

ACCIDENT REPORTING

The reporting of all accidents at work is legislated by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) which places a duty on the LEA to report certain cases of ill health, injuries and dangerous occurrences to the Health and Safety Executive. As such the following activities should be taken when reporting accidents.

- All accidents should be reported to the Buildings Premises and Facilities Manager (Mr M Urwin) as soon as possible following the incident.
- All accidents should be recorded in the School Accident Book located in the Buildings, Premises and Facilities Manager's office.
- The accident book must not be taken out the Buildings, Premises and Facilities Managers office.
- The reporting member of staff must provide a detailed report of the accident including the details of any witnesses, as they may be required to provide statements for any ensuing legal or insurance action.
- The Buildings, Premises and Facilities Manager will ensure that the Headteacher countersigns all accident report forms before being forwarded to the LEA in the appropriate manner.