

Safety Services Guidance



Guidance on Accident, Incident and Near-Miss Reporting

Key word(s): Accidents, incidents, near misses, dangerous occurrences, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), accident statistics, KPIs.

Target audience: All staff, local safety advisors

Contents

Introduction	2
Serious accidents or incidents	2
Responsible persons	3
Which notification form should be used?.....	3
Safety Services Events Database.....	5
Special cases	6
What happens next?	7
Document control box.....	7

Management cycle	Useful paragraphs
Plan	1-15
Do	5-7, 8-11, 12-13, 15-17
Monitor	14
Review	15

Introduction

1. All accidents on University premises or arising out of University business must be notified to Safety Services using the University's [Accident Form](#). For groups based in NHS embedded accommodation a Trust's form may be used, but a copy must be sent to Safety Services.
2. The University encourages all staff and students to notify Safety Services of other incidents and "near-misses" using the University's [Incident/Near-Miss Form](#). Incidents result in damage to property only with no injuries, and near-misses are incidents with a potential for personal injury or physical damage but no actual injury or damage.
3. Accident forms are normally completed by the injured person and countersigned by their line manager, but if either party is not able or not available to complete it, others (e.g. Security and first aiders attending an incident, witnesses, friends or colleagues) may do so on their behalf.
4. Anyone completing these forms should do so as soon as possible after the incident, and send to Safety Services without delay. RIDDOR¹ places legal duties on the University to report certain incidents within a timescale defined in the Regulations, and delays in sending in notifications should be avoided. This might mean sending in incomplete forms, for more information to be added later.

Serious accidents or incidents

5. Chapter 6 of the University's Health & Safety Arrangements states:

"In the event of a very serious accident or fatality, or one where there is an early indication that formal enforcement action will follow, the Head of Compliance and Risk and the University's General Counsel MUST be notified immediately it is practicable to do so. In their absence, the Registrar and Secretary must be notified. If the accident occurs out of normal working hours, the notification must be made to Security (if they are not already involved) and a specific request made to notify the Emergency Incident Manager and Head of Compliance and Risk as soon as possible. The University's senior managers or legal counsel may advise directly about legal matters to do with the investigation, and their instructions in this regard must be followed."

¹ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, <http://www.legislation.gov.uk/uksi/2013/1471/contents/made>

6. If anyone is taken to hospital following an accident, ring Safety Services immediately Tel: 64004/64003 and fill in an [Accident Form](#).
7. If there is a Dangerous Occurrence e.g. fire resulting in equipment being unusable for 24hrs, pressure vessel failure or asbestos fibre release, ring Safety Services immediately Tel: 64004/64003 and fill in an [Incident Form](#).

Responsible persons

8. The forms should be counter-signed by a line manager (for staff injuries) or a supervisor or tutor (for students). A local safety advisor may also countersign the forms. Forms for visitors may be signed by Security or building reception staff, or anyone accompanying the visitor. Schools may make their own arrangements about who their responsible person(s) are.
9. The purpose of this local signature is to ensure that steps are taken to deal with any circumstances requiring immediate attention (e.g. to make safe or secure any unsafe conditions), and so that someone at the University is aware that a person has been injured or taken to hospital and can inform others.
10. Each senior manager (head of school/directorate/institute) should also appoint a person responsible for administering accident and incident reporting in their area of responsibility, and for reporting summaries, outcomes of investigations, action plans, etc. to the local health & safety committee. This person will normally be the school or local safety advisor.
11. If the cause or result of an accident, incident or near-miss is a defect in the building fabric or fittings, then the responsible person (or other person) should report the defect for repair/replacement to the Estates Helpdesk (0161 275 2424).

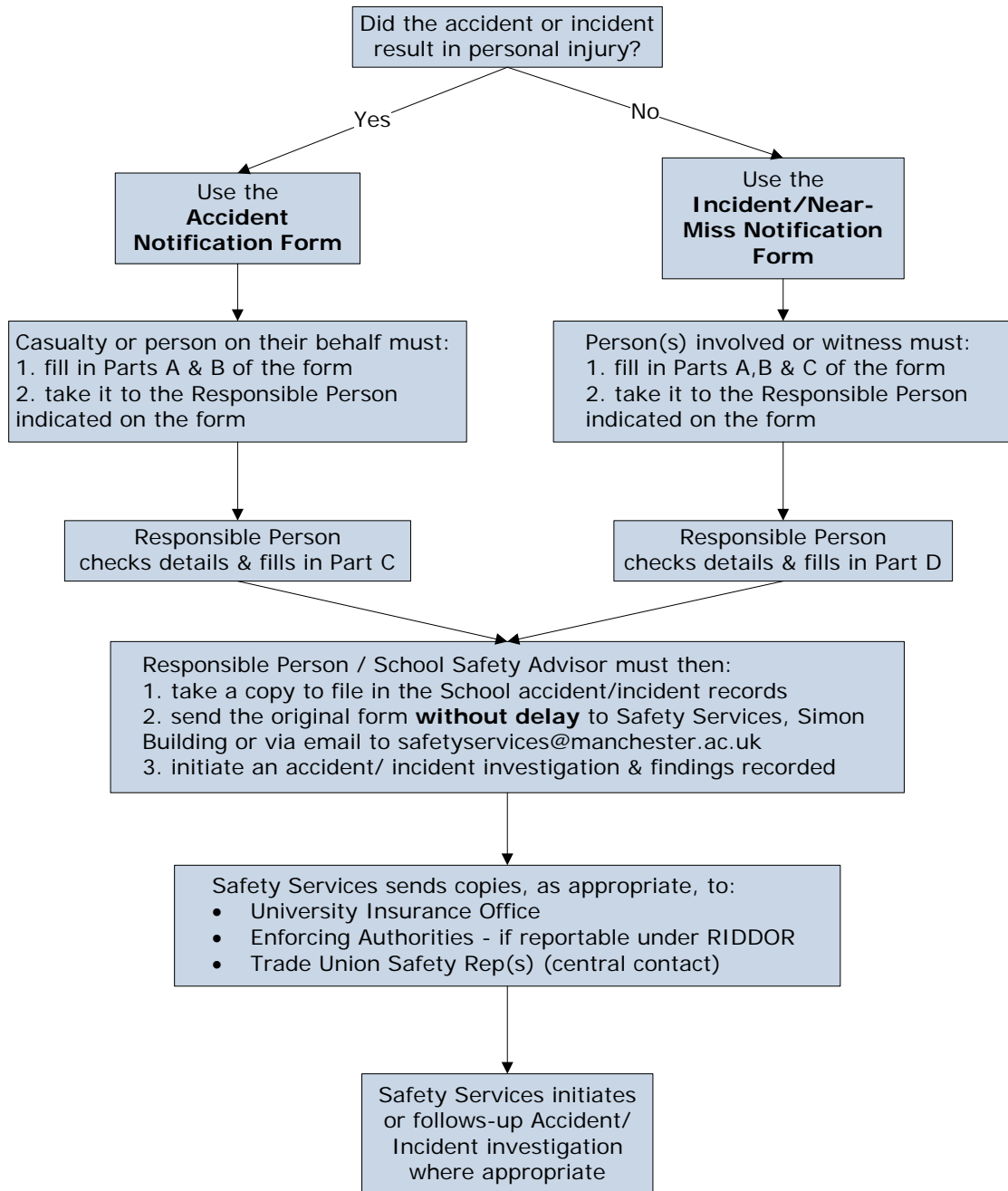
Which notification form should be used?

12. A simple and familiar example is a vehicle collision on campus.

Outcome	Form to be used	Other notes
Fatality or serious injury	Accident form	Call Emergency Services and Security immediately. Plus, notify immediately (by phone) those listed in para 5, followed up by accident form.

Outcome	Form to be used	Other notes
Minor injury	Accident form	
Damage to vehicles, building or other structure	Incident form	Tick "Damage to equipment or premises" box
Vehicle hits bulk storage tank and causes loss of containment or hits scaffold and causes collapse of scaffold (no injuries)	Incident form	Call Emergency Services and Security immediately. Plus, likely "Dangerous Occurrence" (as defined in RIDDOR). Notify immediately in accordance with para 5 followed up by incident form, tick "Dangerous Occurrence" box.
No injury, no damage	Incident form	Tick "Near miss" box

13. The following flowchart can be used to determine which form is required and what you should do with it.



Safety Services Events Database²

14. The data collected from accident/incident forms is recorded and used by Safety Services:

- to inform arrangements for investigation

² During 2014/15, it is hoped that an on-line form will be developed.

- for monitoring purposes to identify trends and inform key performance indicators
- to produce regular statistical reports and analyses for OHSTAG and FSAG, SHE and Board
- to review and develop guidance and policy
- to determine which accidents or other incidents require reporting to the Health & Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) and to inform the insurance office in such cases
- to provide statistical information to the Higher Education Statistical Agency and to potential research funding bodies or other parties entering into a contractual arrangement with the University and making reasonable enquiries about health and safety performance.

Special cases

15. In general, agency staff, contractors and visitors who are injured on campus or who are involved in an incident or near miss should notify using the University's forms.
16. Where contractors are working within a defined and access-controlled site (for example, on one of the major construction projects), the principal contractor is responsible for managing site safety and will record and investigate accidents using their own arrangements. However, if the accident or incident involves any member of University staff, student or visitor, or damages any University-owned property, it should be reported on the appropriate University form and sent to the University Safety Office (usually via the Estates Project Manager or safety personnel) for inclusion in the events database and investigation as appropriate. Incidents should also be reported if University-controlled arrangements are a contributing factor.
17. For example, if a crane drops its load entirely within a site controlled by a main contractor, it will be reported via the main contractor's arrangements and to the Project Manager. If the load falls outside the perimeter fence and injures someone or damages University property, it should be notified using the University accident or incident form and sent to the Safety Office. If manoeuvring the crane is made difficult or compromised because of other construction projects in the vicinity, the incident should be notified to the Safety Office as a near miss, because the University has responsibility for managing any timing or conflicts between the two contractors and could implement arrangements to avoid such conflicts.

What happens next?

18. Accidents, incidents and near misses are all opportunities to learn from mistakes and prevent recurrences. Each should be investigated in accordance with the University's health and safety arrangements [Chapter 6](#) and with its guidance on [Accident and Incident Investigations](#).

Document control box	
Title	Guidance on Accident, Incident and Near Miss Reporting
Link to Policy or Chapter	University Health & Safety Arrangements Chapter 6 Accidents and Other Investigations Chapter 14 School and local safety committees
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