

PROCEDURE FOR REPORTING OF INCIDENTS/ACCIDENTS

1. All accidents/incidents where an employee, student or member of the public is injured must be recorded using the CMETB Accident/Incident Report Form (Tool 5)

- Report forms must be sent to Head Office within **1 week** of the accident/incident
- In the case of a serious injury or fatality the Chief Executive must be contacted immediately.

2. What should the Accident/Incident Report include?

- Completed Tool 5 CMETB Accident/Incident Report Form
- Statements from any witnesses to the accident/incident
- CCTV if available – send USB to Head Office and keep copy in school safe
- Photographs of the scene

3. Faulty Equipment/Machinery

If the accident/incident is caused by a faulty machinery or equipment the machine/equipment must be de-commissioned and preserved pending inspection by the insurance company/HSA/other.

4. Who should make the report to the Insurance Company (IPB)?

Gerardine Heaphey, Head of Corporate Services reports all accidents to IPB on a monthly basis.

5. Who should make the report to HSA?

- **Fiona Nugent, Corporate Services** will make the report to HSA, if necessary.