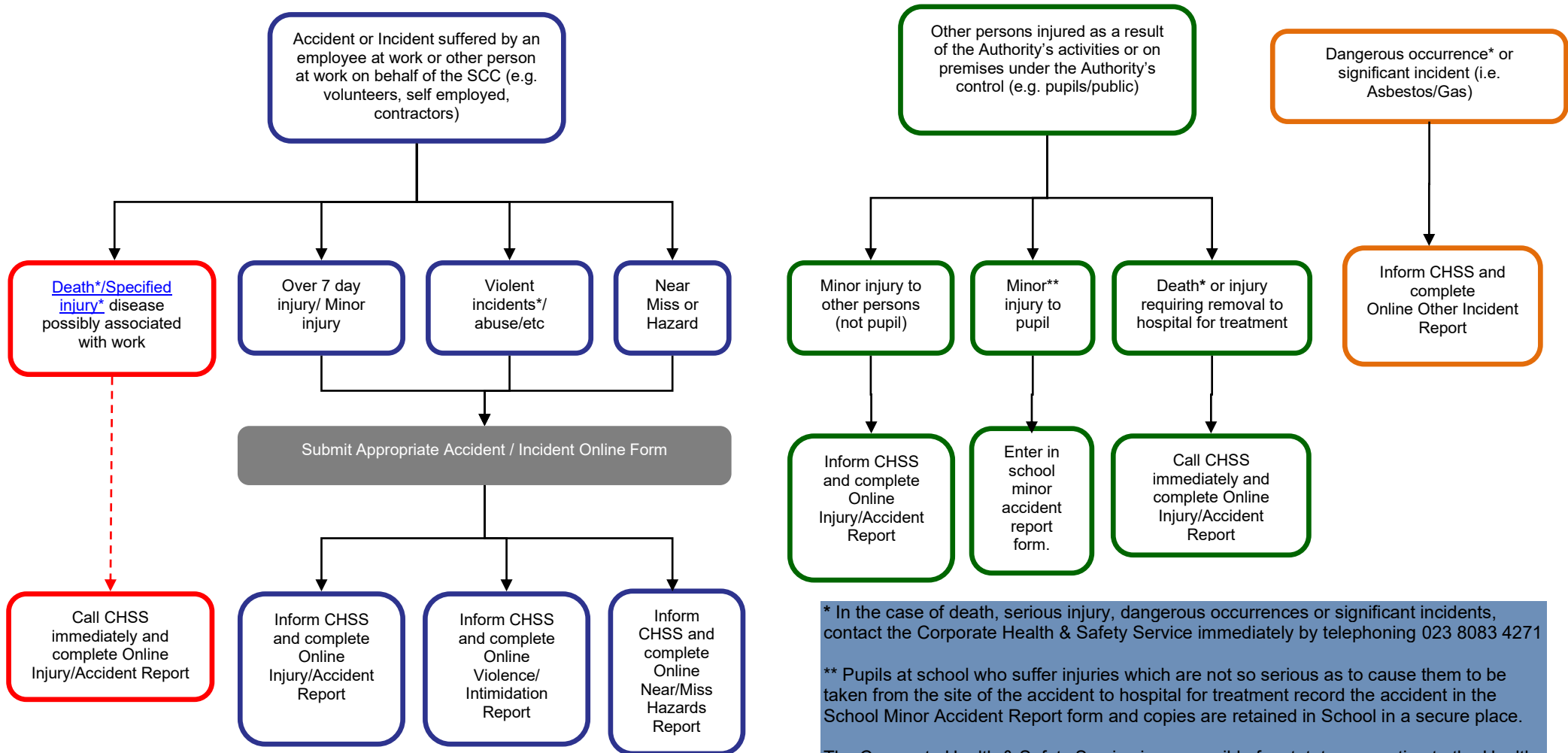


Action Guide for Accident / Incident Reporting for Schools

School Advice Note



* In the case of death, serious injury, dangerous occurrences or significant incidents, contact the Corporate Health & Safety Service immediately by telephoning 023 8083 4271

** Pupils at school who suffer injuries which are not so serious as to cause them to be taken from the site of the accident to hospital for treatment record the accident in the School Minor Accident Report form and copies are retained in School in a secure place.

The Corporate Health & Safety Service is responsible for statutory reporting to the Health and Safety Executive. Providing that the above action guide is followed by Schools, no further action is necessary on their part.