

REPORTING OF ACCIDENTS – CHECKLIST

The reporting of accidents in any workplace is vital to ensure that hazards and other issues are identified swiftly, and that, wherever possible, remedial action is taken to address the hazards.

Reporting and monitoring of all accidents is a legal requirement under the Health and Safety at Work Act 1974, as employers must do whatever is reasonably practicable to protect the health, safety and wellbeing of their employees and other people. It is also good practice to monitor 'near misses'.

In addition to this, serious accidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, commonly known as RIDDOR. This includes accidents resulting in deaths, fractures (other than fingers, thumbs and toes), serious burns, and accidents requiring admission to hospital for more than 24 hours. In addition, any accident resulting in more than seven consecutive days' absence must also be reported to the HSE.

Injuries to pupils that result in immediate hospital treatment must also be reported.

This checklist is designed to assist NASUWT Representatives in ensuring that an employer's processes and procedures are fit for purpose.

The accident reporting system should:

- be a straightforward, paper-based or electronic system;
- be explained to all new staff through induction processes, with regular reminders for existing staff;
- stress that all staff accidents, however minor, should be reported and recorded;
- encourage staff to report 'near misses';
- give clear guidance on the reporting of pupil accidents;
- ensure all staff are aware of accidents which would be reported to the HSE under RIDDOR;
- have a clear reporting process for RIDDOR-reportable accidents that is communicated to staff;
- ensure that accidents are monitored through a Health and Safety Committee, or in the absence of a committee, through the relevant body;
- ensure that accidents are reviewed and any necessary remedial works carried out;
- ensure all RIDDOR-reportable accidents are properly investigated.

In addition, Multi-Academy Trusts should have processes to ensure central monitoring of accidents in the Trust's academies, ideally through a trust-wide Health and Safety committee or as a standing item on the agenda of any other consultative/negotiation forum. Local authorities should also have a mechanism for monitoring accidents in community schools.