

ACCIDENT AND INCIDENT REPORTING POLICY

1 Policy

The College recognises that it has obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

To comply with these regulations the College will:

- Record all accidents, incidents and dangerous occurrences in an accident book
- Report all applicable incidents as outlined in section 3 of RIDDOR
- Investigate all accidents, incidents and dangerous occurrences

The College will implement appropriate procedures in order to fulfil these obligations which should be followed when any employee, student, contractor or visitor experiences an accident, incident, near miss or dangerous occurrence on College controlled premises or during College managed activities.

For the avoidance of any doubt; under RIDDOR, College students are classified as people not at work affected by/injured in the incident and recording and reporting procedures should be followed as if the student was a member of the public.

2 Scope

This policy applies to all staff (full-time, part-time and temporary), students, visitors and contractors.

All accidents, dangerous occurrences and near misses require to be reported to the on the College Accident Form. ***No matter how insignificant you think the incident/near miss/injury was, it requires be reported.***

When completing the College Accident Form ensure that the form is completed with as much detail as possible. A contact number is very important so the injured person can be contacted. Full details of witnesses must also be provided so that they can be contacted, wherever possible.

3 Definition(s):

ACCIDENT:
an event that results in injury or ill health

INCIDENT:
NEAR MISS: an event not causing harm, but has the potential to cause injury or ill health (in this guidance, the term near miss will include dangerous occurrences)
UNDESIRE D CIRCUMSTANCE: a set of conditions or circumstances that have the potential to cause injury or ill health,

DANGEROUS OCCURRENCE:
one of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

4 Accident investigation

All accidents, near misses and dangerous occurrences require to be reported to the on the College Accident Form No matter how insignificant you think the incident/near miss/injury was, it requires be reported.

The purpose of the investigation is not in any way to allocate blame, but to identify the basic cause of the accident and to recommend measures to prevent a recurrence.

Written statements will be taken from the injured person and any witnesses. If the injured person is off work, they may be contacted at home and an over the phone statement taken.

Since serious accidents and dangerous occurrences are notified to the Health and Safety Executive (HSE), they have a statutory right to investigate the scene of an accident, remove items for examination and take statements from witnesses, etc. All staff therefore must co-operate fully with these enforcing agencies.

Notification to the Health and Safety Executive (HSE) will be carried out by facilities manager in line with regulatory requirements (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) .

5 Accident prevention

The main purpose of the College health and safety procedures and indeed in all health and safety legislation is to prevent accidents and these procedures should not be seen as an end in themselves.

Time and resources devoted to accident prevention are invariably well spent compared to the time and resources wasted after an accident has occurred, not to mention the traumatic effects of a serious accident on the persons involved. In addition, staff should be aware that all serious accidents, including those accidents which result in an over seven-day absence from work, are immediately reportable to the Health and Safety Executive (HSE). Depending on the nature of the injuries received, the circumstances and other factors, the HSE may decide to undertake their own investigation.

Whilst accident reporting and investigation are a necessary requirement and can result in action to minimise the recurrence of similar accidents it is by necessity a reactive approach. A more pro-active approach involves assessing the risks associated with the activities of departments and services and introducing where indicated for example safe systems of work to reduce the risks.

In addition to the statutory requirements the College requires all accidents/incidents and injuries no matter how minor and “near misses” to be reported, to assist in the promotion of accident prevention. All accidents therefore, to staff, students, contractors and visitors, whether they occur within the College premises or on external location, e.g. fieldwork, must be reported on the College Accident form.

It is essential that the disturbance of the scene of such accidents/incidents is kept to the minimum and should be consistent with the necessity to remove any continuing risk to other personnel or further damage to plant or building.

Records and registers of notifiable accidents, diseases and dangerous occurrences will be retained for 5 years by the College

Accident, near miss and dangerous occurrence, type, cause and remedial actions will also be discussed College safety committees to assist in the reduction/prevention of a reoccurrence.

6 Key legal requirements

- Adopt an appropriate policy for recording and reporting incidents
- Implement suitable procedures for recording, reporting and investigating all incidents.
- Provide staff with information on accident reporting.

Further information
Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) INDG453 (hse.gov.uk)
Report accidents and illness - Health and safety made simple (hse.gov.uk)

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Accident and Incident Reporting Policy
Lead Officer:	Estates & Facilities Manager
Date last reviewed	October 2025
Next Review date:	October 2028
Approved By:	H&S Committee
Date first approved:	March 2022

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity