

Guidance Note

Accident Reporting

Introduction

It is important that all incidents including accidents, verbal abuse acts of violence, aggressive behaviour and, near misses are reported to the Education Health and Safety Team promptly, both to satisfy legal requirements and to allow for investigation and analysis.

Responsibilities

Head teachers

Head teachers have the responsibility of making all staff members aware of the accident reporting procedure, and any / all forms that need to be completed. Head teachers are also responsible for investigating all Incidents other than trivial ones, and to instigate any recommendations arising from the investigation in order to identify any trends. They are also responsible for ensuring that all incidents are reported to the Education Health and Safety Team.

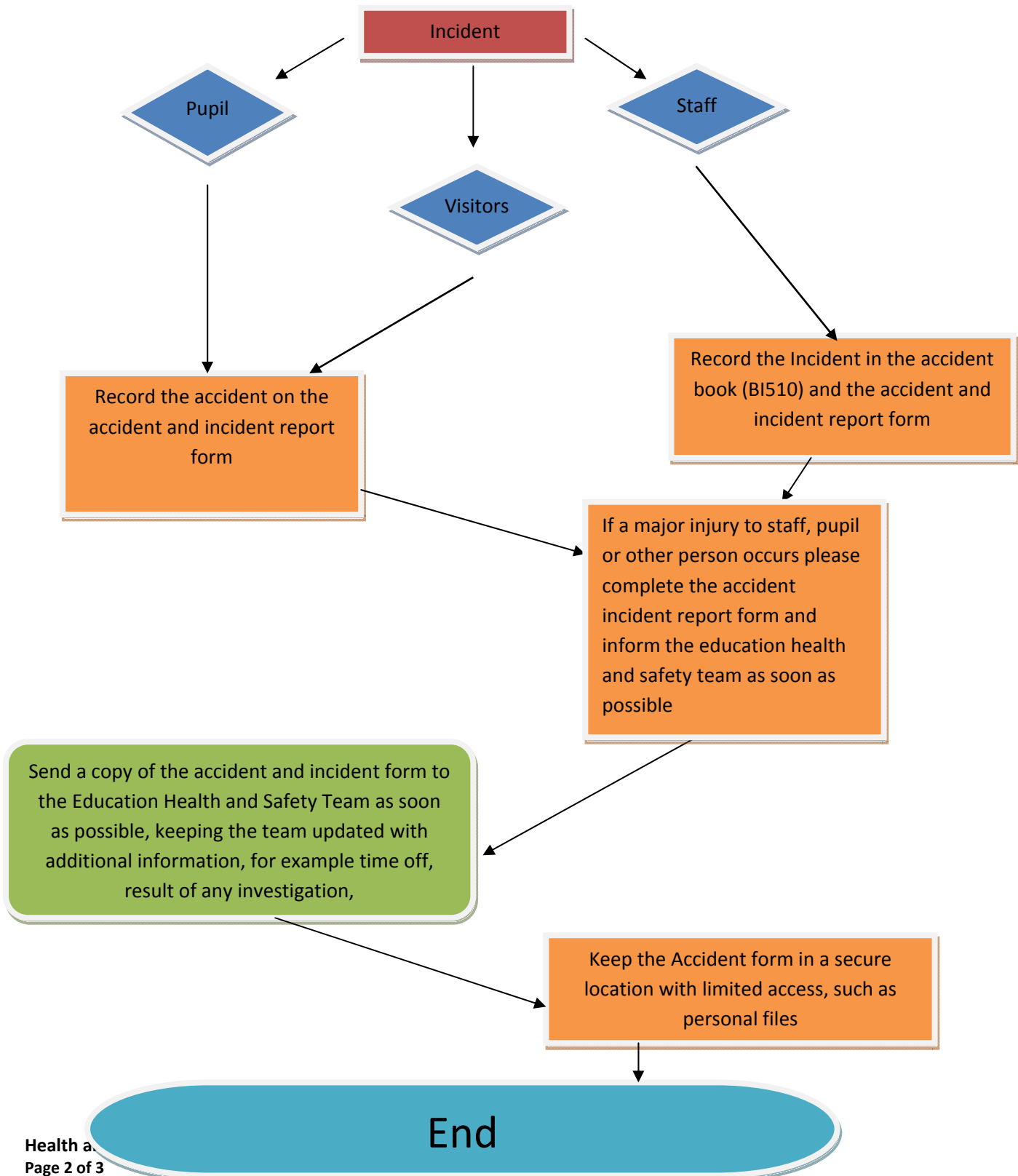
Employees

All Employees have the responsibility for reporting all incidents, to their line manager and detailing it on the relevant incident / accident form.

The Education Health and Safety Team

The Education Health and Safety Team have the responsibility for recording accidents and obtaining statistics. The Education Health and Safety Team also take the responsibility of reporting any accidents to the Health and Safety Executive under Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations when necessary.

Accident / accident Flowchart



Further Advice

For further advice and guidance please contact the Health and Safety team on:

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