



University of
East London

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Health and Safety Unit

Accident, Incident and Ill-health Reporting Procedure

This is a sub-policy of UEL's main Health and Safety Policy Statement

1. INTRODUCTION

The purpose of this policy is to give guidance on the arrangements which apply to the reporting of all work-related accidents, incidents, dangerous occurrences, ill-health and violent incidents which occur, whether or not on UEL premises and with or without injuries. This includes accidents and incidents involving staff, students and visitors, including contractors. These must be reported to the Head of School or Department/Director of Service and to the Health and Safety Unit (HSU), using the accident/incident report form accessible via the link in this document.

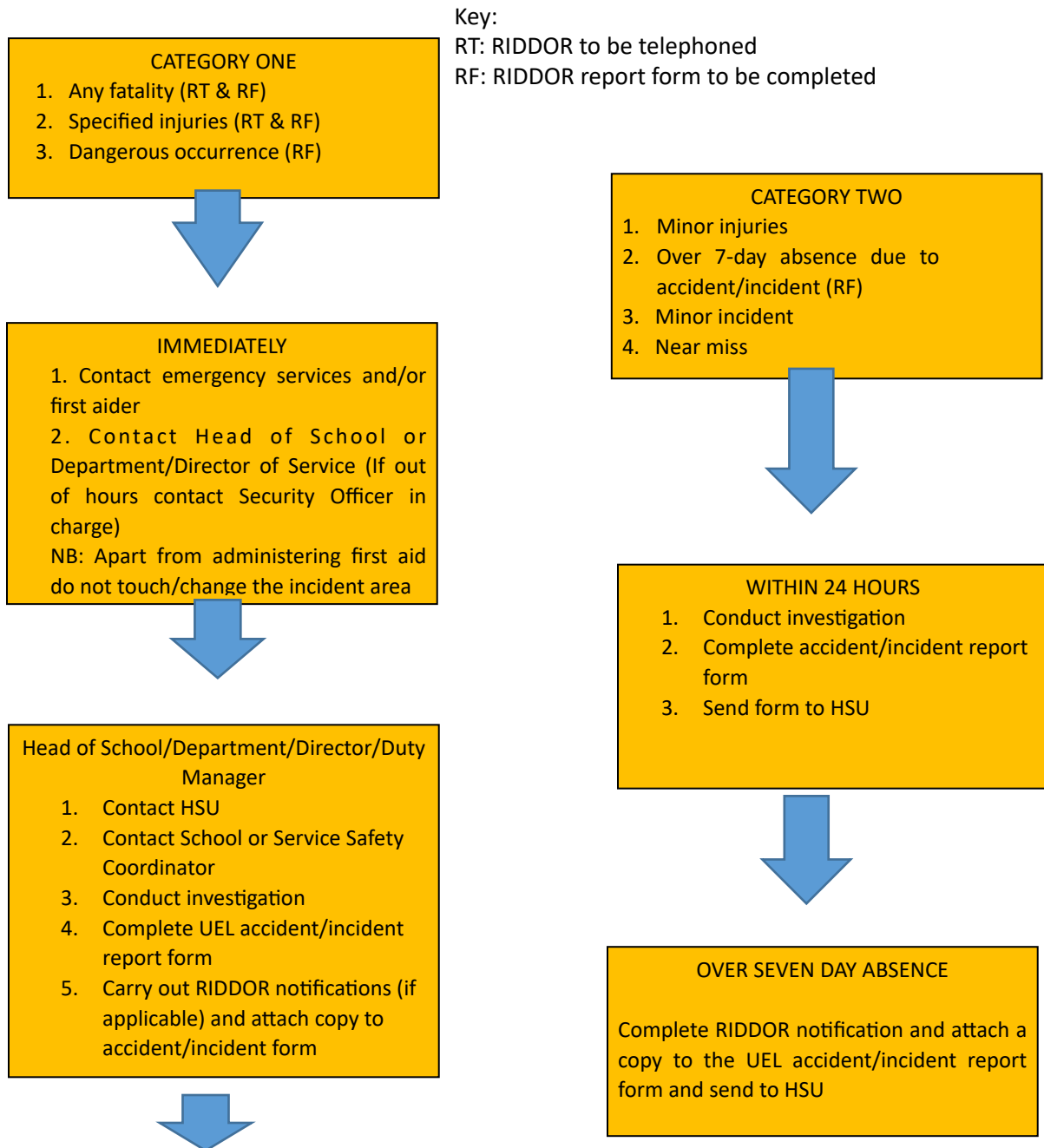
In the event of a serious accident/incident the occurrence must be reported at once via telephone to the Head of School or Department/Director of Service who will notify the HSU to arrange a full investigation. Advice should be sought from the HSU as to whether the incident should be reported to the Health and Safety Executive. Where the accident or incident occurs out of normal working hours, the Security Officer-In-Charge should be contacted. With the exception of attending to the injured person - the area where the serious accident/incident has occurred should be left undisturbed i.e. as was at the time of the occurrence. The Head of School or Department/Director of Service /Security Officer-In-Charge will institute any follow up action required, including the completion of relevant forms, to prevent similar occurrences in the future. The HSU may carry out an investigation at their own discretion or at the request of a relevant party such as the Head of School or Director of Service.

2. DEFINITION OF TERMS

- **Accident:** Any unplanned event resulting in an injury.

- **Reportable work-related illnesses:** Types of work-related illnesses which must be reported to the Health and Safety Executive.
- **Dangerous Occurrence:** Something that happens which does not result in a reportable injury but clearly could have (See Section 4 & Appendix 2.) This could also be referred to as a reportable near miss.
- **Fatality:** A death
- **Serious incident:** A significant event which demands a response beyond the routine, resulting from uncontrolled developments with the potential to cause multiple serious injuries, ill health or loss of life, serious disruption or extensive damage to property, inside or outside the establishment.
- **Specified injuries:** A specified injury may include: fractures to arms or legs or losing consciousness (See Section 4 & Appendix 1)
- **Minor injury:** A minor injury may include: cuts, abrasions, bruising, fractured finger
- **Near Miss:** A hazardous event or situation not causing injury or ill-health but with the potential to do so
- **Over seven day absence:** A member of staff has been absent from work, or unable to perform their normal duties, for over seven days, including weekends, as a result of occupational ill-health or an accident
- **RIDDOR notification:** The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations require a RIDDOR notification for certain types of accidents and incidents. this can be completed on-line at <http://www.hse.gov.uk/riddor/report.htm>
- **Violent Incident:** Physical or verbal assault or the threat of assault

3. ACCIDENT/INCIDENT PROCEDURE FLOWCHART



FULL INFORMATION

Give as much information on the UEL accident/incident form as you can. Ensure both Parts A&B are completed and the form is signed and a copy sent to the HSU and the PVC/Dean.

4.UEL ACCIDENT REPORTING PROCEDURE

Head of School or Department/Director of Service

The Head of School or Department/Director of Service, on receiving notification of a serious accident, fatality, dangerous occurrence or serious incident, will attend the incident location, or send an appropriate representative, to conduct an initial investigation of the incident and will notify the following of the circumstances of the accident or incident:

- University Executive Board
- Head of Health and Safety
- School or Department Safety Co-ordinator

Health and Safety Unit (HSU)

The HSU, on receiving a notification, will advise and support as required, attending the location if necessary.

All UEL work related accidents, incidents, dangerous occurrences, near misses, ill-health occurrences and violent incidents involving staff, students or visitors, must be reported to the Head of School or Department/Director of Service using the accident/incident form which can be located via the link below.

[Accident/Incident Form](#)

The accident/incident form must be completed as soon as possible after the occurrence. The form may be completed by any informed individual; it does not have to be completed by the injured party.

The completed accident/incident report form, should be passed to the Head of School or Department/Director of Service who will initiate, if required, an accident investigation and will then forward the form to the HSU with full details of the outcome of the investigation and which, if any, remedial measures have been implemented to prevent similar accidents or incidents in the future. Alternatively the HSU can be requested to carry out the investigation.

HSE/Incident Contact Centre:

Report online for all non-fatal or non-major incidents:

<http://www.hse.gov.uk/riddor/report.htm>

Telephone: 0345 300 9923 (8.30am - 5.00pm Mon - Fri) **Please Note, this is for fatal and specified injuries only.** Out of Hours emergency telephone: 0151 922 9235.

What records do I need to keep?

You will need to keep a record of any reportable injury, disease or dangerous occurrence for three years from the date it occurred. The record should include:

- the date and method of reporting;
- the date, time and location of the event;
- personal details of those involved; and
- a brief description of the nature of the event or disease.

This record may either be retained electronically or in paper form but must be easily retrievable.

NB: Section 9 on the UEL accident/incident report form must always be completed.

Appendix 1

REPORTABLE SPECIFIED INJURIES:

- fractures, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot, or toe;
- any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes;
- any crush injury to the head or torso, causing damage to the brain or internal organs;
- any burn injury (including scalding) which:
 - a) covers more than 10% of the body
 - b) causes significant damage to the eyes, respiratory system or other vital organs;
- any degree of scalping which requires hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - a) leads to hypothermia or heat-induced illness; or
 - b) requires resuscitation or admittance to hospital for more than 24 hours.

Appendix 2

REPORTABLE DANGEROUS OCCURRENCES

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- the failure of any closed vessel or associated pipework (other than a pipeline) where that failure could cause death;

- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness; failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure, damaging or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or any supporting part of any slung or suspended scaffold or erected near water where there could be a risk of drowning after a fall;
- collision of a train with any other train or vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline, which could cause personal injury or shutdown of the pipeline for more than 24 hours;

Note: additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems (railways etc.,) construction and offshore workplaces.

Appendix 3

REPORTABLE WORK-RELATED ILLNESSES:

- 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: due to 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;
- Any disease attributed to an occupational exposure to a biological agent.

The full list of reportable diseases and the work activities they are related to, can be found in the detailed guide to the Regulations and in the pad of report forms, or email the Health and Safety Unit at occupationalhealthandsafety@uel.ac.uk

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