

ACCIDENT REPORTING

All accidents to employees must be reported by following the procedure below:

All Accidents

1. Record details of the accident in the site accident book B1510.
2. Complete the Wirral MBC Accident Form M13. This should be completed as soon after the incident as possible, giving as much detail of the incident as possible and completing all sections of the form as indicated. Keep a copy of the M13 on site for your records; headteachers will also require a copy for safety management purposes.

Accident Investigation

It is important that all incidents are investigated to establish the cause and to review the risk assessment of the task or environment causing the occurrence. This initial investigation must be carried out by the supervisor/ manager on site, should further investigation be required this will be done by a health and safety adviser. Either upon receipt of the M13 Accident Form or in response to a request from the site concerned.

Telephone Notifications

These are needed in the following situations:

1. If the injury is a major one i.e. fractures, eye injuries, chemical burns, electric shock, loss of consciousness;
2. If the injury has resulted in absence from work for more than 3 days;
3. If the injured person goes to hospital for treatment from his/her place of work;
4. If a dangerous occurrence has occurred i.e. collapse or overturn of equipment, contact with electricity, explosion, escape of dangerous substances etc.
5. If a reportable disease is suspected e.g.

Contacts

Facilities Management Service (Health and Safety) Hamilton Building,
Conway Street, Birkenhead, CH41 4FD
Telephone: 0151 666 5603/5602/5613

Full accident reporting details are given in Policy and Guidance Document H003/96 copies of this document are available in all establishments. Please do not hesitate to contact a Health & Safety Adviser on any of the above numbers should you require any clarification of the reporting procedures or any other Health & Safety information.