Health and Safety Unit

UNIVERSITY OF GREENWICH

Accident / Incident Reporting - Code of Practice

1. Introduction

It is essential that the causes of accidents, incidents and near misses are identified in order that appropriate action is taken to prevent a recurrence.

It is also a legal requirement for a person injured at work to report their injury to their employer and for employers to investigate the circumstances (Social Security Act).

2. Objectives

This code of practice and the associated guidance documents, mentioned in Section 6 (Related Documents) below, describe the Universities arrangements for meeting our legal and moral duties for recording and investigating accidents / incidents that take place on university premises or whilst conducting University business off campus.

3. Responsibilities

All staff, students, contractors and visitors are required to promptly report any accident or incident using our online reporting system if they suffer an injury, near miss, work-related illness or dangerous occurrence while on University premises or engaged on University business. If the affected person cannot complete the report themselves, someone else should do this on their behalf.

In addition, **Faculty / Directorate staff** must ensure their staff, students, visitors, and contractors receive a health and safety induction. This must include how to access the accident / incident reporting system.

First aiders must also use the online reporting system to record any assistance they provide.

Staff who investigate incidents will attend relevant training to ensure they are competent to conduct investigations. They must consult and coordinate with relevant faculty / directorate colleagues to gather the facts and any related evidence, take or arrange remedial actions, identify the underlying / root cause of the incident and make recommendations to prevent a reoccurrence, as appropriate, and as far as they are able to do so.

Faculty Operating Officers (FOOs) / Director of Professional Service (DoS) / Head of Service (HoS) / Safeguarding Officers (or their nominee) are responsible for ensuring an effective investigation, proportionate to the nature of the incident, has been conducted. Once they are satisfied that appropriate root cause(s) have been identified and remedial action(s) completed, the FOO / DoS / HoS / Safeguarding Officer (or nominee) will endorse their approval and re-assign the record back to the Health & Safety Manager (or relevant person) for closure.

The **local Health and Safety Manager** (or relevant person) is responsible for closing the record and, where appropriate, feeding back to the individual concerned.

The **central Health & Safety Services** (HSS) team will maintain administrative oversight of all records and investigations, supporting others to fulfil their responsibilities, where required, and as described above.

The HSS team are also responsible for ensuring the University Insurance Manager is informed, where relevant, of incidents that occur during the course of university business.

The **University Health & Safety, Sustainability and Wellbeing Board** (HSSWB) will consider, and monitor statistics related to accidents, incidents, and fires, as compiled by the Health & Safety Services team.

4. Reportable Incidents

The **Associate Director of Health and Safety** (AD H&S) is responsible for reporting certain accidents to the Health and Safety Executive, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) where the accident arises "out of or in connection with work".

The AD H&S must therefore be notified immediately of the following types of accidents/incidents/work-related disease:

- Accidents which result in a university employee or self-employed person dying, suffering a specified injury, or being away from work or unable to do their normal duties for more than seven consecutive days (not counting the day of the accident).
- Accidents which result in a person not at work (e.g. student, member of the public) suffering an injury and being taken to hospital for treatment directly from the scene of the accident.
- A University employee reporting a diagnosis of a specified work-related disease.
- Any specified dangerous occurrences – these do not necessarily result in injury - but have the potential to do significant harm.
- A major fire

An Accident / Incident Report should also be completed in the normal way.

5. Data Protection

The information recorded within online incident reporting tool has been identified as 'Highly Sensitive', under university Policy for Information Security, Privacy Impact Assessment and Secure Data Handling. As a result, a privacy impact assessment and Information security checklist have been conducted.

Access to the records held within the online tool is restricted and an authenticated account is required to access them. Incident reports and associated records will only be shared with individuals inside of the platform, on a "need-to-know" basis and in line with the statutory and legal requirements set out in the General Data Protection Regulations.

Incident records will be retained in line with the HSS team Retention schedule.

6. Related Documents

- HSS/HS/002 Accident / Incident Reporting Procedure
- HSS/HS/003 Guidance for completing accident / incident Investigations
- Policy for Information Security, Privacy Impact Assessment and Secure Data Handling
- HSS team Retention schedule.