway
  - Close curtains or blinds
13. Check for missing persons.
14. Stay in the Lockdown Location until the All Clear has been given or told to evacuate by the Emergency Services. Lock down over will come via school phones/mobile phones/Teams chat.

## Appendix 7



Health and Safety  
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# Reporting accidents and incidents at work

A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)



This is a web-friendly version of leaflet INDG453(rev1), published 10/13

### What is RIDDOR?

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

There are also special requirements for gas incidents (see 'Reportable gas incidents').

This leaflet aims to help employers and others with reporting duties under RIDDOR, to comply with RIDDOR and to understand reporting requirements.

### RIDDOR 2013 Changes

From 1 October 2013, RIDDOR 2013 comes into force, which introduces significant changes to the existing reporting requirements. The main changes are to simplify the reporting requirements in the following areas:

- the classification of 'major injuries' to workers is being replaced with a shorter list of 'specified injuries';
- the previous list of 47 types of industrial disease is being replaced with eight categories of reportable work-related illness;
- fewer types of dangerous occurrence require reporting.

There are no significant changes to the reporting requirements for:

- fatal accidents;
- accidents to non-workers (members of the public);
- accidents which result in the incapacitation of a worker for more than seven days.

Recording requirements remain broadly unchanged, including the requirement to record accidents resulting in the incapacitation of a worker for more than three days.

### Why report?

Reporting certain incidents is a legal requirement. The **report** informs the enforcing authorities (HSE, local authorities and the Office for Rail Regulation (ORR)) about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated. This

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Executive**

allows the enforcing authorities to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

**What must be reported?*****Work-related accidents***

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is **work-related**; and
- it results in an injury of a type which is **reportable** (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

See [www.hse.gov.uk/riddor/do-i-need-to-report.htm](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm) for examples of incidents that do and do not have to be reported.

**Types of reportable injury*****Deaths***

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

***Specified injuries to workers***

- The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:
  - a fracture, other than to fingers, thumbs and toes;
  - amputation of an arm, hand, finger, thumb, leg, foot or toe;
  - permanent loss of sight or reduction of sight;
  - crush injuries leading to internal organ damage;
  - serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
  - scalpings (separation of skin from the head) which require hospital treatment;
  - unconsciousness caused by head injury or asphyxia;
  - any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

***Over-seven-day injuries to workers***

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

**Health and Safety  
Executive*****Injuries to non-workers***

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

**Reportable occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

**Reportable dangerous occurrences**

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

**Reportable gas incidents**

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

If you are a gas engineer registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die, lose consciousness or require hospital treatment. This may be due to the design, construction, installation, modification or servicing, and could result in:

- an accidental leakage of gas;

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- inadequate combustion of gas; or
- inadequate removal of products of the combustion of gas.

You can report online.

**Exemptions**

In general, reports are not required (regulation 14) for deaths and injuries that result from:

- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
- the duties carried out by a member of the armed forces while on duty; or
- road traffic accidents, unless the accident involved:
  - the loading or unloading of a vehicle;
  - work alongside the road, eg construction or maintenance work;
  - the escape of a substance being conveyed by the vehicle; or
  - a train.

**Recording requirements**

**Records** of incidents covered by RIDDOR are also important. They ensure that you collect sufficient information to allow you to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

**You must keep a record of:**

- any **accident, occupational disease or dangerous occurrence** which requires reporting under RIDDOR; and
- any other occupational accident causing injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

If you are an employer who has to keep an accident book, the record you make in this will be enough.

You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

**How to report****Online**

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

**Telephone**

All incidents can be reported online but a telephone service remains for reporting **fatal and specified injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

**Health and Safety  
Executive****Reporting out of hours**

HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

If you want to report less serious incidents out of normal working hours, you should complete an online form at [www.hse.gov.uk/riddor/report.htm#online](http://www.hse.gov.uk/riddor/report.htm#online).

You can find more information about contacting HSE out of hours at [www.hse.gov.uk/contact/outofhours.htm](http://www.hse.gov.uk/contact/outofhours.htm).

**Industry-specific guidance**

*Accident book* BL510 HSE Books 2012 ISBN 978 0 7176 6458 0  
[www.hse.gov.uk/pubns/books/accident-book.htm](http://www.hse.gov.uk/pubns/books/accident-book.htm)

*Incident reporting in schools (accidents, diseases and dangerous occurrences)*  
Education Information Sheet EDIS1(rev3) HSE Books 2013  
[www.hse.gov.uk/pubns/edis1.htm](http://www.hse.gov.uk/pubns/edis1.htm)

*Reporting injuries, diseases and dangerous occurrences in health and social care: Guidance for employers* Health Services Information Sheet HSIS1(rev3)  
HSE Books 2013 [www.hse.gov.uk/pubns/hsis1.htm](http://www.hse.gov.uk/pubns/hsis1.htm)

**Further information**

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is available at: [www.hse.gov.uk/pubns/indg453.htm](http://www.hse.gov.uk/pubns/indg453.htm).

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