



Document Title:	Accident/Incident Investigation and Reporting Procedure
Audience:	All Staff
Document Date:	October 2019
Document Revision Date:	October 2022
Document Location:	N Drive: HR/AllUsers/Policies and Procedures PeopleHR / Company Documents

1. Introduction

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

The Students' Union complies with the College's procedure on Accidents and Incidents and it is therefore 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 injuries, cases of disease, and dangerous occurrences that are reportable to the Health and Safety Executive under the 'RIDDOR' Regulations 1995, are defined in Appendices 1 -3.

2. Definitions:

Accident	An event resulting in injury or death
Incident	An event that had the potential to result in harm (of a minor, serious or fatal nature), although no injury actually took place. These also may be referred to as a near miss.
Major Injury	See Appendix 1
Cases of Disease	See Appendix 2
Dangerous Occurrence	See Appendix 3

3. Responsibilities

Responsibility is devolved to departmental managers (and Health & Safety Coordinators) for ensuring the investigation and reporting of accidents and incidents and that appropriate corrective action is taken where necessary.

All staff are responsible for reporting hazards that may result in an accident / incident.

4. Accident/Incident Investigation

While the Students' Union is committed to taking all reasonably, practicable measures to provide a safe and healthy environment in which to work and study, accidents and incidents may still occur. The Health and Safety Executive 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.

RHSU requires each departmental manager (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 **corrective action**, and thirdly to ensure that, where necessary, **formal reports** are made to the Health & Safety Executive.

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 Students' Union staff.

Note: Each Accident/Incident shall be investigated under the direction of the appropriate departmental manager. 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.

5. Accident/Incident Report Form Completion

In the event of an accident/incident involving a member of staff, students or other person identified above, it is the responsibility of the departmental manager 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 manager (or member of staff acting on their behalf). Where applicable, Witness Report Forms (s) shall also be completed. Any accident/incident involving a member of staff or student occurring outside of the Students' Union premises, where the person involved was engaged in activities directly related to their duties or studies, must also be recorded.
- ii. The person responsible for dealing with the accident at the time should complete section 2 of the form, indicating whether first aid treatment was necessary and any follow up action.
- iii. The individual's departmental manager shall ensure that, where necessary, an investigation is undertaken and that any necessary remedial action is taken or initiated. This should be recorded on Section 2 and 3 of the Accident/Incident Report Form and signed by the departmental manager.
- iv. The form shall then be passed to the Health & Safety Coordinator who will initiate any further action considered necessary. The Health & Safety Coordinator will record the accident centrally for monitoring and reporting purposes. The form will be completed online and a version kept electronically, copies will be circulated as follows:
 - College Health & Safety Adviser
 - RHSU Health & Safety Coordinator (Helpdesk Coordinator)
 - RHSU Deputy CEO
 - Department Manager

Note: Before circulating forms it must be remembered that certain accidents, cases of disease and dangerous occurrences, are reportable by the Students' Union Health & Safety Coordinator, to the Health and Safety Executive. These are detailed below.

6. Injuries, diseases and dangerous occurrences requiring notification to the Health and Safety Executive

Under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) notification to the Health and Safety Executive is required where:

- The accident is work related
- It results in an injury of a type which is specified in Appendices 1 - 3

Notification should be made using the appropriate online form by the Chief Executive Officer at www.hse.gov.uk/riddor/report.htm or by phoning 0345 300 9923.

The Director of Health & Safety at the college should also be informed whenever a RIDDOR reportable incident occurs to enable RHUL procedures to be implemented to support RHSU.

For most types of incident a report must be received within 10 days of the incident, including:

- Accidents resulting in the death of any person
- Accidents resulting in specified injuries to workers (see Appendix 1)
- Injuries to workers which result in their incapacitation for more than 7 days
- Non-fatal accidents requiring hospital treatment to non-workers and
- Dangerous occurrences

For accidents resulting in the over-seven-day incapacitation of a worker, the enforcing authority must be notified within 15 days of the incident, using the appropriate online form.

In cases of occupational disease, a report must be made as soon as the person receives a diagnosis.

7. Monitoring

All accidents and incidents are recorded centrally and reported on termly at the H&S Committee where corrective action will be taken where necessary.

The Deputy CEO will produce annual accident/incident statistics which will be circulated to the Board of Trustees and RHUL Health & Safety Consultative Committee. Such reports will facilitate a critical review of trends and necessary corrective action.

Appendix 1

Specified Injuries Reportable under RIDDOR

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Appendix 2

Cases of Disease reportable under RIDDOR

Regulation 8 requires employers to report cases of certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The reportable diseases and associated hazards are set out below.

- **Carpal Tunnel Syndrome:** where the person's work involves regular use of percussive or vibrating tools
- **Cramp of the hand or forearm:** where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- **Occupational dermatitis:** where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- **Hand Arm Vibration Syndrome:** where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- **Occupational asthma:** where the person's work involves significant or regular exposure to a known respiratory sensitiser
- **Tendonitis or tenosynovitis:** in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements
- **Any Occupational Cancer:** cases of cancer must be reported where there is an established causal link between the type of cancer diagnosed, and the hazards to which the person has been exposed at work.
- **Any disease attributed to an occupational exposure to a biological agent:** all diseases and any acute illness needing medical treatment must be reported when it is attributable to a work related exposure to a biological agent.

Appendix 3

'Dangerous Occurrences' Reportable under RIDDOR

The list below is not exhaustive and further information should be obtained at www.hse.gov.uk

- **Lifting equipment:** the collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.
- **Pressure systems:** the failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000(1), where that failure could cause the death of any person.
- **Overhead electric lines:** any plant or equipment unintentionally coming into—
 - (a) contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
 - (b) close proximity with such an electric line, such that it causes an electrical discharge.
- **Electrical incidents causing explosion or fire:** any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either—
 - (a) results in the stoppage of the plant involved for more than 24 hours; or
 - (b) causes a significant risk of death.
- **Explosives:** any unintentional—
 - (a) fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration, as the case may be, under regulation 9, 10 or 11 of the Manufacture and Storage of Explosives Regulations 2005; or
 - (b) explosion or ignition of explosives (unless caused by the unintentional discharge of a weapon, where, apart from that unintentional discharge, the weapon and explosives **functioned** as they were designed to),
 - except where a fail-safe device or safe system of work prevented any person being endangered as a result of the fire, explosion or ignition.
- **Biological agents:** any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
- **Breathing Apparatus:** The malfunction of breathing apparatus:
 - where the malfunction causes a significant risk of personal injury to the user; or
 - during testing immediately prior to use, where the malfunction would have caused a significant risk to the health and safety of the user had it occurred during use other than at a mine.
- **Collapse of Scaffolding:** The collapse or partial collapse of:
 - A substantial part of any scaffold more than 5 metre height
 - Any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether in use or not)