

Any incident that has potential to attract adverse publicity or cause damage to Barnardo's reputation must be notified to the Media Team, the appropriate Senior Manager e.g. ADCS, and the Director of Children's Services. The 24 hour media office number is 0208 498 7555. Anyone approached by the media should refer the person to a Media and Communications Manager.

A **sporting/recreational activity injury** is not reportable to enforcing authority if it arose out of normal participation in activity. These injuries should only be reported if they were due to defective equipment or failings in the organisation. There is no need to complete a BIRF for self-harm or suicidal incidents unless there is a physical injury requiring application of a first aid dressing, and/or a visit to A&E, GP surgery, walk-in centre, urgent care centre, or something similar, e.g. a minor injuries unit. No need to submit a BIRF for this kind of incident if already reported on a Serious Safeguarding Incident Form. Self-harm and suicide are not RIDDOR-reportable. Road traffic accidents/injuries caused by vehicles on a road are only reportable to enforcing authority if they involve exposure to any substance conveyed by road, vehicle loading/unloading, or building works on/alongside road. Report forms containing personal information must not be sent by post. Must be by e-mail, to avoid breaches of the GDPR. BIRF to Safety Team within 8 days of accident/incident.

Work or Service related injury, disease, near-miss, dangerous occurrence, psychological/emotional distress, medication error, etc.

If necessary summon first-aider(s) & emergency services.

If appropriate, inform person with parental responsibility / designated family member.

Make safe but try to preserve and/or record evidence.

Responsible Manager or if absent their nominated deputy takes charge and investigates.

Were there any witnesses?

Yes Record names and contact details of any witnesses. Have them complete a [witness statement](#) if incident is notifiable to enforcing authority or involved a hospital visit.

Does accident or incident have **serious safeguarding implications**?

Yes Complete [SSI Form](#) and send to Safeguarding

Does accident or incident also have H&S implications?

No

Was there a work-related death or specified injury to employee or trainee in England, Scotland or Wales, or work-related death or major injury to employee or trainee in Northern Ireland?

Yes

In England, Scotland & Wales responsible manager/deputy immediately completes the [on-line F2508 form](#).

Was volunteer or person not at work (but not a C/YP in foster care in a private home) killed or injured in **work-related incident** and taken from the site of accident to hospital?

Yes

E-mail copy of F2508 from HSE to Corporate Safety Team safetyteam@barnardos.org.uk

Responsible Manager/Deputy immediately phones Corporate Safety Team (0208 498 7419 or 0208 498 7416) to provide details of event. Notify Transport Section if a Barnardo's fleet vehicle or vehicle hired via Transport Section is involved.

Did a volunteer or person not at work have an accident **arising out of or in connection with work** with no visible injury and just as a wise precaution get taken to a hospital which did find an injury?

Yes

In Northern Ireland, an NI2508 Form can be either completed [online](#) or a hard copy of the form downloaded and filled in. A copy of completed NI2508 must be sent to Corporate Safety Team.

Was there a **dangerous occurrence** reportable to the enforcing authority?

Yes

In Guernsey phone Guernsey HSE immediately. Send [accident report](#) within 7 days.

Did a worker contract CoVID-19 or other **reportable infection** as a result of their work?

Yes

Did someone suffer physical injury or psychological/emotional distress as a result of the event or was there a medication administration error?

Yes

Did injured staff member make a precautionary visit to hospital?

Yes

Was there first aid treatment (including self administered)? Includes the use of a plaster but not to just wash graze or apply cold compress to bump.

Yes

Likely to be over 7 day injury to employee or trainee in England/Scotland/Wales or over 3 day injury to employee or trainee in Northern Ireland/Guernsey?

Yes

Was there a medication error or adverse drug reaction that did or didn't cause harm?

Yes

Is injury notifiable to Ofsted, CQC, Care Standards Inspectorate in Wales, Scottish Commission for Regulation of Care, Northern Ireland Regulation and Quality Improvement Authority, placing authority, Police, etc?

Yes

Does the injured person or Parent/Carer wish to have the injury reported?

Yes

Did someone have sign(s) and/or symptom(s) following work-related exposure to CoVID-19?

Yes

Email relevant corporate safety adviser and [Safety Team inbox](#)

Yes

Was there stress or psychological/emotional distress?

Yes

If injured person is under 5 years old complete [Superficial Injury Record](#). Issue Bump Note to Parent/Carer if child has or may have bumped head.

Copy of all relevant forms added to Accidents and Incidents Records File. Risk assessment(s) and local safety rules reviewed and revised if necessary. Responsible and Senior Managers sign off changes. All persons sign that they have read and understood local safety rules changes. Discuss changes at next team meeting. Appropriate information transferred from BIRF to local database. Local database compared with Corporate Safety Team Accident Database in June/July to confirm they tally.

Comply with [Barnardo's Sickness Absence Policy & Procedure](#) where appropriate. Completed forms saved to Content Server must only be put in a confidential area which only persons with a need and right to see the information can access.

For RED rated incidents Senior Manager completes Review Section of Page 3 of BIRF. Sends Pages 1 to 3 plus any completed RPI Incident Report to Corporate Safety Team within 8 days of event. Copies Pages 1 to 3 to People Section. Copy of Page 3 with completed Review Section to Responsible Manager.

If a Barnardo's vehicle is involved report this to Barnardo's Transport Section.

In **England Scotland and Wales** on day 8 after event causing over 7 day injury to employee or trainee, responsible manager/deputy completes on-line F2508. E-mails copy of F2508 from HSE to Corporate Safety Team safetyteam@barnardos.org.uk

In **Northern Ireland** on day 4 after event causing over 3 day injury to employee or trainee, responsible manager/deputy completes NI2508 online or downloads a hard copy. Send copy of NI2508 to Corporate Safety Team.

In **Guernsey** an over 3 day injury report must be sent to Guernsey HSE within 7 days. Copy to Corporate Safety Team.

Was there a near miss that didn't but easily could have caused significant harm and which might happen again?

No

Yes

Report it to Corporate Safety Team on a Barnardo's Incident Report Form

Was there a work-related disease, illness or condition, e.g. occupational dermatitis, RSI, or any infection, reliably attributable to the performance of the work? For a full list of reportable occupational diseases refer to [Schedule 3 in the RIDDOR Guide](#).

Yes

Responsible Manager or Deputy completes Barnardo's Incident Report Form. Sends to Corporate Safety Team, Senior Manager and their People Section.

Injured person or their Representative completes Page 1 of [Barnardo's Incident Report Form](#). Designated worker completes Page 2 of workbook. Responsible Manager or nominated deputy completes Page 3 of workbook. Complete RPI Incident Record if appropriate.

For amber and red incidents an investigation is required. Red incident investigation by Senior Manager must be detailed. Green and Amber incidents Reports Forms are e-mailed direct to Corporate Safety Team.

A hate incident or hate crime must be reported to the Corporate Safety Team and to the Head of Safeguarding.