

Safety Code of Practice SCoP 06

REPORTING INCIDENTS, DISEASES AND NEAR MISSES



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Issue Date: 15/10/2018

Review Date: 15/10/2020

Version Control			
Version	Author/Changes	Changes	Dates
V1	Andy Lucas	Draft – ongoing changes	11/09/18
V2	Andy Lucas	Final Version	15/10/18
V3	Andy Lucas	Minor changes to Policy	16/10/18
V4	Andy Lucas	Added link to updated SCoP 09	16/12/20

DOCUMENT TITLE		
REPORTING INCIDENTS, DISEASES AND NEAR MISSES		
Document authors and department	Responsible person and department	
Andy Lucas Safety Services	N/A	
Acknowledged by	Date of acknowledgement	
Safety, Health and Wellbeing Committee	TBA	
Review date	Edition no	ID code
15/12/2021	V4	SCoP 06
EITHER For public access online (internet)?	OR For staff access only (intranet)?	
Yes	Yes	
For public access on request copy to be mailed	Password protected	
Yes	Yes	
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Contents

1. POLICY STATEMENT	5
2. BACKGROUND	6
2.1 Aims of the Safety Code of Practice	6
2.2 Why is this Policy and Operational Guidance Important?.....	6
2.2.1 The University Health and Safety Policy Statement.....	6
2.2.2 Criminal and Civil Liability	6
2.2.3 We Want Everyone to Go Home Safely!	6
2.3 Heinrich 300–29–1 Model	7
2.4 Cost of Accidents and Injury	7
3. LEGISLATION AND GUIDANCE	8
3.1 Health and Safety at Work etc. Act 1974	8
3.2 Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	8
3.3 Management of Health and Safety at Work Regulations 1999	8
3.4 Social Security (Claims and Payments) Regulations 1979	8
3.5 Data Protection Act 2018	8
3.6 Sources of External Guidance	8
4. MANAGEMENT ARRANGEMENTS	9
4.1 Roles and Responsibilities	9
4.2 Heads of Department (including academic, administrative and technical areas).....	9
4.3 Line Managers	9
4.4 Staff.....	10
4.5 Safety Services	10
4.6 Insurance Manager	10
5. PRACTICAL INCIDENT REPORTING	10
5.1 DEFINITIONS	10
5.1.1 Accident.....	10
5.1.2 Illness.....	11
5.1.3 Near Miss	11
5.1.4 Relevant Incidents.....	11
5.2 NOTIFICATION USING THE INCIDENT NOTIFICATION PORTAL (INP)	11
5.3 The Incident Notification Portal (INP)	12
5.4 Reporting Timeframe.....	12
5.5 Action Following a Routine Incident.....	12
5.6 Action Following a Serious Incidents	13
5.7 Reviewing Incidents.....	13

6.	APPENDIX 1 LEGISLATION RELATING TO INCIDENT NOTIFICATION AND GUIDANCE.....	14
7.	APPENDIX 2 DEFINITIONS AND REPORTING TIMEFRAME.....	15
8.	APPENDIX 3 NOTIFICATION FLOWCHART ACCIDENT OR NEAR MISS	18
9.	APPENDIX 4 INCIDENT REPORT FORM IR1.....	19
10.	APPENDIX 5 INCIDENT NOTIFICATION PORTAL.....	20
11.	APPENDIX 6 Q and As.....	22

POLICY

1. 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.

2. BACKGROUND

2.1 Aims of the Safety Code of Practice

The University has a legal duty to notify certain incidents, dangerous occurrences and occupational diseases to the relevant enforcing 'authority'. For the university, this will be the Health and Safety Executive (HSE). Because it is a legal duty, we have no discretion as to whether or not we notify. If we fail to report something that is legally notifiable, the University could be prosecuted and so this Safety Code of Practice (SCoP) aims to set out:

- a) How we seek to achieve compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- b) Arrangements for reporting '[relevant incidents](#)' (see para 5.1.5) to Safety Services
- c) Clear guidelines on roles and responsibilities
- d) How we will ensure appropriate reviews are conducted

2.2 Why is this Policy and Operational Guidance Important?

There are a number of reasons why we need to tackle work related incidents, dangerous occurrences and work related disease and are as follows:

2.2.1 The University Health and Safety Policy Statement

The Policy states:

As a minimum, the University will take all steps necessary, so far as is reasonably practicable, to ensure:

1. *the health, safety and welfare at work of all our employees and;*
2. *that persons not in our employment who may be affected thereby, are not thereby exposed to risks to their health or safety*

To achieve this, it is imperative that we identify unsafe practice, understand why things go wrong and implement change/improvements. Having a culture whereby staff, students and others feel confident and more importantly able, to raise health and safety related issues is a significant factor in implementing the Health and Safety Policy.

2.2.2 Criminal and Civil Liability

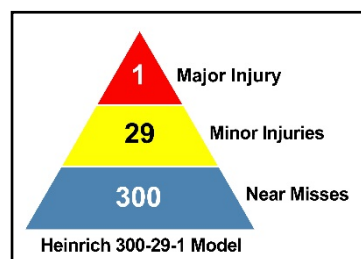
As an employer, the University has a legal duty to maintain the standards set out in 2.2.1 above, otherwise both the University and/or individuals may be held criminally liable and prosecuted. Being able to manage unsafe situations as soon as possible helps to improve safety standards. However, being able to manage these before they cause harm is an even better position to be in and so a healthy culture of reporting near misses and incidents will greatly improve our chances of preventing serious injury. The University also needs to consider civil liability. Reducing the chances of injury and ill health will also help to reduce the chances of having to pay compensation following an incident and reduce any risk to brand reputation following a serious incident. This is dealt with by the University Insurance Manager who works closely with Safety Services.

2.2.3 We Want Everyone to Go Home Safely!

Irrespective of the above... the most important reason to have a well-established culture of incident and near miss reporting is simple. We want everyone to go home safely after their working day and this Policy and Operational Guidance helps to facilitate this.

2.3 Heinrich 300–29–1 Model

Heinrich argued that by reducing occurrences of incidents overall, an organisation can reduce the number of serious incidents resulting in major injury or death. It is important that we capture these near misses, understand why they may have occurred and then implement any necessary improvements. This will hopefully help prevent the one major incident at the top of the triangle that changes someone’s life or causes a catastrophic failure.



2.4 Cost of Accidents and Injury

We also need to consider the cost of incidents at work in terms of direct and indirect costs and a good way to explain this is to consider the ‘iceberg’ theory. We are all probably aware that there is a financial cost when accidents occur or when people become ill through work related illness. The following table gives an indication of the cost to society per case (in 2015 prices).

	Non financial human cost (rounded)	Financial cost (rounded)	Total cost (rounded)
Fatal injuries	1,171,000	425,300	1,597,000
Non-fatal injuries	5,100	3,100	8,200
7 or more days absence	18,800	10,400	29,200
Up to 6 days absence	330	550	880
Ill health	9,800	8,700	18,500
7 or more days absence	19,400	17,000	36,400
Up to 6 days absence	320	590	910

Source: HSE Cost to Britain model

HUMAN COST

Loss of quality of life and loss of life following a fatality

FINANCIAL COST

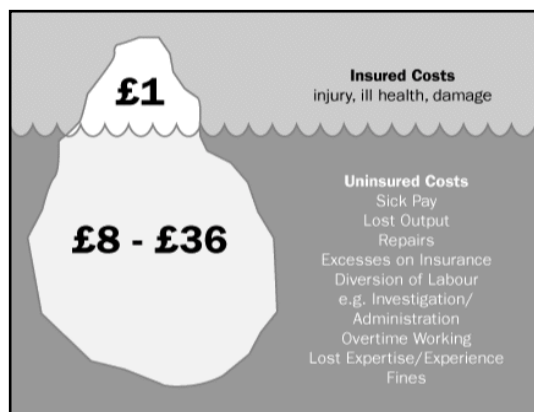
Loss in productivity, absence, covering sick leave, recruitment, rehabilitation costs, legal fees and compensation

The following sets out the cost to employers per case again based on 2015 prices.

	Non financial human cost (rounded)	Financial cost (rounded)	Total cost (rounded)
Fatal injuries	-	101,500	101,500
Non-fatal injuries	-	1,400	1,400
7 or more days absence	-	5,000	5,000
Up to 6 days absence	-	100	100
Ill health	-	4,000	4,000
7 or more days absence	-	7,900	7,900
Up to 6 days absence	-	130	130

Source: HSE Cost to Britain model

Following a serious incident, people tend to think that the cost is met by an insurance company, however this is far from the truth. There are various propositions concerning the true cost of an accident, but one thing that they all have in common is the fact that the cost covered by an insurance pay-out is a very small percentage of the overall cost. Also, what price can you put on pain and suffering following a serious injury, or the life changing consequences following a work related death. Research has compared the true cost with an iceberg. However, the important point to make is that it is unlikely that an insurance company will pay out if there is non-compliance and so the cost to the University could be even greater.



We all have a part to play in keeping the University a safe place to work in. It is really important that everyone understands why we need to report incidents and near misses and more importantly, feels confident and able to do so.

3. LEGISLATION AND GUIDANCE

3.1 Health and Safety at Work etc. Act 1974

There is no legal requirement to investigate incidents, diseases, dangerous occurrences or even near misses, however if we do not, there is little chance that we can effectively manage health and safety. There is therefore an implied expectation that we do in order to comply with the general duties of the Health and Safety at Work etc. Act 1974.

3.2 Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

These regulations (known as RIDDOR) set out the legal duty to report certain incidents to the enforcing authority which in our case is the HSE. The Regulations introduce a range of issues that, by law, must be reported and these are set out in [Appendix 1](#). It is important that staff are aware of these so that they understand why it is important to notify Safety Services of certain incidents.

3.3 Management of Health and Safety at Work Regulations 1999

These Regulations set out responsibilities to ensure that arrangements are in place to effectively manage health and safety. Effective incident management is evidence that the University is complying with this duty

3.4 Social Security (Claims and Payments) Regulations 1979

Sets out the information to be recorded in an Accident Book or similar ([Appendix 1](#))

3.5 Data Protection Act 2018

Restricts the way that personal information is both collected and managed. This policy is written in accordance with the GDPR.

3.6 Sources of External Guidance

Further guidance on this topic can be found in [Appendix 1](#).

ORGANISATIONAL ARRANGEMENTS AND RESPONSIBILITIES

4. MANAGEMENT ARRANGEMENTS

4.1 Roles and Responsibilities

This Policy and procedure is slightly different compared to others in that it really is a case that EVERYONE has an important role to play. Staff need to feel empowered and have the right systems in place to report incidents easily and quickly and it is hoped that the new online Incident Notification Portal (INP) will facilitate this. The University Health and Safety Policy Roles and Responsibilities document sets out how health and safety is managed within the University, however the following sets out more specific roles and responsibilities.

4.2 Heads of Department (including academic, administrative and technical areas)

The University Health and Safety Policy states that Heads of Department (including academic, administrative and technical areas) are responsible for..

- *ensuring all incidents and near misses are recorded and reported as necessary*
- *ensuring all investigations concerning their area of responsibility are conducted within a reasonable time and any remedial measures identified by any investigation are implemented*
- *investigating any significant breaches of the Health and Safety Policy and associated Codes of Practice and guidance and ensuring any recommendations are implemented*
- *ensuring that staff receive adequate training in matters concerning health and safety*

Heads of Department should therefore put in place adequate arrangements to implement the University Health and Safety Policy and arrangements to comply with this SCoP. These measures should include the following:

- Promote the need to report all relevant incidents in accordance with the SCoP and preferably via the INP
- Ensure that all relevant incidents are investigated locally where appropriate and any necessary recommendations are implemented
- Put in place arrangements to monitor compliance with this SCoP and this should be in partnership with Safety Services
- Ensure that all staff involved in incident reviews receive relevant training and are competent

4.3 Line Managers

All line managers should have an overview of any incidents occurring in their area of work. Where appropriate, more serious incidents need to be notified to a line manager so that they have the opportunity to take any immediate action. This might be to cease an unsafe activity, ensure the matter is notified to Safety Services or to conduct their own review. Where an incident is reported to a line manager, they should take ownership of it and ensure compliance with this SCoP with regard to reporting arrangements.

4.4 Staff

All staff should comply with the requirements of this SCoP and in particular report all relevant incidents (see 5.1 Definitions) to Safety Services – preferably via the INP.

4.5 Safety Services

Responsible for reviewing and updating this SCoP to ensure that it remains fit for purpose. Conducting reviews on behalf of the University and working with the University Insurance Manager to ensure compliance with RIDDOR. Taking the lead on reviews into serious incidents (see Appendix 2) and advising the University on culpability following work related incident. To ensure all notifications to Safety Services are considered and to identify all those that are RIDDOR reportable and to report them to HSE in accordance with RIDDOR.

4.6 Insurance Manager

Responsible for sharing all relevant information with Safety Services to ensure compliance with this SCoP.

5. PRACTICAL INCIDENT REPORTING

The University encourages staff to report certain relevant incidents to Safety Services and these fall into three distinct categories, (further guidance can be found in paragraphs 5.1 and 5.2):

1. Accident
2. Illness
3. Near Miss

This section clarifies how staff can report these incidents to Safety Services.

For clarity, the responsibility to make a notification to HSE rests with Safety Services and therefore staff are not required to report any incident to HSE. This will ensure that only incidents set out in RIDDOR are reported to HSE to enable the university to meet its legal duties.

Members of staff are however, free to report any health and safety concerns that they have directly to HSE, but these should be raised with Safety Services, line managers or Union Representative initially so that every opportunity can be given to resolve these concerns.

Once an issue has been reported, Safety Services will then determine:

- i. whether any further review is needed
- ii. who will conduct the review
- iii. whether the reported incident needs to be notified to HSE in accordance with RIDDOR

5.1 DEFINITIONS

5.1.1 Accident

HSE confirms that an **accident** is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.¹ Injuries on their own are not accidents. There needs to be an event that happens causing the injury for it to be classed as an accident. You are encouraged to report any work-related incident resulting in an injury. Further guidance see [paragraph 5.2](#)

¹ <http://www.hse.gov.uk/riddor/key-definitions.htm>

5.1.2 Illness

With reference to RIDDOR, the University is only required to record certain **diseases** that need to be reported to HSE and these are specifically set out in the regulations and guidance can be found in [Appendix 1](#). Safety Services will determine whether a case needs to be reported to HSE as there are strict guidelines to be followed. Line managers will be responsible for reporting cases of illness to Safety Services and it is recommended that they discuss this with Safety Services before completing any notification.

5.1.3 Near Miss

Near misses can be anything that you see or hear about that have the potential to cause injury, ill health or damage to property or equipment (Further guidance see [paragraph 5.2](#))

Staff are encouraged to report all near misses, no matter how trivial, because they help to identify:

- unsafe/poor practices before a major incident occurs
- a possible need for training
- activities that may require a risk assessment or a review of a risk assessment
- issues that may require tweaks to the University Safety Management System

5.1.4 Relevant Incidents

Throughout this SCoP, reference is made to ‘relevant incidents’. A relevant incident is anything that falls into the above categories 5.1.1 – 5.1.3 above.

5.2 NOTIFICATION USING THE INCIDENT NOTIFICATION PORTAL (INP)

In the first instance, please see the notification flowchart setting out the process to be followed when reporting an accident or near miss to Safety Services ([Appendix 3](#)). Reporting an illness is rare and less complex and should not need additional explanation as staff should speak to Safety Services prior to reporting.

All staff should be familiar with the [online INP](#) and the need to report relevant incidents. The notification process has been improved and made easier by the introduction of the INP. The University encourages a culture of reporting incidents so that we have the opportunity to make improvements helping to make the University a safer environment. The following sets out examples that might be reported in accordance with this SCoP. It also gives examples of instances that do not need to be reported.

The following relate to staff, students and visitors including contractors.

INSTANCE	PLEASE REPORT	NO NEED TO REPORT
ACCIDENT	<ol style="list-style-type: none"> 1. Any incident leading to a physical injury / broken bones / bruising / burns cuts etc. 2. Any incident resulting in a member of staff taking time off work due to a work-related incident 3. Any incident resulting in a student or visitor being taken to hospital 	<ol style="list-style-type: none"> 1. Injuries due to sporting activities unless it resulted from a fault with equipment or facilities 2. Incidents resulting from common illness i.e. cold or headaches or pre-existing illness not associated with the University
ILLNESS	Any work related or occupational disease including work related stress. Typically this may include injury/illness due to exposure to hazardous substances, repetitive strain injury, dermatitis etc.	Diseases which are not associated with the University i.e. existing illness or diseases that have no connection with working at the University. A student who faints in class due to fatigue or a member of staff

		suffering from migraines would not need to be reported.
NEAR MISS	<p>Anything that could cause harm, injury or damage. This is a very broad definition and is intended to be. Staff are encouraged to report anything that falls into this definition and examples include:</p> <ul style="list-style-type: none"> • Collapse of anything that is load bearing to include lifting equipment or structures • Overturning or failure of lifting vehicles • Explosions or fires • Release or potential release of a biological agent Damaged structures in a potentially dangerous condition • Unsafe working conditions or activities i.e. observing unsafe working at height, vehicle movements, lifting or carrying • Slipping or tripping on an excessively wet floor • Observing contractors working unsafely • Finding damaged plugs or electrical items • Seeing chemicals lying around or not being stored or used safely 	The definition is not an exact science and so staff are free to exercise common sense. Staff are encouraged to report incidents that they believe could or have caused harm or damage and so it is better to over report, rather than to under report.

This is not an exact science and so the rule of thumb should be, if in doubt please report!! If you are not sure whether it is an Accident or a Near Miss – don't worry, just report it and Safety Services will record it accordingly.

5.3 The Incident Notification Portal (INP)

All incidents can now be reported online using the INP and all staff are encouraged to do this. The portal replaces the need to complete a paper form however, if you do not have access to the portal, please continue to use the Incident Reporting Form IR1 ([Appendix 4](#)) which can be downloaded from the Safety Services web pages. Guidance on reporting via the INP can be found in [Appendix 5](#).

5.4 Reporting Timeframe

Staff should aim to report all incidents to Safety Services as soon as possible so that a decision can be made as to what action may be necessary. The law requires that we notify HSE about certain types of incident as soon as practicable and so it is crucial that staff complete the online form ([Appendix 5](#)) as soon as possible, preferably within 1 working day of the incident. For more serious incidents (broken bones, hospital treatment), please call Safety Services directly. Please note, the deadlines quoted in red in [Appendix 2](#) are for reference only. These relate ONLY to the duty the University has to report incidents to HSE in accordance with RIDDOR and do not relate to staff. Staff should always try to report incidents to Safety Services as soon as possible and within 1 working day.

5.5 Action Following a Routine Incident

Most incidents, whether they are an accident or a near miss can be dealt with fairly routinely. The person making the report should:

1. Call security if first aid assistance is required
2. Take any action to make the scene safe – this could be to just secure it

3. Take photos where possible and record any details to assist any future review
4. Report the incident using the INP

5.6 Action Following a Serious Incidents

If the incident results in serious injury, staff should follow this procedure:

1. As soon as possible call security so that the needs of the injured person can be assessed. If unnecessary delay would cause additional harm, staff should also call for an ambulance immediately.
2. The scene of the incident may be unsafe and so staff should take care not to put themselves at any risk.
3. Staff should leave the scene undisturbed to enable the circumstances of the incident to be investigated.
4. If possible, photographs of the scene should be taken to assist with any future reviews.
5. Safety Services should be notified immediately and followed up by a report using the INP.
6. Inform your line manager

5.7 Reviewing Incidents

[SCoP 09 Incident Review](#) sets out the procedure to be followed when reporting incidents to Safety Services.

There may be occasions where staff are encouraged to review the circumstances of an incident and this will be covered in separate guidance, however the following provides some useful information.

Mandatory Investigations Conducted by Safety Services	<ul style="list-style-type: none"> • All incidents reportable to HSE under RIDDOR • Any incident with the potential to risk harm to the University reputation • All incidents subject to an HSE investigation
Incident Reviews Conducted by Staff	Any other incidents not falling to Safety Services but have implications for staff, student and visitor (including contractor) safety.

A review can be a fairly quick and routine activity and not an in depth enquiry. Further guidance is available and staff will be able to receive training should they require it. Please refer to the accompanying guidance on Incident Review.

6. APPENDIX 1 LEGISLATION RELATING TO INCIDENT NOTIFICATION AND GUIDANCE

LEGISLATION	DUTIES
Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013	<p>Regulation 3 Sets out who has the duty to report certain notifiable incidents. In this context, the 'responsible person' will be the University as the employer.</p> <p>Regulation 4 Sets out the duty to report non-fatal injuries to workers to HSE (see DEFINITIONS)</p> <p>Regulation 5 Sets out the duty to report non-fatal injuries to non-workers to HSE. This relates to visitors, students and possibly contractors.</p> <p>Regulation 6 Sets out the duty to report a work related death.</p> <p>Regulation 7 Sets out the duty to report a dangerous occurrence (defined in Schedule 2 – see definitions).</p> <p>Regulations 8 and 9 Sets out the duty to report a diagnosis of a reportable disease (see definitions).</p> <p>Regulation 12 Places a duty on the University to record and retain certain information specified in Schedule 1 of the Regulations.</p>
Social Security (Claims and Payments) Regulations 1979	<p>Regulation 24 Duty of an employee to notify their employer of any work related personal injury that may result in benefits being paid</p> <p>Regulation 25 On receipt of the notification (Regulation 24), the employer has a duty to investigate</p> <p>Schedule 4 Sets out the information to be recorded in an accident book.</p>
GUIDANCE	
HSE Accident webpages	http://www.hse.gov.uk/toolbox/managing/accidents.htm
HSE HSG 245	Investigating accidents and incidents A workbook for employers, unions, safety representatives and safety professionals
HSE RIDDOR webpages	http://www.hse.gov.uk/riddor/index.htm
HSE INDG 453	Reporting accidents and incidents at work A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
HSE Information Sheet No 1	Incident reporting in schools (accidents, diseases and dangerous occurrences) Guidance for employers
HSE Web page	Examples of reportable incidents

**RIDDOR SCHEDULE 2
PART 1**

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.

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.

Collapse of scaffolding

The complete or partial collapse (including falling, buckling or overturning) of—

- a) a substantial part of any scaffold more than 5 metres in height;
- b) any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
- c) any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

Pipelines or pipeline works

In relation to a pipeline or pipeline works—

- a) any damage to, accidental or uncontrolled release from or inrush of anything into a pipeline;
- b) the failure of any pipeline isolation device, associated equipment or system; or
- c) the failure of equipment involved with pipeline works,
- d) which could cause personal injury to any person, or which results in the pipeline being shut down for more than 24 hours.

The unintentional change in position of a pipeline, or in the subsoil or seabed in the vicinity, which requires immediate attention to safeguard the pipeline's integrity or safety.

Structural collapse

The unintentional collapse or partial collapse of—

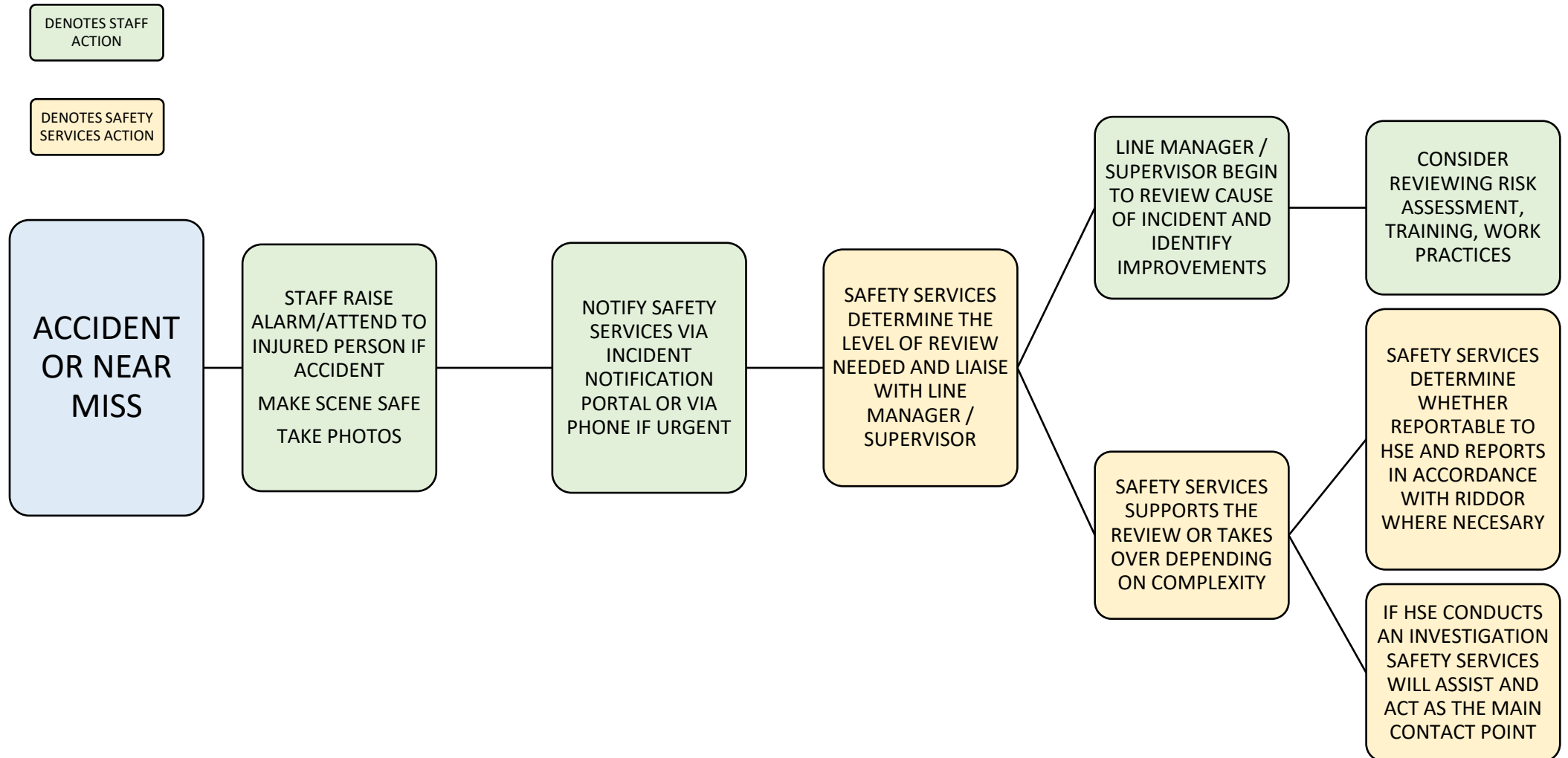
- a) any structure, which involves a fall of more than 5 tonnes of material; or
- b) any floor or wall of any place of work,

arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground.

The unintentional collapse or partial collapse of any falsework.

	<p>Explosion or fire Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.</p> <p>Release of flammable liquids and gases The sudden, unintentional and uncontrolled release—</p> <ul style="list-style-type: none"> a) inside a building— <ul style="list-style-type: none"> i. of 100 kilograms or more of a flammable liquid; ii. of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point; iii. of 10 kilograms or more of a flammable gas; or b) in the open air, of 500 kilograms or more of a flammable liquid or gas. <p>Hazardous escapes of substances The unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases.</p>
<p>OCCUPATIONAL DISEASE</p> <p>Without delay</p> <p>RIDDOR Regulation 8</p>	<ul style="list-style-type: none"> a) Carpal Tunnel Syndrome, where the person’s work involves regular use of percussive or vibrating tools; b) cramp in the hand or forearm, where the person’s work involves prolonged periods of repetitive movement of the fingers, hand or arm; c) occupational dermatitis, where the person’s work involves significant or regular exposure to a known skin sensitizer or irritant; d) Hand Arm Vibration Syndrome, where the person’s work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration; e) occupational asthma, where the person’s work involves significant or regular exposure to a known respiratory sensitizer; or f) tendonitis or tenosynovitis in the hand or forearm, where the person’s work is physically demanding and involves frequent, repetitive movements,

8. APPENDIX 3 NOTIFICATION FLOWCHART ACCIDENT OR NEAR MISS



9. APPENDIX 4 INCIDENT REPORT FORM IR1



REPORT OF AN ACCIDENT, ILLNESS OR NEAR MISS IR1

This form should be completed only if you are unable to access the Incident Notification Portal. The form should be completed and sent to Safety Services as soon as possible after the incident and preferably within 1 day and sent to safety@worc.ac.uk. For further guidance, please refer to the SCoP 6 Reporting Incidents, Diseases and Near Misses. Please provide as much detail as possible.

Your Details	Surname		First Name		Title
	Job title if staff				
	Contact phone number		Email		Date
Injured Person or key witness	STAFF <input type="checkbox"/> STUDENT <input type="checkbox"/> VISITOR <input type="checkbox"/> CONTRACTOR <input type="checkbox"/>				
	Surname		First Name		Title
	Address		Contact phone number		
	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>		Email		
	Position & Institute if staff				
Description of Accident, Illness and Near Miss	What are you reporting? (see guidance SCoP 6 Reporting Incidents, Diseases and Near Misses) ACCIDENT <input type="checkbox"/> ILLNESS <input type="checkbox"/> NEAR MISS <input type="checkbox"/>				
	Date		Location of incident (campus, building, room)		
	Time				
	What was the activity being performed?				
	What happened? Please provide as much detail as possible. Where relevant i.e. more serious incidents please include a sketch, plan, photos etc.				
	What action (if any) has been taken to make safe/prevent a recurrence?				
Medical Treatment Required	No First Aid <input type="checkbox"/> First Aid Given <input type="checkbox"/>				
	Name of first aider				
	Taken to Hospital <input type="checkbox"/>		Details of treatment given if known		

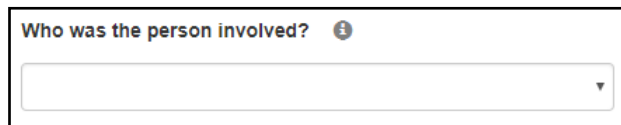
10. APPENDIX 5 INCIDENT NOTIFICATION PORTAL

All staff are encouraged to use the Incident Notification Portal to report all incidents, cases of work related illness and near misses to Safety Services.

The portal is very simple to use. To report a case of a work related illness, please contact [Safety Services](#) first, however for Incidents and Near Misses please refer to the following.

1. Click the link on the University Health and Safety web pages
2. Log into your account to access the portal
3. The first screen will display any previous incidents that you have reported and you will be able to review these
4. Click on the **+ Add New Incident** tab
5. WHAT ARE YOU REPORTING Click on either Accident, Illness or Near Miss. Refer to SCoP 6 paragraph 5.2 for further guidance

6. PERSONAL DETAILS Click on the box and select the most appropriate title. If you choose Me, the form will self-complete with your details. If you choose Staff or Student, you can then enter the Find table. The easiest method is to type their first or last name and it should pop up. If they are a visitor or contractor, manually enter the details as best you can. You need to enter their first and last names before you can move on



Who was the person involved? ⓘ

[Dropdown menu]

7. WHERE AND WHEN DID THE INCIDENT HAPPEN? Click on the greyed calendar icon to enter the correct date and time. To enter the time, click on the blue clock. To enter the location you have 2 options. Either select from a drop down list, or simply type the location

8. DESCRIBE WHAT HAPPENED Please enter as much detail as you can carefully describing

DESCRIPTION

- a. What happened
- b. Any injury
- c. The specific location and any environmental factors (cold, light, dark, noisy etc.)
- d. Any witnesses
- e. Any rough measurements where relevant

IMMEDIATE ACTION TAKEN

In this section, it is important to explain whether any actions have already been taken to reduce the risk to others or to make the scene safe for example has a brief review already been conducted? This might include isolating the area, calling for assistance, reviewing the existing work practices or risk assessments. Referring it to others within the University, for example if it is a maintenance issue did you speak to Estates etc.

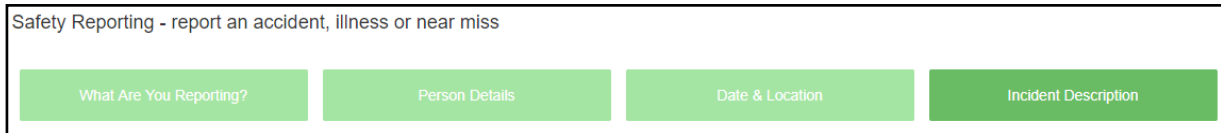
FIRST AID

If first aid was given, state who gave it and what actions did they take if you know. Please remember to click the box to confirm if they were taken to hospital.

FILES

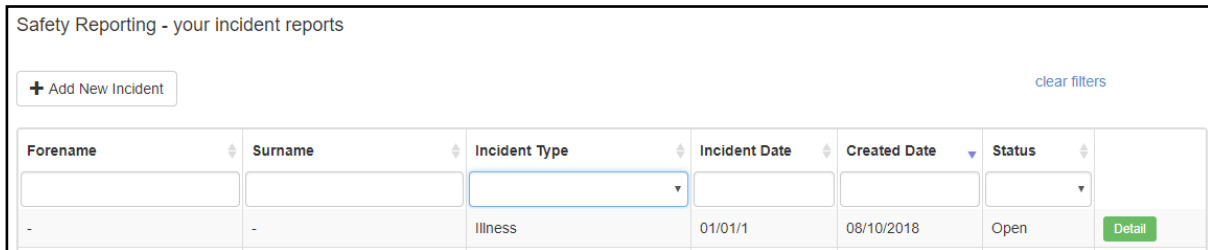
It is always very helpful if you can draw a plan or take photos of the scene post incident if possible. The portal makes it very easy as you simply click on the upload box to open a search folder option or better still, you can drag and drop photos, files directly into this box.

Once completed, you can navigate between pages to check details, just click the relevant green tab at the top of the page and you will be taken directly to that page

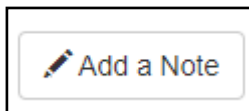


Once you are happy with the information that you have provided, you can click on the Save & Submit button and this takes you to your Safety Reporting home page where you can review all notifications that you have made, you will also receive a confirmation email.

REVIEW EXISITING NOTIFICATIONS



- The portal allows you to review your notification and to make changes or add additional information. Simply click the green detail button to open your notification. You are able to look at existing information, add files/photos and add notes in the Add a Note box.



11. APPENDIX 6 Q and As

Q I overheard colleagues discussing an unsafe working practice, should I report it?

A It depends, it would be better if those witnessing the incident report it however we all have a responsibility to make sure the University is safe. Better to over report, than under report – so yes.

Q Whilst playing hockey, a student slipped over and twisted their ankle – should I report this?

A NO – if there is nothing wrong with the pitch then it is simply a painful sporting injury

Q I have just witnessed a serious incident and I am concerned that it will go unnoticed what should I do?

A Please report it using the INP so that it can be logged. A decision will then be made as to what action should be taken. If in doubt you can always contact Safety Services safety@worc.ac.uk

Q My office is too cold and I would like someone to look into it, should I report it using the INP?

A NO – the INP is only used to report incidents, illness and near misses, it is not to be used to report general health and safety concerns. These should be raised with your line manager and then Safety Services

Q Whilst walking around the campus I noticed a contractor working in a way that I thought was unsafe. I am not a builder and so am probably wrong but don't really want to cause a fuss...

A The university encourages everyone to report anything that they believe to be a risk to people or buildings. All you need is common sense and if you think it is unsafe, that is all that matters – please report it.

Q I'm a bit concerned that I may have to carry out a review of an incident. Firstly, I have had no training and secondly, I don't want to get anyone into trouble.

A Incident review is an important part of the safety management process, it is not about blame. The purpose is to identify cause and then implement any changes to prevent a repeat. Training is available to anyone who feels it might help them.

Q A colleague pulled a muscle carrying goods whilst at work and had 2 days off. They returned, but asked if they could be excused from carrying heavy loads for a couple of weeks because of their minor injury. They are back at work, have had no hospital treatment and so I'm assuming I don't need to report this to Safety Services?

A Yes you do. Because they have been unable to perform their routine work for > 7 days, this is actually reportable to the HSE under RIDDOR and would be classed as an **OVER 7 day injury**, so please complete the INP.

Q I am a lecturer and I slipped on a wet floor in a class room after it had rained and water had leaked onto the floor. I injured my back but struggled on for the next 2 days hoping it would improve over the weekend. For the whole of the following week I have taught, but have not been able to participate in lab work that requires me to carry items around the class room. I haven't taken any time off and have been told not to report this. What should I do?

A This would be classified as an over 7 day injury. The leaking roof caused you to slip over and so it was a work related incident. You have been unable to perform your usual duties for over 7 days and this includes weekends and days you are not at work – it doesn't matter if you were at work or not – it's all about your ability to perform your normal work. On that basis, it needs to be reported via the INP.