# **AIR checklist for minor accidents/incidents**

Use the following checklist as a guide when entering information into [AIR](https://www.accidents.is.ed.ac.uk/) (Accident and Incident Reporting System) for minor accidents/incidents.

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| **1.** | **Information about the task/activity being carried** *Provide any pertinent information about what happened. Are there any photos that can be uploaded to the report to help show what happened?*Factors to consider:* **Environmental conditions**

*Describe factors that could have contributed to the incident such as weather conditions, visibility, lighting, temporature, ventilation etc. For example, for slip/trip incidents was the floor slippy / in good condition?** **Load**

*Provide information on any loads involved e.g. for manual handling incidents things such as the weight of the item being handled, how easy to grip, any mechanical aids being used/available, etc, should be described** **Equipment**

*What was the condition of any equipment being used at the time?** **Chemicals**

 *Any chemicals / substances in use or present?** **Risk of infection**

*Was there an infection risk? E.g. needlestick incidents involving animals / tissue, If so specify if human or another species* |  |
| **2.**  | **Information about how the task/acitivity should have been carried out***How should the job have been done?**Was there a risk assessment in place? Was it being followed?**Has a copy of the risk assessment(s) been uploaded to AIR?* |  |
| **3.** | **Training** *Had relevant training been carried out? If so, when?**Has a copy of any releveant training records been uploaded to AIR?* |  |
| **4.** | **Absence dates***If the injured person is going to be absent from work, add a comment to AIR as soon as possible to indicate they will be off. Update the report when more information about absence dates is known.**It is important to add this information promptly as the H&S Department has to report any >7 day absences to the HSE within 10 days of the incident.**If the person has returned to work have they been able to fulfil their normal duties?* |  |
| **5.** | **Hospital treatment***If the injured person attended hospital please add any information about the treatment they received e.g. whether they had stitches* |  |
| **6.** | **Remedial actions** *How will a reccurrence be prevented? Actions to prevent a recurrence might include: reviewing risk assessments, improving work methods, provision and use of PPE, training / refresher training**If remedial actions involve submitting a works request to Estates, please confirm if this has been done.* |  |