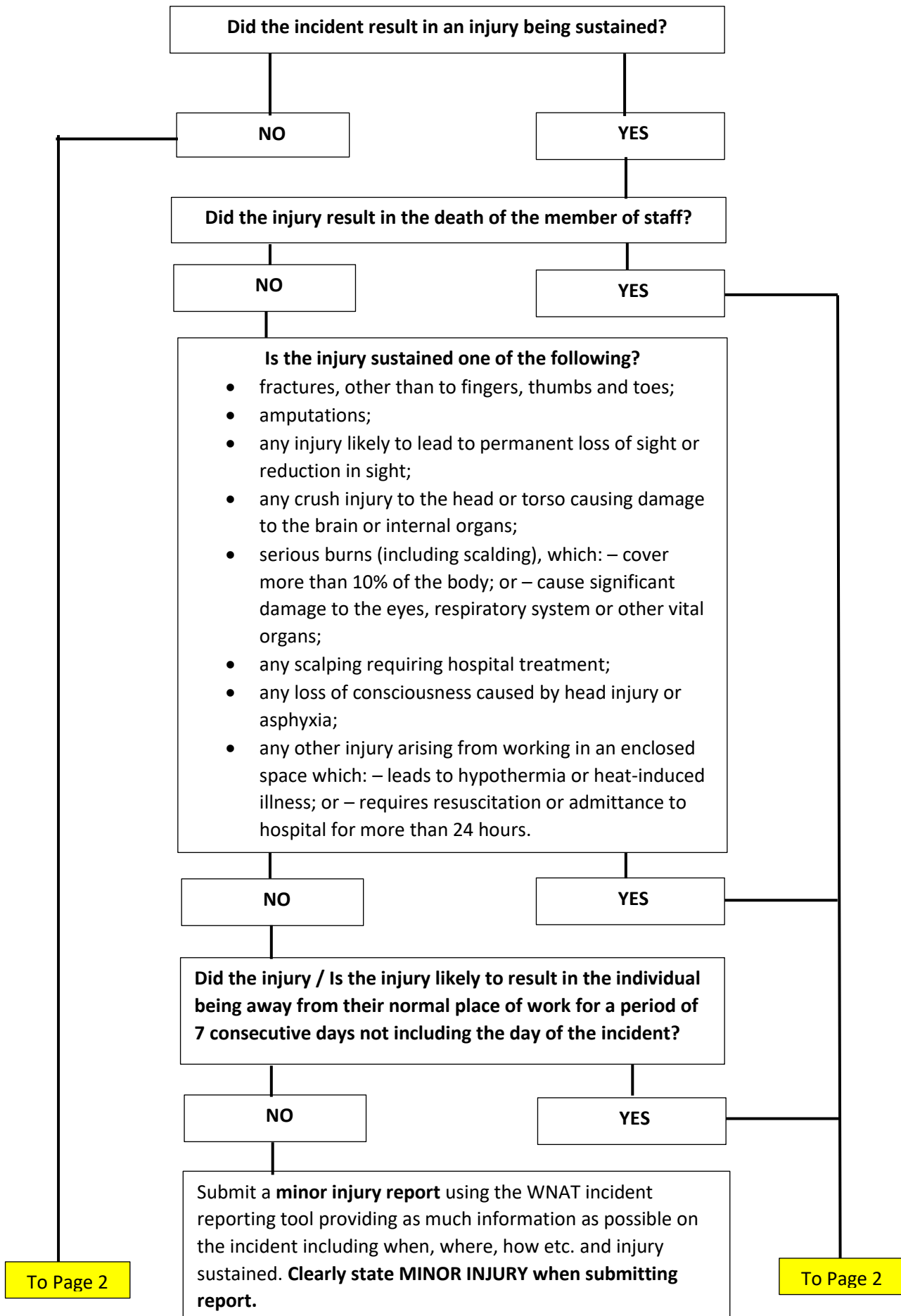


**WNAT Incident Reporting Guidance for STAFF related injuries or incidents**



From Page 1

Submit a **near miss report** using the WNAT incident reporting tool providing information on the incident including where, when, how etc. **Clearly state NEAR MISS when submitting report.**

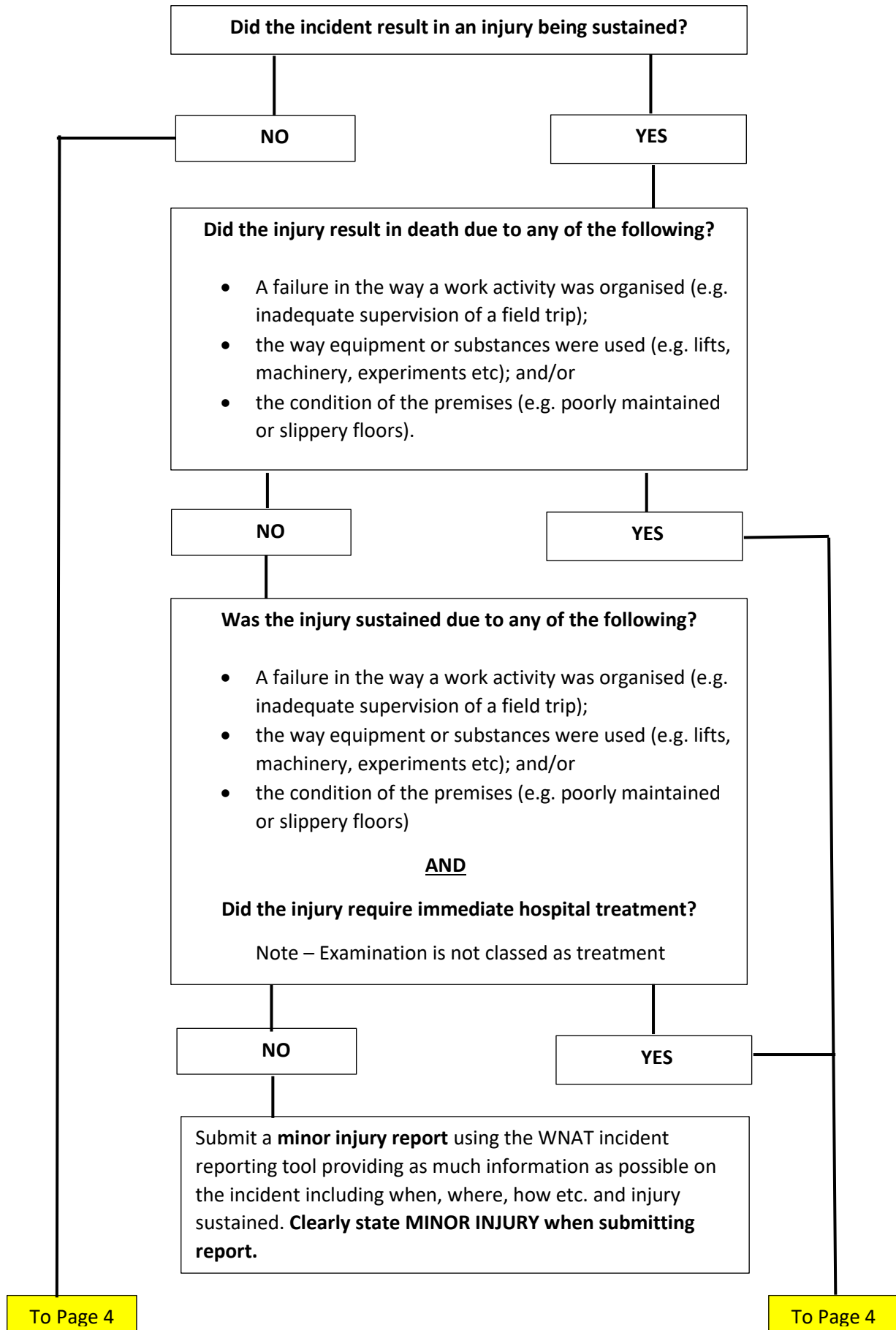
From Page 1

Where possible obtain additional information such as witness statements or photographs of the area. Where required the area may need to be cordoned off to protect evidence.

Submit a **RIDDOR report** using the WNAT incident reporting tool providing as much information on the incident as possible including where, when, how etc. and injury sustained. **Clearly state RIDDOR when submitting report.**

The submission of accurate and detailed reports enables tracking and trending of incidents as well as allowing the requirements of the Reporting of Infectious Diseases and Dangerous Occurrences Regulations (RIDDOR) to be met. They also aid in providing information to assist internal investigations to minimize potential insurance claims made against the Trust or School.

**WNAT Incident Reporting Guidance for STUDENT / VISITOR related injuries or incidents**



From Page 3

From Page 3

Submit a **near miss report** using the WNAT incident reporting tool providing information on the incident including where, when, how etc. **Clearly state NEAR MISS when submitting report.**

Where possible obtain additional information such as witness statements or photographs of the area. Where required the area may need to be cordoned off to protect evidence.

Submit a **RIDDOR report** using the WNAT incident reporting tool providing as much information on the incident as possible including where, when, how etc. and injury sustained. **Clearly state RIDDOR when submitting report.**

The submission of accurate and detailed reports enables tracking and trending of incidents as well as allowing the requirements of the Reporting of Infectious Diseases and Dangerous Occurrences Regulations (RIDDOR) to be met. They also aid in providing information to assist internal investigations to minimize potential insurance claims made against the Trust or School.