**Schools RIDDOR reporting of COVID-19**

### CORPORATE SERVICES DEPARTMENT

**Guidance for Head teachers**

The reporting requirements relating to COVID-19 only apply to occupational exposure, that is, as a result of an employee’s work. There is no requirement to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19.

**Who makes the report?**

The Head teacher or if not available any member of the Senior Leadership Team acting under the Head teachers direct authority.

**What to report?**

A report must be made under any of the following three circumstances:

**(1)** **Case of disease** (exposure to a biological agent)

An employee has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus.

When deciding if a report is required, the Head teacher must make a judgement, based on the information available, as to whether or not a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease.

**(2)** **Dangerous occurrence**

An accident or incident at the school work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). For an incident to be reportable as a dangerous occurrence, the incident must have resulted, or could have resulted, in the release or escape of coronavirus, that is, led to an actual or possible exposure to coronavirus.

The assessment does not require any complex analysis, measurement or test, but rather for a reasonable judgement to be made as to whether the circumstances gave rise to a real risk or had the potential to cause significant harm.

**(3)** **Work-related death** (due to exposure to a biological agent)

A member of school staff dies as a result of occupational exposure to coronavirus.

For an incident to be reportable as a death due to occupational exposure to coronavirus there must be reasonable evidence that a work-related exposure caused the employee’s death.

The Head teacher must notify the HSE by the quickest practicable means, without delay, and send a report of the death within 10 days.

**How does the Head teacher make a report?**

This must be done online directly to the HSE using the appropriate links set out below:

* [Report a case of disease: exposure to a biological agent](https://notifications.hse.gov.uk/riddorforms/Disease)
* [Report a dangerous occurrence](https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence)
* [Report a work-related death due to exposure to a biological agent](https://notifications.hse.gov.uk/riddorforms/Disease)

**Note! DO NOT USE LBM’s accident reporting and investigation system for this purpose!**

**What happens after I’ve made a report?**

You will receive email confirmation back from the HSE containing a unique reference number and a PDF copy of the completed report.

You must send the PDF copy to the HR processing and support team at:

[mertoncot@merton.gov.uk](mailto:mertoncot@merton.gov.uk) who will add the document to the individual’s personal file.

**Further Information**

[hse.gov.uk/coronavirus/riddor](https://www.hse.gov.uk/coronavirus/riddor/index.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=covid-riddor&utm_content=digest-14-jan-21%23dangerous)

[hse.gov.uk/coronavirus/riddorfurtherguidance](https://www.hse.gov.uk/coronavirus/riddor/riddor-reporting-further-guidance.htm%23disease-diagnosis)

