



UHSP-02b: Accident and Incident Reporting and Investigation



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UHSP-2b: Accident and Incident Reporting and Investigation	2.1	18/08/2023	18/08/2026

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1. Objective

The University will work to ensure it is aware of all accidents, incidents and near misses by implementing systems to report such events. To prevent reoccurrence of accidents, a robust system of investigation will be implemented.

By doing this, the University will comply with the requirements of:

- The Management of Health & Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Social Security (Claims and Payments) Regulations 1979

2.Scope

This procedure covers all activities that take place on University premises and all activities organised or managed by the University that take place offsite.

3.Definitions

Accident: An unplanned, uncontrolled event leading to personal injury. This will include acts of non-consensual violence.

Incident: An unplanned event that does not result in personal injury. This may be property or equipment damage, ill health, near misses or a dangerous occurrence.

Near miss: An unplanned event which could easily have resulted in injury or property damage, e.g. tripping on a loose stair nosing but not falling.

Dangerous occurrence: A set of circumstances (rather than a specific event) that could potentially cause injury or ill health and meets the required criteria for reporting under RIDDOR.

4.Responsibilities

Executive Board

The University Executive Board will provide leadership to ensure that these procedures are followed, including the provision of adequate resources.

Health and Safety Services

Health and Safety Services will provide guidance on implementation of this procedure, monitor compliance and ensure that this process is reviewed if there are significant changes or periodically. They will also:

- Investigate serious accidents and incidents
- Regularly review and triage reported accidents and incidents
- Make reports to the HSE where required by the RIDDOR regulations
- Design and run accident/incident investigation training

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Heads of Schools, Departments or Corporate Service Divisions (Heads) will:

- Ensure all their employees are made aware of this procedure and of the requirement to work in accordance with it
- Allow First Aiders, BSSs and DSOs in their area sufficient time to carry out their roles
- Ensure accidents and incidents in their area are reported using the University's accident and incident reporting system
- Ensure accidents and incidents are investigated where necessary
- Inform Health and Safety Services immediately if anyone in their area of control is taken to hospital or is absent for seven days following an injury sustained at work

Employees

All staff are required to cooperate in the implementation of these procedures, specifically:

- Report all accidents, incidents and near misses as soon as possible using the University's accident reporting system

5.Reporting & Investigation Procedure

5.1 Accident Reporting

Any accident which requires first aid must be reported to the Health and Safety Services Office, using the online accident reporting system which is accessible from [here](https://uniofleicester.sharepoint.com/sites/staff/health-safety/accidents-and-incident/SitePages/Home.aspx) (<https://uniofleicester.sharepoint.com/sites/staff/health-safety/accidents-and-incident/SitePages/Home.aspx>) . The report will usually be made by the first aider, manager or DSO but can also be completed by the person who has had the accident (where circumstances permit).

An accident report should be completed as soon as possible following an accident.

5.2 Accident Investigation

To prevent reoccurrence, it is important to understand how an accident occurred. For many simple accidents, this will be obvious and require little follow up (although repeated incidents may suggest systematic flaws) but where the chain of events is more complex or the consequences were serious or potentially so, the accident and its surrounding circumstances should be investigated.

When alerted to an incident, investigation should be carried out by someone with the sufficient competence and knowledge to do so. This can be the DSO, LSS, TSM, duty managers with support from line managers where necessary. Where required, the investigator can request support from Health and Safety Services.

Health and Safety Services will review all incidents that are reported via the electronic reporting system and will investigate accidents at their discretion. Line managers must be made aware of any incident that involves their staff or location that they are responsible for. Heads of Department/School must be made aware of serious incidents as soon as possible.

Investigation typically comprises of fact finding, review of risk assessments and previous incidents of similar nature and interviews, and it may involve multi-disciplinary staff, students and any other relevant personnel.

As a result of investigation, corrective actions to prevent recurrence of similar incidents are likely to arise. These actions should be proportional to the potential consequences and in accordance with the hierarchy of controls and must not introduce any additional hazards.

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They should also be clearly communicated to relevant personnel and monitored to ensure their timely completion and effectiveness.

Outcomes of any incident investigation and lessons learnt should be discussed during departmental staff or safety meetings and where necessary, raised to the College or Professional Services Health and Safety Committee.

5.3 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Certain accidents, incidents and near misses are required by the RIDDOR regulations to be reported to the HSE. Health and Safety Service will make the decision as to whether an accident or incident requires reporting.

5.3.1 A RIDDOR report will be made by Health and Safety Services when:

- The accident or incident relates directly to the University's work
- The accident results in an injury of a type which is reportable

The incident is of a type which is reportable Full details of the types of reportable accident, incidents and near misses which require reporting under RIDDOR are available on the HSE website. Examples include:

- The death of any person
- Specified injuries to workers, these include certain fractures, amputations, burns and scalds, eye injuries, loss of consciousness due to exposure to hazardous substances or oxygen deficient atmospheres
- Where the accident results in an absence of seven days or more
- Non-fatal accidents to non-workers (e.g. students or members of the public) where the injured party is taken directly to hospital to receive treatment for that injury
- Occupational diseases, a case of ill health that is, or thought to be caused by, or aggravated by work at the University
- Dangerous occurrences this includes major fires, the release of a biological agent that causes severe human infection or illness, release of a hazardous substance that could cause personal injury or fire/explosion, failure of a pressure vessel, collapse of a scaffold

5.3.2 Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the online form.

Registered gas engineers (under the Gas Safe Register,) must report details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment.

5.4 Incident & near miss reporting

Reports should also be made where an incident or near miss occurs. These should be reported using the University's reporting system at the earliest opportunity.

5.5 WorkSmart

WorkSmart-designated staff should report any work-related incidents or near-misses that occurred at home or in shared workspace as described in 5.1.

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6. Related documents

- UHSP-02: F1 Accident Investigation Form

7. Revision History

Date of Issue	Version	Reviewer	Amendments Made
31/01/2020	1.0	Matt Taylor	First issue
14/12/2020	1.0	Chris Bruce	Minor changes. New header and footer and accessibility checker run
13/03/2023/	2.0	Miki Brocklehurst	Section 5.1 Reporting process change. Section 5 numbering change. Addition of WorkSmart.
18/08/23	2.1	Miki Brocklehurst	Section 5.2 updated investigation responsibility

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