

ROYAL HOLLOWAY, UNIVERSITY OF LONDON

ACCIDENT/INCIDENT INVESTIGATION AND REPORTING PROCEDURE

(INCLUDING OCCURRENCES REPORTABLE TO THE HEALTH AND SAFETY
EXECUTIVE UNDER THE REPORTING OF INJURIES, DISEASES AND
DANGEROUS OCCURRENCES REGULATIONS 1995)

This procedure applies when an accident, incident, or case of disease, occurs to an employee of Royal Holloway, University of London and in the event of a 'dangerous occurrence' taking place. Its requirements extend to students and visitors to College premises, and include contract staff either self employed, or employed directly by a company carrying out work on behalf of the College.

It is essential that a College Accident/Incident Report Form is completed for all accidents and incidents, irrespective of whether injury results or notification is required to be made to the Health and Safety Executive.

Those specific 'accidents', 'cases of disease', or 'dangerous occurrences' that are reportable to the Health and Safety Executive under the 'RIDDOR' Regulations 1995, are defined in Section 2 below.

Definitions:

Accident – an event resulting in injury or death – see Section 1 (a) and (b) below.

Incident – an event that had the potential to result in harm (of a minor, serious or fatal nature), although no injury actually took place – see Section 1 (a) and (b) below – these may also be referred to as a near miss.

Major Injury – See Appendix 1

Cases of Disease – see Appendix 2

Dangerous Occurrence – see Appendix 3

The Role of the Health & Safety Adviser

Reference should be made to the Health and Safety Office in the event of difficulties being experienced in the practical application of this procedure, including those relating to the reporting arrangements to the Health and Safety Executive referred to in Section 2.

In the event of a fatality, major accident, case of disease or dangerous occurrence, or an incident arising having potentially major implications, the College Health & Safety Adviser should be notified, as soon as is reasonably practicable, in order to determine if a member of the post holders staff should be involved in the investigations or take the lead role on behalf of the College.

SECTION 1

Accident/Incident Investigation and Report Form Completion

(a) Accident/Incident Investigation

While the College is committed to taking all reasonably practicable measures to provide a safe and healthy environment in which to work and study, accidents/incidents may still occur. The Health and Safety Executive/Commission place a requirement on employers to thoroughly investigate such occurrences and having done so, to take appropriate remedial action where that is identified to be necessary. Council is committed to this procedure and requires each Head of Department/School/Director (or investigating officer acting on their behalf) to investigate events occurring within their area of responsibility. This is *firstly* for the purpose of establishing the *cause*, *secondly* to initiate such *corrective action* as may be necessary to remove the possibility of such an event recurring, and *thirdly* to ensure that, where necessary, formal reports are made to the Health and Safety Executive (see Section 2 below).

Corrective action will be based on the need (once the cause of the event has been established) to implement such corrective action as may be necessary to ensure, so far as is reasonably practicable, that such an occurrence cannot reasonably happen again. It will also be incumbent on those identifying, and where applicable taking such action, to share their findings with other relevant College personnel.

Note: Each Accident/Incident shall be investigated under the direction of the appropriate Head of Department/School/Director who shall involve the departmental health and safety co-ordinator and staff representative. It is essential that a risk assessment is undertaken where there remains the possibility of a risk to the health and safety of staff/students and/or visitors. Where the matter is related to an issue that has previously been the subject of a risk assessment, reference shall be made to that (and the person undertaking it) for the purpose of reviewing its suitability and assessing whether revision to it is necessary.

The above procedures shall also apply in the event of a case of ‘*disease*’ (see Appendix 2) or ‘*dangerous occurrence*’ (see Appendix 3) taking place.

(b) Accident/Incident Report Form Completion

In the event of an accident/incident involving a member of staff, student or other person identified above, it is the responsibility of the Head of Department/School/Director of the area in which the accident occurred, to ensure the following action is taken:

- (i) The person having the accident/incident shall complete an Accident/Incident Report form, wherever possible, immediately after the occurrence but where that may not be possible, within a period not exceeding 48 hours. In the event of their being unable to do so, completion should be by their Head of Department/School/Director (or member of staff acting on their behalf). Where applicable, Witness Report Form(s) shall also be completed. Any accident/incident involving a member of staff or student occurring outside of College premises, where the person involved was engaged in activities directly related to their duties or studies must also be so recorded.
- (ii) The individual’s Head of Department/School/Director shall ensure that an investigation is undertaken of the occurrence and that any necessary remedial action is

taken or initiated, recording this on Section 2 of the Accident/Incident Report Form. Should there be any doubt as to what form of remedial action should be taken, then the College Health & Safety Adviser should be consulted without delay.

- (iii) The form shall then be passed to the Head of Department/School/Director (as is administratively appropriate) who will initiate any further action considered necessary, completing Section 3 of the form and circulating the self carbonated copies as follows:

WHITE COPY (original) - retained by the Head of
Department/School/Director (as is
administratively appropriate)

YELLOW COPY - to the College Health & Safety Adviser

PINK COPY - to the Finance Department

NOTE: Before circulating forms it must be remembered that certain accidents, cases of disease and dangerous occurrences, are reportable by the College Health & Safety Adviser, to the Health and Safety Executive. These are detailed in Section 2 below and in appendices 3 to 5 attached to this Procedure, but if there is any doubt as to what is 'reportable', advice should be sought from the Health and Safety Office.

SECTION 2

Accidents and Dangerous Occurrences and Diseases Requiring Notification to the Health and Safety Executive

Notification to the Health and Safety Executive within the precise timescales required under the 'RIDDOR' Regulations, are specified in (i) to (iii) below and, as previously stated, it will be the College Health & Safety Adviser who undertakes such reporting.

Notification shall be made to the:

Health and Safety Executive
South East Area
3, East Grinstead House
London Road
East Grinstead
West Sussex RH19 1RR
Tel: 01342 334200
Fax: 01342 334222

(i) Immediate Notification

The College (via the College Health & Safety Adviser) is required to notify the Health and Safety Executive forthwith (by telephone) of the following:

- a) Any fatal injuries to employees or other people in an accident connected with the employers business.
- b) Any major injuries to employees or other people in an accident connected with the employers business (Appendix 1).

- c) Someone who is not at work (e.g. a member of the public) and suffers an injury as a result of an accident and is taken from the scene to a hospital for treatment.
- d) Any of the dangerous occurrences listed in the Regulations (Appendix 3).

The Head of Department/School/Director or in their absence the senior member of staff on duty, shall notify:

The Principal (for a) above)
 The College Health & Safety Adviser
 The Director of Facilities Management: in the event of an incident having serious building or engineering implications.

(Outside of normal working hours, notification will be by College Security staff)

It will also be essential to ensure that any equipment, materials etc, involved in the accident or occurrence are left undisturbed until the arrival on the scene of a member of the Health and Safety Executive.

(ii) Notification Within 10 Days

Any injury to an employee or other person resulting in their being unable to carry out their normal work or activities for more than three consecutive days (not necessarily working days) must be reported to the Health and Safety Executive.

The procedure in such cases will be for the Head of Department/School/Director to ensure the Accident/Incident Report Form(s) and Witness Report Form(s) have been completed and circulated as indicated in Section 1 above. To avoid delay, they will provide the Health & Safety Office with full details, no later than the fourth day of absence and Form F2508 will be completed and forwarded to the Health and Safety Executive Office identified on page 3 of this document.

(iii) Notifiable Prescribed Diseases

Appendix 2 identifies those diseases that if contracted and linked to types of work activities, must be reported to the Health and Safety Executive.

In the event of an employee or student contracting such a disease, the College Health & Safety Adviser shall be informed as soon as this is identified. The post holder will then make the report to the Health and Safety Executive Regional Office on Form F2508A.

SECTION 3

The Role of Safety Representatives

It is expected that departmental Safety Representatives will be involved in accident/incident investigation, working with managers and the College Health & Safety Adviser to ensure that appropriate corrective action is taken.

Dr Richard Fisk
 Health and Safety Adviser
 (Accident/Incident Reporting Procedure)
 20.1.03

ACCIDENT REPORTING PROCEDURE

**'MAJOR INJURIES' REPORTABLE TO THE HEALTH AND
SAFETY EXECUTIVE**

Including:

1. Any fracture other than to fingers, thumbs and toes.
2. Amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (temporary or permanent) or a chemical or hot metal burn to the eye or any penetrating injury to the eye.
5. Injury resulting from electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
6. Any other injury: leading to hypothermia, heat-induced illness or unconsciousness requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
7. Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.
8. Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
9. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

The above is not intended to be an exhaustive list of 'major injuries' as defined within the RIDDOR Regulations 1995, a copy of which is available for inspection in the Health and Safety Office.

ACCIDENT REPORTING PROCEDURE

**CASES OF DISEASE REPORTABLE TO THE HEALTH AND SAFETY
EXECUTIVE**

Including:

Certain poisonings

Some skin diseases such as: skin cancer, chrome ulcer, occupational dermatitis, oil folliculitis/acne.

Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.

Infections such as: leptospirosis, legionellosis, tetanus, hepatitis, tuberculosis, or anthrax.

Other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness, and hand-arm vibration syndrome.

The above is not intended to be an exhaustive list of those 'diseases' defined within the RIDDOR Regulations 1995, a copy of which is available for inspection in the Health and Safety Office.

Health & Safety Office
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**'DANGEROUS OCCURRENCES' REPORTABLE TO THE HEALTH AND
SAFETY EXECUTIVE**

Defects relating to:

1. Lifting Machinery etc.
2. Pressure Systems
3. Freight Containers
4. Overhead Electric lines
5. Electrical Short Circuit
6. Explosives
7. Biological Agents
8. Malfunction of Radiation Generators, etc.
9. Breathing Apparatus
10. Diving Operations
11. Collapse of Scaffolding
12. Train Collisions
13. Wells
14. Pipelines or Pipeline Works
15. Fairground Equipment
16. Carriage of Dangerous Substances by Road
17. Collapse of Building Structure
18. Explosion or Fire
19. Escape of Flammable Substances
20. Escape of Substances

Details of each of the above are defined within the RIDDOR Regulations 1995, a copy of which is available for inspection in the Health and Safety Office.

Health and Safety Office
20.1.03