



# Reporting and investigation of accidents, incidents, near misses and cases of work-related ill health

## Standard

PRSG22.1		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
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## Introduction

All accidents, incidents, near misses and cases of work-related ill health (known in this document as accidents/ incidents etc.) must be recorded on the University's accident, incident and near miss reporting system (Sentinel). This helps the University to learn and improve; near miss reporting is particularly beneficial as it may help prevent individuals being harmed in future. The intention with accident/ incident etc. reporting and investigations is to ensure we can find solutions to potential or existing problems. In some situations (often depending on the type, severity and consequences), Health and Safety Services and the Occupational Health Service may need to report accidents/ incidents etc. to the enforcing authorities on behalf of the University.

## Definitions

- **An Incident** - anything untoward such as threatening behaviour, physical violence, work-related road traffic accident, leaks, odours, unauthorised access to restricted areas, failure of equipment etc.
- **An Accident** - any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment. An accident is an incident *with* injury or loss
- **Near miss** - any event which, under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment. A near miss is an incident *without* injury or loss.
- **Work-related ill health** - a work-related disease or condition listed in the RIDDOR regulations that has been confirmed by a medical practitioner (e.g. carpal tunnel syndrome, occupational dermatitis or any illness or disease caused by occupational exposure to a biological agent). Health and Safety Managers can advise on the conditions included.
- **Accidents, incidents, near misses and cases of work-related ill health** – these are known jointly in this document as 'accidents/ incidents etc.' This protocol covers all University activities (work, study, research etc.) and University premises.

## Standard

The University takes a management approach based on the adequate control of the risks backed up by the need for legal compliance, and expects that:

- All accidents/ incidents etc. are reported via the University's online accident reporting system (Sentinel); and records are kept for at least 3 years, or 3 years after the individual affected reaches the age of eighteen, or as identified in specific health and safety protocols.
- Accidents/ incidents etc. are investigated; where action is required, the findings are prioritised, implemented and shared with affected people.
- If there are significant findings from an accident/ incident etc. investigation, the risk assessment and control measures are reviewed and updated.
- People are nominated and trained to report accidents/ incidents etc.
- Local inductions include how and to whom to report accidents/ incidents etc.
- Trained staff carries out accident/ incident etc. investigations.
- Staff and safety representatives are consulted and involved in the process of accident/ incident etc. investigations.
- Reports of accident/ incident etc. investigation are kept locally and recorded on the University's online accident and incident investigation system (Sentinel).
- Health and Safety Services or the Occupational Health Service report accidents/ incidents etc. classified under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the enforcing authorities.

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- Information relating to an accident/ incident etc. that might attract media interest is channelled through the University communications team.
- Any legal enquiry or potential claim is not responded to by individual staff, but is referred to the University Insurance Officer.
- Where security of a restricted location (as defined in the health and safety protocol on ‘Authorisation to access restricted locations’) is breached, an incident report is made using the University’s online accident and incident investigation system (Sentinel) and FD Security Services is informed.

**Relevant Legislation**

- Health and Safety at Work etc. Act 1974, (HASAWA)
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Social Security Claims and Payments) Regulations 1979
- The Safety Representatives and Safety Committees Regulations 1996

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