Health & Safety Management

Title: Accident/Illness/Incident Reporting and Investigation Procedure

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Revision History

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1 Purpose

The recording and investigation of accidents, incidents and ill health should be recorded and investigated, not only to enable proper completion of the forms required by the enforcing authority, but also to meet the requirements of insurance companies, to help prevent re-occurrence and to assist in cases of subsequent litigation.

2 Scope

Where any injury, ill health or dangerous occurrence has occurred to any person (employee, visitor, students and contractor) under the control of Sidney Sussex College (SSC)

3 Definitions

- Accident: - An accident is an unplanned, random unexpected event which may result in injury, ill health or loss.

- Work-related ill health: - identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation.

- Incident: or near miss: - Is an unplanned, random unexpected event which had the potential to cause injury, ill heath or loss, but did not.


- HSE: - Health and Safety Executive

- Workplace: - any physical location in which work related activities are performed under the control of SSC. This could include boathouse, sports grounds and accommodation blocks.
4 Guidance and references

4.1 Guidance

- RIDDOR explained: [http://www.hse.gov.uk/riddor/riddor.htm](http://www.hse.gov.uk/riddor/riddor.htm)
- Local HSE Contact details: [Local Offices](http://www.hse.gov.uk/riddor/riddor.htm)
- The incident contact centre website: [The Incident Contact Centre Website](http://www.hse.gov.uk/research/crr_pdf/2001/crr01344.pdf)
- Accident Investigation:

4.2 References


5 Requirements

5.1 Reporting minor injuries / accidents

All accidents, regardless of severity should be immediately reported to a head of department – who shall then deal with the accident in the appropriate manner and record the details in SSC accident book and inform the health and safety officer.

The page should then be removed and sent to HR manager, who is responsible for locking it in secure cabinet/drawer, in order to comply with the Data Protection Act.

5.2 Reporting Major injuries

Death or major injury (to an employee, contractor, student or member of the public) as defined by RIDDOR, should be reported to the Health and Safety Officer without delay. The Health and Safety Officer will be responsible for informing the HSE with immediate affect (e.g. by telephone).
This should be followed up with a completed accident form (F2508) within 10 days. Definitions concerning major injuries are contained in the RIDDOR guidance (see section 5).

5.3 Accidents: Three or more days’ incapacity for work

If an accident connected with work results in an employee, or any other person working on the premises, being incapable of their normal work for 3 or more consecutive days, then the HSE must be informed immediately and a completed accident form (F2508) must be sent to the HSE within 10 days (note: in calculating three consecutive days include those which do not normally take place such as weekends).

5.4 Work-related ill health

If SSC is noted by a doctor that an employee is suffering from a reportable work-related ill-health / condition then the Health and Safety Officer must complete a disease report (F2508A) and send it to the HSE. Definitions concerning workplace ill health can found in RIDDOR guidance (See section five). If in doubt about the ill health reporting requirement call the Health and Safety Executive for advice (Info line 0845 345 0055).

5.5 Dangerous Occurrences

If a dangerous occurrence has occurred, this must be reported immediately to the HSE.

The occurrence must also be reported in writing on form F2508 within 10 ten days of the incident. Definitions of dangerous occurrences can be found in the RIDDOR guidance (see section 5).

5.6 Keeping Records

SSC must keep records of any reportable disease, injury or dangerous occurrence covered by RIDDOR. The record must be kept by SSC for at least five years from
its date of completion. Additional copies of all F2508 and F2508A forms shall also be kept and forwarded to SSC insurers.

5.7 Accident Investigation

Any accident, incident or work related illness that occurs must be properly investigated by the Health and Safety Officer. Near misses, minor accidents and property damage must also be investigated.

5.8 Investigative Stages

The Health and Safety Officer is responsible for carrying out investigations. The procedure for this is as follows:

- Get to the scene as soon as possible
- Take necessary actions to deal with immediate risks
- Ensure the scene is not disturbed – tape off the area
- Take any photographs or details about the event
- Check on the condition of any plant, machinery, equipment or chemicals – this may involve specialist advice
- Interview witnesses
- Interview injured persons when appropriate to do so
- Check on any previous accidents/incidents in the area
- Check on injured persons training records
- Obtain any necessary personal details of the injured person
- Complete the accident/incident/illness report form and prepare a written report.
When the report is complete take sufficient copies and circulate to Health and Safety Committee.

6 Accidents which occur external to SSC

This could include sports fields and research visit locations. If the accident, for example, occurs to a student while visiting another College’s grounds, the accident must be reported to both the visiting College and SSC Health and Safety Officer. It would however be the visiting College who would be responsible for reporting the incident under RIDDOR.
7 Appendix: Procedure for Reporting and Investigating Accidents, Illness and Dangerous Occurrences

Accident, illness & DO Procedure

Is the accident, illness or dangerous occurrence reportable under RIDDOR?

Yes

Inform the HSE immediately

Make entry in the accident book, remove page and store in a secure area.
If notifiable, follow up with completed F2508/F2508A

Carry out an investigation,

Implement any necessary remedial actions to prevent a re-occurrence.

Forward a copy to SSC insurers

No

Keep records for 5 years
