

University Health & Safety Arrangements: Chapter 6



Key word(s): RIDDOR, over 7 day accidents, major injuries, serious injury, fatal accidents, dangerous occurrences, incidents, near misses, investigation, serious consequences

Target audience: All managers and all staff.

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Note.

“Senior Managers” are responsible for health and safety within their organisational unit, specified areas or as a consequence of their activities, and for any additional activities as agreed and delegated to them (eg where they accept responsibility for day-to-day safety arrangements for staff who have other line managers, for reasons of geographical or other convenience). They may be Deans, Heads of School, Directors of Institutes, Directors and Heads of Service in non-academic areas, the University Librarian, the Directors of the Manchester Museum and the Whitworth Art Gallery, and their equivalents.

IMPORTANT

In the event of a **fatality**, accident resulting in **serious injury**, or an occurrence with potentially **serious consequences** (i.e. that might affect the ability of the University to go about its normal operation, be politically sensitive, result in formal enforcement, or negatively impact upon the University's reputation) then the following must be contacted as soon as possible:

- Emergency Incident Manager
- Director of Compliance and Risk
- University's General Counsel

If the accident occurs out of normal working hours, University Security should be informed (if they are not already involved). The University's senior leaders and/or legal counsel may advise directly about legal matters to do with the investigation, and their instructions in this regard must be followed.

Introduction

1. Under UK law, the University of Manchester must keep a record of accidents and to monitor and review the effectiveness of its health and safety arrangements. Furthermore, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places a legal duty on the University to report certain work-related accidents, diseases and dangerous occurrences. Other regulations require certain records (e.g. COSHH requires exposure records for certain substances) to be kept and retained.
2. One of the ways in which the University achieves this is by keeping records of accidents and incidents, analysing these records to identify patterns, and implementing strategies to drive improvement.

Accident and Incident Reporting

3. All accidents, incidents and ill health on University premises or arising out of University business must be notified to Safety Services using the University's [Accident/Incident/Ill health Form](#). Where staff and students are based in shared premises (e.g. an NHS Trust), local accident reporting requirements should be followed, but a copy of the local reporting form must be sent to Safety Services.

Accident and Incident Investigation

4. In most circumstances, responsibility for ensuring accidents and incidents are appropriately investigated lies with the senior manager(s) with oversight of the member of staff or student involved. This could be the Director, Head of School, or Director of Research Institute. They may delegate the task to a line manager (such as a principal investigator), or to local safety staff, but the senior manager

will always retain managerial responsibility for ensuring that an appropriate level of investigation takes place, is properly recorded, and that any recommendations are fully implemented.

5. Senior Managers must also ensure that reports on accident statistics, accident/incident investigations and their recommendations are made regularly to the School Safety Committee.
6. Safety Services may direct that an investigation be carried out by senior safety professionals, with assistance from the school, directorate or institute. This is at the discretion of the Head of Safety Services and is likely to be the case with accidents/incidents that either have, or could have, had serious consequences (e.g. affecting the ability of the University to go about its normal operation, is politically sensitive, results in formal enforcement, or negatively impacts upon the University's reputation).

Record keeping

7. Safety Services maintain a searchable record of all reported events and the outcomes of investigations. Any documents, photographs, investigation reports, etc obtained by (or submitted at the request of) the Safety Office are retained in accordance with General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the University's records retention schedule.
8. Safety Services use this information for monitoring purposes. This enables Safety Services to identify trends, inform policy review and develop strategies to improve safety management and practice at the University. The University's insurers will also review certain records, especially if there is a work-related claim.
9. Safety Services will use the information to prepare reports for the University's Safety, Health and Environment Committee, advisory groups, and University Board of Governors.
10. Safety Services will also supply information on request for others within the University, as well as external collaborators or contractors. The database is accessible by staff in the University's Insurance Office for the purposes of interrogating and storing information relating to civil claims arising out of accidents.

University Guidance

11. The Safety Office has issued the following guidance on accident reporting and investigation:

- [General guidance on accident and near miss reporting](#) which includes a checklist.
- [Guidance on Accident investigation.](#)
- [Template for recording accident investigations.](#) This can be modified and adapted by schools and directorates to suit a variety of purposes. The questions on the template are not necessarily appropriate for every circumstance nor likely to be definitive in all cases.

Document Control Box	
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