**RIVINGTON PRIMARY SCHOOL**

**Dangerous Occurrence Reporting Procedure**



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**Dangerous Occurrence Reporting Procedure**

# 1.0 Introduction

1.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) require the following types of dangerous occurrences to be reported to the Health & Safety Executive. This procedure sets out the steps to be followed by line managers when reporting dangerous occurrences.

# Dangerous Occurrences

* 1. The dangerous occurrences listed below are those relevant to this Authority and must be reported **whether or not** they cause personal injury or damage. The full list is set out in Schedule 2 of the Regulations which is obtainable from the Corporate Safety Team (1722/3234).

# Lifting Equipment, etc

The collapse of, the overturning of, or the failure of any load-bearing part of any:-

* + - lift or hoist
    - crane or derrick
    - mobile powered access platform
    - access cradle or window-cleaning cradle
    - excavator
    - pile-driving frame or rig having an overall height, when operating, of more than 7 metres
    - fork lift truck

# Pressure systems

The failure of any closed vessel, its protective devices, or of any associated pipework, forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where the failure has the potential to cause the death of any person.

# Overhead electric lines

Any unintentional incident in which plant or equipment either:-

* + - comes into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts, or
    - causes an electrical discharge from such an electric line by coming into close proximity to it.

# Electrical incidents causing explosion or fire

Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:

* + 1. results in the stoppage of the plant involved for more than 24 hours; or
    2. causes a significant risk of death.

# Biological Agents

Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

# Breathing apparatus

Any incident in which breathing apparatus malfunctions:-

* Where the malfunction causes a significant risk of personal injury to the user; or
* during testing immediately prior to use, where the malfunction would have caused a significant risk to the health or safety of the user had it occurred during use other than at a mine.

# Collapse of scaffolding

The complete or partial collapse (including falling, buckling or overturning) of:-

* a substantial part of any scaffold more than 5 metres in height;
* any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
* any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

# Structural Collapse

Any unintended collapse or partial collapse of:-

* any structure (whether above or below ground) under construction, reconstruction, alteration or demolition which involves a fall of more than 5 tonnes of material
* any floor or wall of any place of work, or
* arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground, or
* any false-work.

# Explosion or fire

Any unintentional explosion or fire occurring in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises for more than 24 hours.

# Escape of flammable substances

The sudden, uncontrolled release:-

* inside a building:-
  + of 100 kilograms or more of a flammable liquid,
  + of 10 kilograms or more of a flammable liquid at a temperature above its normal point, or
  + of 10 kilograms or more of a flammable gas.
* in the open air, of 500 kilograms or more of any of the substances referred to in sub- paragraph above.

# Hazardous Escape of Substances

The unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases.

# Reporting

* 1. In the event of a dangerous occurrence the line manager must ensure the following persons are notified by the quickest possible means (normally telephone) in the following order:-
     + Senior Manager
     + Safety Advisor/The Corporate Safety Team (01744) 1722/3234/3236

The Corporate Health and Safety Section will, in **consultation** with the line manager, notify the HSE.