

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **ACCIDENT REPORTING POLICY**

Certain accidents at work are reportable to the Health and Safety Executive (HSE) under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1985 (RIDDOR).

Although less serious accidents may not need to be notified to the HSE, it is our policy that all incidents resulting in injury should be fully investigated and recorded in the Accident Book, kept by the School Nurse.

Any member of the staff involved in or witnessing an accident or incident in which personal injury or damage to property is caused, is required to report the circumstances to the college Health and Safety Officer direct, without delay, who will consult accordingly re the of investigation of incidents and compile and submit reports to external agencies as necessary