All accidents and incidents at work must be reported, this is an absolute legal requirement and it is the responsibilty of the injured person to make this report.

We have replaced what was the Accident Book with an electronic version (Part A) which can be accessed via Homerton’s Intranet and can be found at this location:

[www.homerton.cam.ac.uk/form/accidentA](http://www.homerton.cam.ac.uk/form/accidentA).

Whenever an accident occurs there is also a requirement for your line manager or supervisor to complete ‘Part B’, this form documents the accident’s follow up/investigation and should highlight what needs to be corrected to prevent a simular accident happening again. Again ‘Part B’ can be accessed via Homerton’s intranet at this location:

[www.homerton.cam.ac.uk/form/accidentB](http://www.homerton.cam.ac.uk/form/accidentB).

Both ‘Part A’, ‘Part B’ and a copy of the completion guide can also be downloaded using the QR codes below:

**Accident Book Investigation Completion Guide**

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