

DESC Procedure for Reporting Accidents (updated April 2024)

Accident to Employee, Trainer, Visitor, Contractor or volunteer		Accident to Student on your Site	
Major Injury / Broken Bone	Minor Injury	Major Injury / Broken Bone	Minor Injury
<ol style="list-style-type: none"> 1. Accident Book entry 2. Complete accident form in full 3. Complete online RIDDOR form** 4. Send completed accident form and RIDDOR form by email to AccidentReporting.DESC@gov.im 5. Accident reporting email inbox is monitored by DESC. 6. Review your risk assessment related to the activity & make improvements if required 	<ol style="list-style-type: none"> 1. Accident Book entry 2. Complete accident form in full 3. Send completed accident form by email to AccidentReporting.DESC@gov.im 4. Accident reporting email inbox is monitored by DESC. 	<ol style="list-style-type: none"> 1. Accident Book entry 2. Complete accident form in full 3. Check list of injuries on reverse of this document, to ascertain if injury sustained by student requires a RIDDOR report 4. If injury requires a RIDDOR....complete online RIDDOR form** 5. Send completed accident form and RIDDOR form by email to AccidentReporting.DESC@gov.im 6. Accident reporting email inbox is monitored by DESC. 7. Review your risk assessment related to the activity & make improvements if required 	<ol style="list-style-type: none"> 1. Accident Book entry 2. Complete accident form in full for all head injuries, or when the first aider recommends further medical treatment 3. Send completed accident form by email to AccidentReporting.DESC@gov.im 4. Accident reporting email inbox is monitored by DESC.
		Minor Injury leading to an absence of 3 days or more	
		<ol style="list-style-type: none"> 1. Complete online RIDDOR form** within 5 days of incident 2. Send completed RIDDOR form by email to AccidentReporting.DESC@gov.im 3. Accident reporting email inbox is monitored by DESC and OHR H&S 	
Fatality to Employee, Trainer, Visitor, Contractor or volunteer		Fatality to Student on your Site	
Telephone <i>*see over for telephone numbers*</i> <ol style="list-style-type: none"> 1. The emergency services – 999 2. Health & Safety at Work Inspectorate 3. DESC Chief Officer 4. OHR Health & Safety Advisory Team 		Telephone <i>*see over for telephone numbers*</i> <ol style="list-style-type: none"> 1. The emergency services – 999 2. Parent/carer of student 3. Health & Safety at Work Inspectorate 4. DESC Chief Officer 5. OHR Health & Safety Advisory Team 	
Followed by:		Followed by:	
<ol style="list-style-type: none"> 1. Accident Book entry. 2. Complete accident form in full. 3. Complete online RIDDOR form** 4. Send completed accident form and RIDDOR form by email to AccidentReporting.DESC@gov.im 5. Accident reporting email inbox is monitored by DESC. 6. Review your risk assessment related to the activity & make improvements if required. 		<ol style="list-style-type: none"> 1. Accident Book entry. 2. Complete accident form in full. 3. Complete online RIDDOR form** 4. Send completed accident form and RIDDOR form by email to AccidentReporting.DESC@gov.im 5. Accident reporting email inbox is monitored by DESC. 6. Review your risk assessment related to the activity & make improvements if required. 	

Help Section/Notes

* Telephone contact details

Emergency Services – 999
Health and Safety at work inspectorate – 685881
DESC Chief Officer – 685802 / 685808
OHR H&S Advisory Team – 686999

Grazes, nips & scratches – record in your local accident book.

** Online RIDDOR Form

<https://www.gov.im/categories/business-and-industries/health-and-safety-at-work/report-an-injury-or-dangerous-occurrence/>

If you have any queries about the procedure, please contact

DESC – 685808
OHR H&S Advisory Team 686999

STUDENT RIDDOR Reporting

The RIDDOR report requirements that relate to over 3 day injuries is for employees and is not applicable to students.

However, it does still apply for students with specific injuries.

To best assist you, those matters for students, relating to the below, DO require a RIDDOR report:

- Fracture of the skull, spine or pelvis;
- Fracture of any bone including the arm, leg, wrist or foot, but not a bone in the hand or foot;
- Amputation of a hand or foot, or a finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
- The loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye;
- Injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact;
- Loss of consciousness resulting from lack of oxygen;
- Decompression sickness requiring immediate medical treatment;
- Acute illness requiring treatment, or loss of consciousness, resulting in either case from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material; or
- Any other injury which results in the person injured being admitted immediately to hospital for more than 24 hours.