

Procedures Manual

12.06.01 ACCIDENT/INCIDENT REPORTING PROCEDURE

PURPOSE To outline the procedure for reporting an accident/incident or near miss

SCOPE All staff, students, visitors, contractors, employers

RESPONSIBILITY Health & Safety Manager

PROCEDURE

Action in the Event of an Accident/Incident or near miss:

All ‘accidents/incidents’ or ‘near miss’ must be reported to the Health and Safety Manager as soon as possible.

An accident is “an unplanned event which has the potential to cause injury, ill health or damage”.

An ‘incident’ may be:

- An accident causing injury to a person(s)
- An incident causing damage to property
- A ‘near miss’ or dangerous occurrence where injury/damage might have but did not occur
- A work-related disease e.g. dermatitis, vibration white finger
- An incidence of violence or aggression
- An incident which is sexist, racist, abusive or otherwise discriminatory in nature
- An incident which relates to Safeguarding
- Road traffic accident while driving on College business.

A ‘near miss’ is either an accident or an incident that nearly happened.

The purpose of your investigation and report is:

- Not to lay blame, but to identify the immediate and underlying causes of the incident and to prevent re-occurrence
- To determine whether it is required to be reported under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- For insurance reasons

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Even if an incident appears to be trivial it is important that it is reported so that a true picture of events happening can be gained. Trend analysis may prevent a serious incident occurring.

Procedure

- 1 Inform the Health and Safety Manager, via Form [12.06.01F1](#), completing each section as fully as possible.
- 2 Visit the site of the incident and record as much information as possible.
- 3 Take several photographs of the area/equipment from different angles. If no camera is available make a sketch of the scene (if applicable). The taking of photographs is advised, but have regard for the sensitivity of the victim and witnesses, for example modesty, religion and belief, safeguarding etc
- 4 Should the incident occur during normal College hours, contact the Health and Safety Manager for further advice. Advice will then be given on how to proceed. If a serious incident occurs outside of normal College hours contact your Head of School for advice.
- 5 Follow any instructions given by the Health and Safety Manager or your Head of School.
- 6 Complete relevant documentation. Obtain factual statements from witnesses to ensure that there is a realistic resume of the events and the incident, such that a third party later reviewing the information will be able to gain accurate insight into the occurrence.
- 7 Send **all** information to the Health and Safety Manager as soon as possible (i.e. within approximately 24 hours of the incident or next morning if an evening occurrence).
- 8 Safeguarding incident reports are shared with the College's Student Welfare department and will be reported upon to the Safeguarding Board.
- 9 Accidents, incidents and near miss events are reported each term to the Health and Safety Committee and also to the Corporation in an annual report.

Students on SFA and EFA Training Courses

The College has a duty to record any accident/incident or near miss that occurs to any student, regardless of whether the accident takes place in the student's workplace or on College premises.

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If an Employer Responsive staff member is made aware of a student having an accident/incident or near miss they should inform the Health and Safety Manager as soon as possible so that further enquiries can be made and the accident/incident or near miss reported as appropriate.

Workplace providers and students are made aware of the need for all incidents to be reported to the College at initial interviews before a placement begins.

West Suffolk College has a duty to inform employers in the event of an Employer Responsive student being involved in an accident/incident or near miss on all College premises. In the first instance the staff member responsible for the student should notify the Health and Safety department on Ext 6243 or 01284 716243.

Learner on EFA Work Placement Schemes

It is part of the agreement with work placement providers that West Suffolk College is informed of any incidents/accidents or near miss involving students whilst working on their premises.

The College reserves the right to investigate any such accidents/incidents or near miss to ensure the safety of the student. Where such accidents/incidents or near miss are RIDDOR reportable, the College must notify the EFA under the same constraints as for RIDDOR reporting. See Procedure [12.31.01](#).

HE Students

The College has a duty to inform the Health and Safety Department at UoS, Ipswich, of any students involved in an accident, incident or near miss as well as reporting it to the Health and Safety Manager here at West Suffolk College.

Accident/Incident Investigation

The investigation aims to discover what caused the accident/incident or near miss. This may be equipment failure, unsafe premises, un-assessed hazard or risk, safe systems of work not followed, poor practice and even the underlying faults in systems, training, information, instruction or supervision that led up to the circumstances that caused the accident/incident or near miss to happen.

The purpose of accident/incident or near miss investigation is not to lay blame but to discover what happened, why, when and how etc. The knowledge gained from the investigation is used to prevent future like accidents/incidents by the implementation of measures to correct faults and improve procedures identified as the cause.

Consider those who may be able to assist the investigation – the victim, supervisor, witnesses, work colleagues, health and safety reps. Ask for and record their version of events leading up to and during the incident. Prepare for the interview. Seek a

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venue that is comfortable and relaxed – a noisy workplace would be unsuitable. Ensure you explain the reason and purpose of the investigation and carry out the interview as soon as possible – first impressions usually give more information than trying to recall events after a period of time. Impressions taken at the time will usually give different recall from different witnesses and a picture can be built.

Guidance for Obtaining Witness Statements

Request statements from any eye witness to the incident, but respect the fact they may decline to make a statement.

Statements should be taken as soon as possible after the incident to minimise bias or pressure from colleagues or others.

When taking the statement use a quiet area. You are not responsible for cross-examination, just a collection of facts as the witness understands them. Use the words of the witness in the statement; do not try to correct grammar etc. as this could later be misconstrued as ‘putting words into their mouths’.

If a witness is below 18 years or a vulnerable adult then an appropriate adult should be present to support the witness.

The witness should be requested to sign the statement. If, however, they decline or are unable to sign, make a note of this on the bottom of the statement.

Note the date and time on the statement.

Witness Data Checklist

The following details should be included on a witness statement:

- College name and address
- Date, time and place of taking statement
- Full details of incident being investigated
- Confirmation that this is a statement by the witness (name). Give occupation/department/school
- Give full details regarding: sequence of events, position of witness in relation to the incident, believed facts of injury/damage etc
- Signature in full of witness and note taker, to the effect that the statement is a summary of events which occurred. If witness declines to sign or are unable to sign make a note to this effect.

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