

REPORTING INCIDENTS, DISEASES AND NEAR MISSES

Policy Statement

This Safety Code of Practice (SCoP) supports and is an element of, the University Health and Safety Policy and sets out why we investigate incidents, diseases, dangerous occurrences and near misses.

- a) The University recognises the importance of recording and investigating incidents so that appropriate measures can be implemented to maintain a safe working environment. To achieve this, all staff are encouraged to report any incident they believe could cause harm or damage University property and to cooperate with any internal review that may be carried out.
- b) The responsibility to conduct an initial basic review into how or why an incident occurred will rest with the individual School/Department, with more serious cases falling to Safety Services to investigate. Arrangements should therefore be put into place to ensure reviews are carried out by competent persons and in a timely manner.
- c) Statistics relating to incidents notified in accordance with this SCoP will be reported to the Safety, Health and Wellbeing Committee on a regular basis. An annual report will be presented to the Universities Health and Safety Association and to Senior Management for consideration. The purpose of this will be to identify trends so that evidence based decisions can be made with regard to planning future priorities.
- d) The University will cooperate with any investigations into health and safety matters conducted by external organisations (this is most likely to be the Health and Safety Executive). Staff will also be supported during any formal investigation and will be required to also provide their full cooperation.
- e) The University believes in, and supports a 'no blame' culture. All staff are encouraged to report incidents in accordance with this SCoP however trivial, as this will help to maintain a safe and healthy working environment.