

# ACCIDENT REPORTING AND INVESTIGATION PROCEDURE

## 1. Introduction

This document will provide the appropriate guidance in respect of complying with Health & Safety at Work legislation and with Newman University's Health & Safety Policy. The [Accident Reporting Form](#) is accessible from [this link](#) and via the intranet.

The primary purpose of accident reporting in addition to the legal requirement is to identify immediate and underlying causes, so that steps may be taken to prevent recurrence. All employees, students, visitors and contractors are required to report accidents in order that the appropriate action, and where relevant, preventative measures to eliminate or reduce the likelihood of reoccurrence may be taken.

Individuals may sometimes be reluctant to report accidents. To avoid under-reporting, those in positions of authority are encouraged to generate a positive health and safety culture, where the emphasis is not on blaming individuals, but on improving systems and precautions to control risks. In addition, it is the responsibility of all first aiders to complete an incident report for any call outs they attend to.

Managers and Supervisors have a particular role to play in ensuring that any accidents or near misses that occur in their area of responsibility or to those affected by their work activities are properly reported and investigated.

## 2. Definition (HSE sources)

**Accident: an event that results in injury or ill health.**

**Incident: includes near miss (an event not causing harm, but has the potential to cause injury or ill health (include dangerous occurrences)).**

This definition includes any injury, however minor, and also "near misses", i.e. an event or incident which might have caused injury, such as fire, explosion, chemical spillage or release, electrical faults, scaffolding collapse, etc.

Violence and severe abuse or threats should also be reported through this procedure if it took place on site or in relation to work activities.

## 3. Near-misses

It is not uncommon to observe a situation whereby it was purely fortuitous that an individual was not injured during a work process. These 'near-misses' should be reported in order that the circumstances may be investigated and future accidents prevented.

## 4. Legislative Requirements

Under the Health and Safety at Work Act 1974, there is a requirement to ensure that all workplaces and systems of work are safe and without risks to health. Specifically the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR rev2013).

---

**NEWMAN UNIVERSITY**

---

**The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** – (RIDDOR) requires employers, and other people in charge of work premises, to report and keep records of certain accidents and incidents and specific injuries, diseases and dangerous occurrences.

**The Management of Health and Safety at Work Regulations 1999** - require employers to put in place arrangements to control health and safety risks. As a minimum, you should have the processes and procedures required to meet the legal requirements. As part of its monitoring procedures, it should have in place robust accident reporting and investigative systems as part of its reactive monitoring procedures.

## **5. Reporting Procedure and Timescale**

Newman University requires that all accidents (however minor) and relevant near misses to be reported promptly to the Health & Safety Manager using the online **MS Form Part A: Accident, Incident, Nearmiss Reporting** which is signposted on the intranet, web and at inductions and training. The reporting procedure is summarised in the flowchart as seen in **Appendix 1**

To meet RIDDOR requirements, specified accidents or conditions, as outlined in Appendix 2 must be reported to the Health & Safety Manager by telephone as soon as possible.

## **6. Investigation**

Reporting and investigations need to be carried out promptly (**within 7 working days**) so that the facts can be established in an accurate and timely manner and in order to consider if the reporting should be formalised for RiDDOR purposes. Managers will be contacted by Health & Safety to review the relevant Part A Report and linked to complete an online form for Part B: Accident, Incident Investigations. Dealing with accidents/incidents must be given a high priority. Managers must seek guidance if they require assistance to complete the investigation in a timely and sufficient manner. During investigation, the manager/supervisor undertaking the investigation will liaise with the appropriate staff to prepare a report which details findings, conclusions and recommendations to prevent a recurrence.

Investigation reports will be presented to H&S Committee and management teams where appropriate.

## **7. Notification to the Health and Safety Executive**

Where a person is involved in an accident resulting in specified injuries, an accident which causes incapacity for more than seven consecutive days (not counting the day of the accident but including weekends and rest days) a reportable dangerous occurrence or an occupational disease/condition (**see Appendix 2**) Newman University has a statutory duty to report such incidents to the HSE.

The Health & Safety Manager will undertake further investigation and formal reporting of RIDDOR specific reports within the timescale and arrangements set by the Health & Safety Executive.

---

**NEWMAN UNIVERSITY**


---

It is essential that in these circumstances, managers/supervisors notify the Health & Safety Manager by the quickest possible means, i.e. telephone followed up by email, so that a prompt investigation can be undertaken and the matter reported to the HSE.


**NB: It is a breach of statutory duty if such incidents are not reported within 10 days of the incident.** For accidents resulting in the over-seven-day incapacitation of a worker, the enforcing authority must be notified within 15 days of the incident.

### 8. Accident Statistics & Records

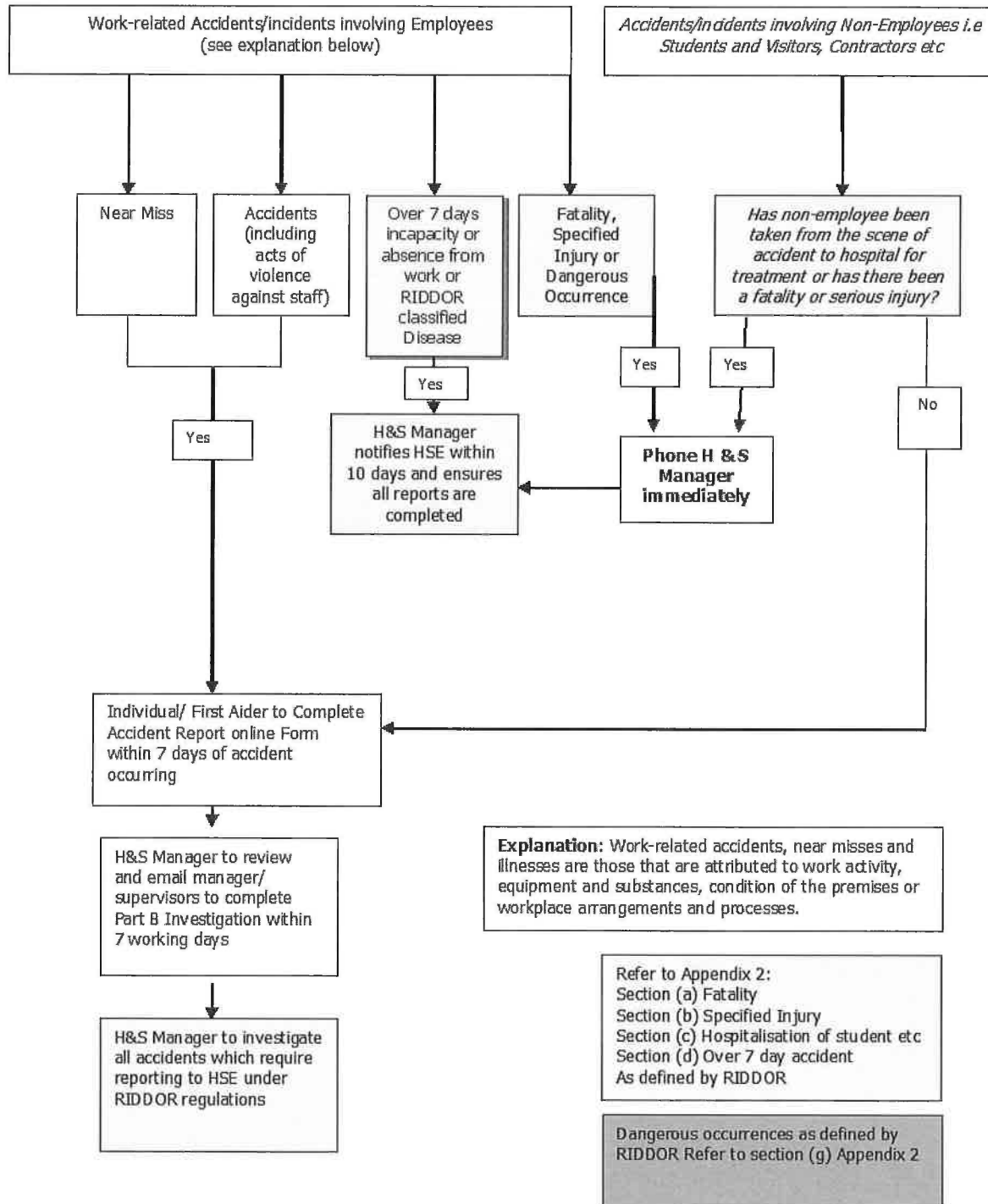
All accident reports shall be dealt with in line with confidentiality standards, and records shall be maintained to comply with the General Data Protection Regulations.

Quarterly returns shall be provided for the H&S Committee and annual accident figures included the H&S University Council Report.

**This Accident Reporting and Investigation Procedure supersedes all previous Accident Reporting and Investigation Procedures and shall be reviewed at no less than 3 yearly intervals**

<b>Authorised By:</b>  Chair of Health & Safety Committee Andrea Bolshaw	<b>Signature:</b> 	<b>Issue Date:</b>  <b>August 2022</b>
<b>Review Date: April 2025</b>		

**Appendix 1  
Accident Reporting - Flow Chart**



**RIDDOR classified Reportable Accidents****Appendix 2**

Injuries arising from incidents at work (including non-consensual violence to employees) which must be reported to the Health and Safety Executive within ten days under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are listed below.

N.B Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is only required when:

- The accident is work related
- It results in an injury of a type which is reportable

**(a) The Death of Any Person**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

**(b) Specified Injuries to Workers**

Specified injuries are defined as;

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

**(c) Over Seven-Day Incapacitation of a Worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

**(d) Non-Fatal Accidents to Non-Workers (e.g. Students, Visitors)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

---

**NEWMAN UNIVERSITY**

---

**There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.**

(e) **Occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

- 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

(f) **Dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- 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.

**Further information on Dangerous Occurrences and Occupational Diseases may be obtained from the Health and Safety Officer**

(g) **Road Traffic Accidents**

Reports are not required for deaths and injuries that result from road traffic accidents unless the accident involved:

- The loading or unloading of a vehicle
- Work alongside the road, e.g. construction or maintenance work
- The escape of a substance being conveyed by the vehicle
- An accident involving a train