

# Accident Reporting

## Introduction

The legislation relating to the reporting of accidents and incidents is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997. These regulations require the employer to report certain categories of incident to the Health and Safety Executive for Northern Ireland.

In order to assist in the reporting procedure it is essential that all accidents/incidents, however trivial, are reported to the Board, and CCMS in the case of a Catholic Maintained School (for teaching staff only), using the Board's accident report forms.

It is imperative that the school's Principal is involved in the completion of the accident investigation and accident report form and subsequent dissemination of reports.

### Categories of incidents to be reported

#### Death or major injury

The Employing Authority must immediately report any incident, which results in death or serious injury, to the enforcing authority. It is therefore vital that the schools report promptly and accurately all such incidents to ensure compliance with the regulations.

#### Injuries resulting in an absence in excess of 3 days

Incidents, which result in less serious injuries, but which render the person unfit to work for more than three days (including non work days).

#### All other injuries

All other injuries that result from an incident, however trivial.

#### Dangerous occurrences

If something happens, which does not result in an injury, but clearly could have done then this may be a dangerous occurrence and should be reported. The Employing Authority must inform the Health and Safety Executive of certain types of dangerous occurrences.

#### Occupational diseases

Certain work related diseases must be reported to the Health and Safety Executive by the Employing Authority.

### Accident reporting

Should you receive a report of an accident the following procedure must be followed:

Incident resulting in:

#### Death or major injury

- Report the incident immediately by telephone to the Board's Health and Safety Adviser and CCMS's Health and Safety Adviser, in the case of Catholic Maintained Schools (teaching staff only).
- Record all the relevant details on an accident report form (name, address, occupation, details of accident, etc.)
- Send the completed report form to the appropriate officer as indicated on the report form, within 24 hours of the accident date.
- Keep a copy of the completed form for record purposes.

### **More than 3-day injury (not a major injury)**

- Record all the relevant details on an accident report form (name, address, occupation, details of accident, etc.)
- Send the completed form to the appropriate officer as indicated on the report form within 72 hours of the accident date, with a copy to the CCMS Health and Safety Adviser in the case of a Catholic Maintained School (teaching staff only).
- Keep a copy of the completed form for record purposes.

### **All other injuries**

- Record all the relevant details on an accident report form (name, address, occupation, details of accident, etc.)
- Send the completed report form to the appropriate officer as indicated on the report form as soon as possible.
- Keep a copy of the completed form for record purposes.

### **Non-injury accidents**

- Record all the relevant details on an accident report form (name, address, occupation, details of accident, etc.)
- Send the completed report form to the appropriate officer as indicated on the report form as soon as possible, with a copy to the CCMS Health and Safety Adviser in the case of a Catholic Maintained School (teaching staff only).
- Keep a copy of the completed form for record purposes.

### **Occupational disease**

- Seek advice in the first instance from the Board's Health and Safety Adviser.

## **General information**

Accident report forms must be completed by the Principal/Safety co-ordinator, or other senior manager/appointee, and not by the injured party.

Fill in as much detail as possible on the report form and give a truthful and accurate account of the accident. Give the names of any witnesses to the incident and attach completed witness statements to the report form. This information may be used as evidence in any subsequent court cases.

All accidents should be recorded, if not on an accident report form, then details should be noted in an accident book.

Acts of violence not involving a teacher should be reported on the accident report form. Violence is defined as "any incident in which an employee is abused, threatened or assaulted by a student, pupil or a member of the public in circumstances arising out of the course of his/her employment". Acts of violence involving a teacher should be reported using the Violent Incident Report Form at section 15, Violence in Schools.