



# UNIVERSITY POLICY AND MANAGEMENT PROCEDURE

## Reporting Accidents and Incidents

## **Statement**

*This Management Procedure was approved and authorised by the Health, Safety and Welfare Committee on **16 November 2007** on behalf of the University of York Council and forms part of the Health and Safety Policy of the University.*

*This document is University Policy for good health and safety management practice. This University Policy provides Deans of Faculty, Heads of Departments, Heads of College and all managers, staff and students with the necessary information to incorporate healthy and safe practices and relevant procedures into their activities. Divergence from this University Policy may result in Deans of Faculty, Heads of Departments, Heads of College and the University of York being exposed to possible legal proceedings.*

*The use of this University Policy and the incorporation of its requirements into working practices and activities will ensure that the University of York and its' community achieves compliance with its' legal duties with regard to health and safety.*

*The most recent version of this Management Procedure is available at <https://www.york.ac.uk/admin/hsas/safetynet/atoz.htm>*

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## **UNIVERSITY POLICY**

### **1. INTRODUCTION**

The University of York (University) is fully committed to reducing accidents and incidents to the lowest manageable level. **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** (RIDDOR) were made under the **Health and Safety at Work Act 1974** and were produced to consolidate and simplify the law by applying a single set of requirements for reporting certain specified incidents.

Reporting accidents and ill health at the University is a legal requirement. The information enables the Health, Safety and Security Department (HSSD) to identify where and how risks arise, and to investigate serious accidents. The HSSD can then assist Departments and provide advice on how to reduce injury, ill health, accidental loss or damage at the University.

Although the regulations relate to employees, the University requires the reporting of all accidents to non-employees including students, visitors and contractors to be undertaken in the same manner.

### **2. APPLICATION OF THIS MANAGEMENT PROCEDURE**

This University Policy and Management Procedure provide a framework for the University to ensure that appropriate safety signs are displayed in compliance with legal obligations and relevant Codes of Practice.

Compliance with this Management Procedure is mandatory.

### **3. DEFINITIONS**

For the purposes of this Policy, the following definitions apply.

#### **An Accident**

An accident is an unplanned, uncontrolled event, which has resulted in a member of staff, a student, or a visitor being harmed in some way. No matter how trivial or minor the injury, ALL accidents must be reported.

#### **An Incident**

An incident is an unplanned, uncontrolled event, which has resulted in damage to the University estate rather than injuring a person. For example; a shelf has collapsed breaking the items stored on it, no one was hurt but the incident prompted the member of staff responsible for the area to review safe storage of equipment and materials.

#### **A Near-Miss**

A near-miss is an unplanned, uncontrolled event, which, under different circumstances, could have been an accident (i.e. hurt someone), or incident (i.e. damaged property) but did not in this case.

Example: If a hammer were to fall from the top of scaffolding and simply land in the grass beneath the only damage that would be caused will be a hammerhead shaped dent in the grass. If a person were standing on the spot where the hammer fell at the time that the hammer fell, that person would most likely sustain fatal injuries from the impact.

It is therefore, very important that near miss incidents are reported and investigated to prevent recurrence, if an individual is unsure as to whether a near miss incident should be reported or not, report it anyway.

#### **An Injury**

An injury is the harm a person suffers because of an accident.

#### **A Disease**

A disease is an illness or development of symptoms caused by exposure at work to a particular agent or activity. The Health and Safety Executive (HSE) lists some types of diseases as requiring reporting to them for example, Hand Arm Vibration Syndrome (HAVS), Legionella etc. A full list of reportable diseases can be viewed at:

<http://www.hse.gov.uk/riddor/who-should-report.htm>

#### **A Dangerous Occurrence**

A dangerous occurrence is a very serious type of 'near-miss'. The HSE lists some types of dangerous occurrences as requiring reporting to them e.g. scaffold collapse, explosion etc.

A full list of reportable dangerous occurrences can also be viewed using the above link.

## Reportable Over Seven Day Injuries

An over-7-day injury is one which is not "[specified injury](#)" but results in an injured person being away from their place of work; or is unable to do the full range of their normal duties for more than seven days.

## ARRANGEMENTS

### 4. REPORTING AN ACCIDENT OR INCIDENT

All accidents and incidents including any near miss incidents are to be reported to the HSSD using the System for Online Accident Reporting (SOLAR) that is available throughout the University and available at the following link:

[http://www.york.ac.uk/admin/hsas/safetynet/Accidents/incident\\_reporting.htm](http://www.york.ac.uk/admin/hsas/safetynet/Accidents/incident_reporting.htm)

Where staff, students and visitors etc. are unable to follow the online system SOLAR, then a hard copy Accident Report Form (ARF) is to be completed and forwarded to the HSSD. The following basic procedure should be adopted:

- First Aid assistance is sought by the injured party, member of staff, student or visitor as necessary.
- Appropriate First Aid is administered by a qualified First Aider or by the Emergency Services as necessary.
- All accidents, injuries, disease, near misses or dangerous occurrences must be reported to the HSSD by the quickest means and within 24 hours of the incident, no matter how trivial they may appear to be. If possible the person involved in the incident should complete the online SOLAR. If this is not possible the member of staff dealing with the situation will complete the online SOLAR.
- Serious accidents, incidents and dangerous occurrences; (such as a fatality, major fracture, lift failure (not breakdown), release of biological agent, collapse of building, fire or explosion causing shutdown for more than 24 hours) must be phoned through to the HSSD immediately on telephone extension 2020 and followed by the completed online SOLAR. Should this occur outside of normal office hours contact the Security Services Control Centre on their emergency telephone extension 3333 who will notify the DHSS.
- If a member of staff is off work for over 7 days or more or is unable to undertake their full range of normal duties for over 7 days or more, due to an accident/incident at work (including as a result of physical violence), the Departmental Safety Advisor/College Safety Officer (DSA/CSO), HoD or Supervisor **MUST** notify the HSSD as soon as they are aware of this.
- Violent incidents and assaults on University property or involving University staff undertaking their duties must be reported to the Security Services Control Centre on telephone extension 4444 during office hours and on their emergency telephone extension 3333 out of hours.

## **5. ACCIDENT INVESTIGATION**

An accident is usually the result of a number of factors coming together at the same time to cause something to happen that was not intended or planned. Not all accidents will need to be investigated and those that do will not all need to be investigated to the same extent or depth. Each accident should be assessed to determine the level of effort and resource required to gain the most benefit.

The greatest effort should concentrate on events where there has been serious injury, ill health, damage or loss, as well as those that had the potential to cause the same. The potential for subsequent litigation should also be taken into account.

The DSO/CSO (or HoD where a DSO/CSO has not been appointed):

- Will be notified by SOLAR informing them of an accident/incident or near-miss
- Should review and instigate an investigation identifying any appropriate action that may be required to prevent any recurrence
- Should review local rules etc. to identify any local trends.

In addition to accident investigations undertaken locally by a department, HSSD may choose to investigate accidents and incidents that are of a serious nature, or are likely to be of interest to the Enforcing Authority (EA) or may have strategic implications at the University.

Upon completion of an accident or incident investigation, the Investigating Officer will update SOLAR and forward any relevant supporting documents to the HoD/DSA/CSO for action as necessary.

## **6. ONLINE ACCIDENT/INCIDENT REPORTING (SOLAR)**

The HSSD have introduced on-line accident/incident reporting to speed up communication and to ensure that all necessary people are informed if an incident occurs. The online form is directly comparable with the old paper form and should not present any problems in its completion. However, if you do require guidance, please contact the HSSD.

If for whatever reason you are unable to complete the form online, complete the ARF and send it to the HSSD.

## **7. TRAINING**

The University will provide adequate and appropriate training to employees and students with respect to accident and incident reporting. The amount of training those employees and students needs will depend on their previous experience and the type of work they will be carrying out. Training is to include:

- Recognition of hazards
- Causes of risk
- What the user can do to correct risks

- Correct selection and safe use of equipment
- Equipment limitations
- Risk assessment process
- Accident procedures
- Personal security issues
- Hygiene and dietary differences that could adversely affect their health
- Cultural and legal differences and the possible consequences of their acts.

Visiting Tutors/Academics should be able to make informed decisions with respect to health, safety and welfare issues. They need to be competent and/or trained to recognise an inadequate or inappropriate workplace environment and take any necessary action.