

ACCIDENT AND INCIDENT REPORTING PROCEDURE

1 General

1.1 All accidents, incidents, near misses or dangerous occurrences should be reported, however minor.

1.2 All injured individuals shall obtain treatment for an injury from a College first-aider.

1.3 In the event of a serious accident, the Estates & Facilities Manager will be informed as soon as possible by the first-aider attending the scene.

1.4 In the event of a serious incident, the first-aider is to ascertain from the injured person a relevant contact number for their next of kin. This information shall then be forwarded to Reception who shall then contact the person identified as required.

1.5 All relevant details relating to the accident, incident, near miss or dangerous occurrence will be recorded on the electronic accident reporting form held on SharePoint homepage by the attending first-aider attending.

1.6 Relevant line management and the Estates & Facilities Manager will be kept informed by the injured party of any after-effects of the incident, including periods of total or partial incapacity for work.

1.7 The existing workplace risk assessments and safe systems of work may be reviewed, if applicable, in light of the accident. The Estates & Facilities Manager shall carry out this exercise.

2 Accident & Incident form

2.1 All accidents, incidents, near misses and dangerous occurrences must be recorded in the College accident and incident reporting form. The form is held on the College intranet. All mandatory fields must be populated by the reporter. Once the form has been completed it can be saved, this will then generate a notification to the Estates & Facilities Manager to notify an accident or incident has occurred.

2.2 The accident and incident form records contains specific information relating to the event such as:

- the date and time of the event;
- the full name, address and occupation of the person(s) affected;
- the full name, address and occupation of the person completing the entry, if different from above;
- the nature of the injury or condition;
- the location where the event occurred;
- A brief but clear description of the circumstances.

2.3 The Estates & Facilities Manager will initiate an investigation into the event, where required, and report details where required under RIDDOR (see points 10 to 12). All documentation relating to investigations and the reporting to external agencies will be filed with the original accident report in a confidential location.

3 Reporting Procedure - Employees

3.1 In addition to an entry for an actual Accident or incident, any accident, incident, near miss or dangerous occurrence must be reported to the relevant Line Manager and the Health and Safety Administrator (Estates & Facilities Manager). Injuries which occur whilst carrying out work duties off-campus must be reported in the same way and the occupier of the site should also be advised accordingly.

3.2 All accidents, incidents, near misses and dangerous occurrences must be reported to the facilities Manager who will record the event on the electronic reporting form.

3.3 The Estates & Facilities Manager will initiate an investigation into the event, where required, and report details where required under RIDDOR (see points 10 to 12).

4 Reporting Procedures – Students

4.1 Students will be informed to report any accident, incident, near miss or dangerous occurrence to either their lecturer or relevant member of staff, who will then notify the Estates & Facilities Manager. Injuries that occur whilst carrying out course work off-campus must be reported in the same way and the occupier of the site also advised accordingly.

4.2 All accidents, incidents, near misses and dangerous occurrences must be recorded, however minor.

4.3 The Estates & Facilities Manager will initiate an investigation into the event, where required, and report details where required under RIDDOR (see points 10 to 12).

4.4 Under RIDDOR accidents to students are classed as accidents to members of the public and as such it is important that the appropriate reporting criteria are used to determine whether the incident needs to be reported to the HSE.

5 Reporting Procedure - Line Managers

5.1 If an accident, incident, near miss or dangerous occurrence is reported to a Line Manager, that manager will ensure that the details of the incident is passed to the Estates & Facilities Manager.

5.2 If applicable, the Line Manager must keep records of any developments to the injured person's health, up to and including a return to normal duties. The Line Manager will also inform the Estates & Facilities Manager of the employee's return date.

5.3 When applicable, a Line Manager can be responsible for assisting contractors and visitors in complying with College policy regarding accident reporting whilst on campus.

5.4 The Estates & Facilities Manager will initiate an investigation into the event, where required, and report details where required under RIDDOR (see points 10 to 12).

6 Reporting Procedure - Visitors/Contractors

6.1 Any non-employee who is involved in an accident, incident, near miss or dangerous occurrence whilst on College premises must report the incident immediately to the person responsible for his or her presence on site. That person will then inform the Estates & Facilities Manager. Either the responsible person or the Estates & Facilities Manager will complete the Accident and Incident form. If the person responsible is not available, the visitor/contractor must obtain the assistance of a member of staff to ensure that College procedure is adhered to.

6.2 The Estates & Facilities Manager will initiate an investigation into the event, where required, and report details where required under RIDDOR (see points 10 to 12).

6.3 Under RIDDOR the accident reporting criteria are different for individuals who are not working (e.g. members of the public/students) but who are injured on College controlled premises or as a consequence of a college activity and as such it is important that the appropriate reporting criteria are used to determine whether the incident needs to be reported to the HSE.

7 Reporting Procedure - Members of the Public (Other)

7.1 If an accident occurs to a member of the public (authorised or unauthorised, eg a trespasser) on College premises (e.g. due to work carried out by College staff / students, the College grounds not being adequately maintained) and this results in them requiring hospital treatment, then the Estates & Facilities Manager will initially report details under RIDDOR (see points 10 to 12) and then carry out an investigation into the event. Details of the event will be recorded in the Accident and Incident form.

8 Preserving the Scene

8.1 In the case of serious accidents, nothing at the scene of the accident will be changed except where necessary to render the area safe and prevent further injury to the victim or to other persons. This is to allow those investigating the

accident to form a true picture of the circumstances and in order that appropriate measures can be taken to prevent a recurrence.

8.2 Serious accidents will be referred immediately to the Principal and Estates & Facilities Manager.

9 Potential Claims Against the College

9.1 Claims being pursued by third parties against the College for injuries sustained or damage to property etc. are normally referred to the Insurers for attention. It is essential that the position of the Insurers is not in any way prejudiced by the statement(s) made, or letter(s) addressed, to claimants or other representatives by employees of the College.

10 Reportable Accidents / Incidents

10.1 Under certain circumstances, injuries, diseases and dangerous occurrences must be officially reported to the enforcing authority. In most cases for the College this will be the Health and Safety Executive.

10.2 The Reportable Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) set out specific definitions of such incidents and the required reporting mechanism.

10.3 The standard method of reporting incidents to the HSE is via their online reporting system. This can be done by going to www.hse.gov.uk/riddor and completing the appropriate online report form. The form will only complete if the incident criteria meets the reporting criteria, but the responsible person must make sure that the correct injured party type (e.g. employee, member of the public) is selected. The form will then be submitted directly to the RIDDOR database with a copy being sent to the College to be retained.

10.4 All RIDDOR incidents will be reported online by a member of the College senior staff.

10.5 Accidents, and incidents requiring reporting include the following:

- Death of an employee, or a self-employed person working on the premises, as a result of an accident or physical violence
- Accidents where members of the public are killed or taken to hospital (this will include incidents where students are taken to hospital following an injury that is a consequence of College activities/College controlled premises). RIDDOR clarifies this by stating that “work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was

actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.”

- Accidents (including acts of physical violence) where an employee, or a self-employed person working on the premises, is away from work or unable to do the full range of their normal duties for more than 7 days. The 7 days should include weekends, rest days etc. but not include the day of the injury itself.
- “Major Injuries” suffered by an employee, or a self-employed person working on the premises. As of 1st of October 2013 this list of major injuries has been trimmed down to a shorter list of specified injuries. HSE document INDG453 Reporting Accidents and Incidents at Work states that this list includes:
 - a fracture, other than to fingers, thumbs and toes;
 - amputation of an arm, hand, finger, thumb, leg, foot or toe;
 - permanent loss of sight or reduction of sight;
 - crush injuries leading to internal organ damage;
 - serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
 - scalpings (separation of skin from the head) which require hospital treatment;
 - unconsciousness caused by head injury or asphyxia;
 - any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

11 Reportable Occupational Diseases

11.1 As of 1st of October 2013 the list of occupational diseases that have to be reported under RIDDOR has been trimmed down to a shorter list of categories. HSE document INDG453 Reporting Accidents and Incidents at Work states that this list includes:

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent.

12 Reportable Dangerous Occurrences

12.1 As of 1st October 2013 the list of dangerous occurrences – near miss event types – that have to be reported under RIDDOR has been trimmed down. The

circumstances are too detailed to reproduce here though the examples of incidents relevant to the College are as follows (Refer to <http://www.hse.gov.uk/riddor/dangerous-occurences.htm> for a more comprehensive list):

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- plant or equipment coming into contact with overhead power lines
- explosions or fires causing work to be stopped for more than 24 hours

13 Reporting Timeframe

13.1 For most types of incident the responsible person (in the case of employees or members of the public being injured on College controlled property or as a consequence of College activities this will be the Estates & Facilities Manager) must notify the enforcing authority without delay in accordance with schedule 1 of the reporting procedure. **A report must be received within 10 days of the incident.**

13.2 For accidents resulting in the over-seven-day incapacitation of a worker, the enforcing authority must be notified within 15 days of the incident using the appropriate online form.

13.3 Cases of occupational disease, including those associated with exposure to carcinogens, mutagens or biological agents, notification should be made as soon as the responsible person receives a diagnosis.

14 Summary of Responsibilities

14.1 First aider attending incidents shall ensure an entry has been made in the Accident & Incident form.

14.2 The Estates & Facilities Manager shall, when appropriate, investigate accidents to prevent re-occurrence.

14.3 The Estates & Facilities Manager shall report relevant accidents, incidents, near misses and dangerous occurrences and will manage the recorded forms.

All staff must make themselves aware of this policy

Further information

[Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\) INDG453 \(hse.gov.uk\)](http://www.hse.gov.uk/riddor/dangerous-occurences.htm)

Newbattle Abbey College is committed to challenging discrimination, advancing equality and celebrating diversity

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 Reporting Procedure
Lead Officer:	Estates & Facilities Manager
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Approved By:	H&S Committee
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