



## **BIRMINGHAM CITY UNIVERSITY ACADEMIES TRUST**

### **POLICY ON ACCIDENT AND INCIDENT REPORTING AND RECORDING**

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#### **1. Introduction**

All accidents however minor must be reported and recorded as soon as possible after the event. Incidents resulting in property damage or a “near-miss” potential injury must also be reporting so that the appropriate action can be taken to prevent a recurrence. Some of these incidents require reporting to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995. The trust also has responsibilities under other legislation to ensure that accurate records are kept of the reported incidents.

#### **2. Incident Report Form**

The trust Accident and Incident Reports are completed online. To report an incident click on the ‘report an accident’ link on iCity or the reporting can be made through the Health & Safety intranet.

Any incident resulting in significant injury to the person involved must be reported to the Health & Safety team without delay. This should be done by completing the online form which will automatically trigger an e-mail to the Health & Safety team. The process is shown diagrammatically in the attached appendix.

#### **3. Accident Book**

All accidents have to be recorded within an Accident Database. This record is required to be kept at each place of work by the Social Security (Claims and Payments) Regulations, the Social Security Act 1975 and by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

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#### **4. Accidents to Staff**

Any accident occurring to members of staff needs to be reported and recorded as soon as possible. Part A of the Accident and Incident Report must be completed online and this will be automatically sent to the Health and Safety Team. A copy of the Form will also automatically be passed to the Health & Safety Coordinator for information. The Coordinator may then carry out the first stage of the accident investigation (using Part B of the report) to determine what happened, where and what has been done to make the area safe.

#### **5. Accidents to Pupils, Contractors and Members of the Public**

For accidents to pupils, contractors or members of the public, the person in control of the area or the Contractor's contact is responsible for ensuring the Accident and Incident Report is completed. Any incident, which results in the injured person being taken to hospital, must be immediately reported using the online form.

##### **5.1 Pupils on SFA Funded Courses**

When an accident occurs, which is reportable under the RIDDOR Regulations (see section 6 below), to a student on a Skill Funding Agency (SFA) Funded Course, the SFA also requires Funded Organisations to complete their Learner Incident Record and submit it together with a copy of the F2508 to the SFA.

#### **6. Accidents Reportable to the Health & Safety Executive (HSE)**

The RIDDOR Regulations require that certain types of injuries are reported to the Health and Safety Executive (HSE) using a specified report form, F2508.

The following paragraphs describe the types of defined injuries:-

##### **6.1 Death and Major Injuries**

In the event of someone dying because of an accident suffered on Trust premises, summon the emergency services, e.g., ambulance, police; and then immediately notify the University Directorate and the Central Health & Safety Team. They will notify the HSE.

There are ten definitions of major injuries within the Regulations. These include for example, fractures, dislocations, amputation of limbs, loss of sight, other eye injuries, electric shocks, loss of consciousness, and exposure to chemicals resulting in acute ill health.

If any of these injuries should be suffered following an accident, the incident becomes immediately reportable to the HSE. The Central Health & Safety Team must also be immediately notified.

##### **6.2 Over 3 day injuries**

If any accident results in a member of staff being incapacitated from work for more than 3 days, this must be reported to the HSE. It is therefore important that a staff member's absence following an accident is monitored and reported to the Health & Safety Team. This accident will then be reported to the HSE using the Form F2508.

### 6.3 Injuries to non-employees

Any injury to a person who is a non-employee must be reported, if it arises out of or in connection with work and results in them being taken to hospital from the scene of the accident. The details of this sort of occurrence must be passed to the Health & Safety Team as soon as possible after the event.

### 6.4 Dangerous Occurrences and Incidents

There are a number of Dangerous Occurrences defined within the Regulations including fire, explosion, collapse of part of a building, etc. Any major incident of this kind must be reported to Estates Department in the first instance and also to the Health & Safety Team. This will then be reported as appropriate, to the HSE.

## **7. Accident / Incident Investigation**

All accidents should undergo some form of investigation. This can range from a few questions, e.g., is the person alright, what were they doing, has the hazard been removed; while the report is being completed, to a full detailed investigation involving the HSE, Health & Safety Team and other expert witnesses. This will depend on the severity of the injury and the damage to property caused.

The Health & Safety Coordinators can undertake the first stage of an investigation by making enquiries as to what actually happened and recording them on Part B of the Accident and Incident Report, before passing on the details to the Health and Safety Team.

The reporting and investigation process is shown diagrammatically in the attached flowchart.

## APPENDIX 1.

### ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION PROCESS

