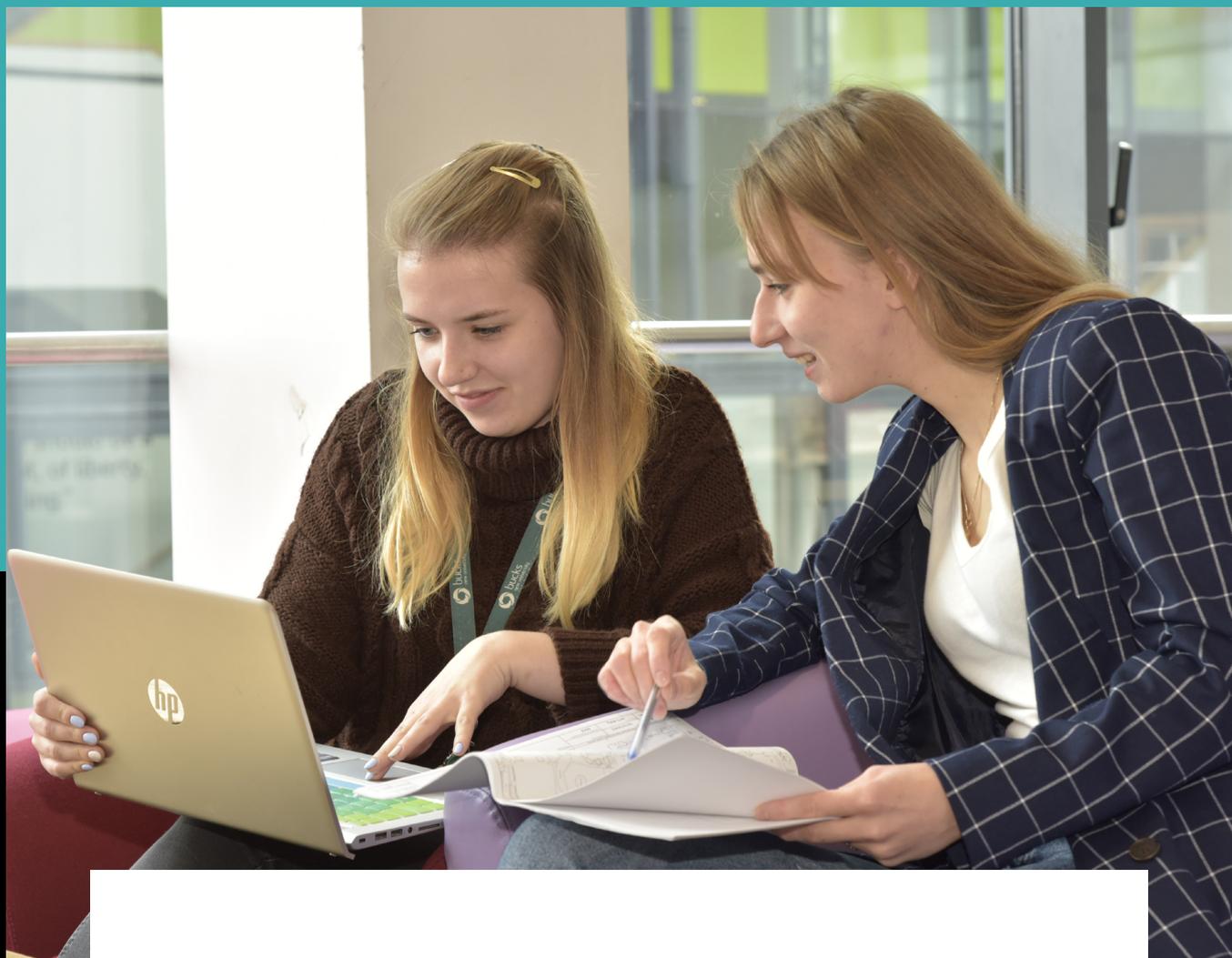




BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



ACCIDENT AND DANGEROUS OCCURRENCE REPORTING POLICY

Effective from January 2013

Contents

- 1 **Accident reporting general statement 3**
- 2 **Accident and dangerous occurrence book 3**
- 3 **Accident reporting procedures - employees..... 3**
- 4 **Accident reporting procedures - managers 4**
- 5 **Accident reporting procedures – students, visitors and contractors 4**
- 6 **Accident reporting procedures – members of the public 4**
- 7 **Safe system of work..... 5**
- 8 **Summary policy statement 5**

Preamble

All University formal documents relate to the policies, strategies, procedures and regulations of the University having been approved by the appropriate formally recognised and constituted body. All University staff and students are required to adhere to the formal processes and regulations of the University.

This document should not be read in isolation as other University processes/formal documents could be relevant. A full listing of all formal documents is available on the University’s website.

Any interpretation of the content of this formal document will be at the discretion of the Health and Safety Manager.

All previous versions of this document as approved by the Health & Safety Manager before January 2013 shall be rescinded.

The names of committees and titles of posts may change from time to time. This shall not invalidate the powers of the equivalent successor committees or post holders.

If required this formal document is available in an alternative format eg Braille, tape, disc, email or a larger font size. Please contact the Health & Safety Manager

1 Accident reporting general statement

- 1.1 This policy outlines the procedures that are to be adopted when any employees or contractors experience an accident, near miss, or dangerous occurrence on the University's premises during the course of their employment. This will also apply to students and visitors who are members of the public and are therefore not at work.
- 1.2 Injuries from accidents involving vehicles travelling on the public highway are subject to the Road Traffic Act 1972 and should be reported accordingly, normally to the police.
- 1.3 For the purposes of this policy brief definitions and examples of an accident and a near miss are given below:
 - a) an accident is an unplanned event that causes injury to persons, damage to property or a combination of both;
 - b) a near miss is an unplanned event that does not cause injury or damage, but could do so.
- 1.4 This policy covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting.
- 1.5 The person responsible for the implementation of this policy is the Health and Safety Manager.

2 Accident and dangerous occurrence reporting

- 2.1 All accidents resulting in personal injury must be recorded using the University's electronic form called 'Reporting an Accident or Dangerous Occurrence' located on the Employee Portal.
- 2.2 Accident reports will be reviewed regularly by the safety committee and senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident by the Health & Safety Manager.
- 2.3 All near misses must also be reported using the same electronic form as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

3 Accident reporting procedures - employees

- 3.1 In addition to completing the electronic form, any accident or dangerous occurrence must be reported to a responsible person. Injuries which occur whilst carrying out work duties off-site must be reported in the same way and the occupier of the site should be advised accordingly.
- 3.2 If an injury renders an employee unable to make an entry on the electronic form, a witness or someone who is able to enter an account of the incident should make the entry. The employee's account must be entered as soon as possible after the event.
- 3.3 Employees must ensure that they are aware of how to find the 'Accident or Dangerous Occurrence' electronic form on the Employee Portal.
- 3.4 All accidents and near misses must be recorded, however minor. Unless the University is informed of these incidents, it will be unable to take remedial action.
- 3.5 A first aider or emergency first aider may deal with the injury.

- 3.6 However, if an emergency arises, medical assistance, eg an ambulance, must be called at the first opportunity. Any incident involving an emergency must be reported to the Health & Safety Manager/Senior Management immediately.
- 3.7 Where an accident results in absence from work, employees must inform their line manager and the Human Resources department must be kept informed of their progress, up to and including a return to normal duties. Managers may need to arrange a return to work interview to ensure all appropriate action has been taken.

4 Accident reporting procedures - managers

- 4.1 If an injury, damage incident or near miss is reported to a member of management, the manager should ensure that appropriate electronic record has been completed.
- 4.2 In certain circumstances, injuries sustained at work, dangerous occurrences and industrial diseases are reportable to the Health & Safety Executive. Details of which can be found on the Health and Safety Executive web site www.hse.gov.uk/ . In the case of injury, reports must be made if the injured person is absent from work for more than seven days incapacitation (not counting the day on which the accident happened), or admitted to hospital for more than 24 hours, as a result of the injury.
- 4.3 Incapacitation means that the employee is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.
- 4.4 The manager must keep records of any developments to the injured person's health, up to and including a return to normal duties. The manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.
- 4.5 The manager is responsible for assisting contractors and visitors in complying with the University's policy regarding accident reporting whilst on the University's premises.

5 Accident reporting procedures – students, visitors and contractors

- 5.1 Any non-employee who is involved in an accident or near miss incident whilst on the University's premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must inform the Main Reception so that an electronic accident form is completed.
- 5.2 All injuries must be reported using the electronic form, however minor. Students, visitors and contractors who are unable to enter their own account on line must arrange for Main Reception (ext: 5000) to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

6 Accident reporting procedures – members of the public

- 6.1 If an injury occurs to a member of the public on the University's premises that results in their removal from site for hospital treatment, this is immediately notifiable and an online accident and dangerous occurrence form must be completed.

7 Safe system of work

- 7.1 All incidents and near miss incidents must be reported, however minor. In order to achieve this, the following procedures should be adopted:
- a) obtain treatment for the injury from a first aider – contact Main Reception (Ext: 5000);
 - b) clear away any debris following the incident to safeguard other personnel in the vicinity (except where the accident results in a major injury, in which case the area should be left undisturbed until advised otherwise by an enforcing authority inspector);
 - c) enter details in the electronic accident form via Employee Portal;
 - d) inform the injured person's Line Manager/Health & Safety Manager of the incident;
 - e) keep the University's Human Resources department/Health & Safety Manager informed of any after-effects of the incident, including periods of total or partial incapacity for work.

8 Summary policy statement

- 8.1 All personnel must report accidents and near miss incidents whilst carrying out work activities on behalf of the University. The three most important steps are to:
- a) make sure that all the relevant details are reported as soon as possible, in accordance with established procedures;
 - b) remove residual hazards that may pose a risk for other people in the area;
 - c) notify the Human Resources department of incapacity for work that results from an injury sustained during a work activity.

Prepared by:	Health & Safety Manager	Date:	January 2013
Final Approval by:	Health and Safety Committee - dated: 15 January 2013		
Review Date:	January 2018		
Updated on:	January 2013		
Equality Impact Assessment completed:	January 2013		

© [2013] Buckinghamshire New University