



ACCIDENT/INCIDENT REPORTING AND INVESTIGATION PROCEDURE AND GUIDANCE

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1. Definitions

Accident - An unplanned, unwanted event which results in injury, ill-health, death, loss or damage.

Incident - An unplanned, unwanted event that has the potential to result in injury, loss or damage. This can include a near miss.

Near Miss - An incident without an adverse outcome but has the potential to cause injury, ill-health, death, loss or damage. This includes a dangerous occurrence.

2. Introduction

Leeds Arts University recognises its responsibility to ensure reasonable precautions are taken to prevent or minimise the risk of injury arising out of its activities.

In order to achieve this, the immediate reporting of all accidents, incidents and near misses is essential so that it may identify where staff, students, visitors and contractors are exposed to risks and plan for their prevention or reduction as is required by regulation 5 of the Management of Health and Safety at Work Regulations 1999 (as amended).

3. Employee and Student Accidents/Incidents Reporting procedure

All University Employees and students must report all such accidents/incidents immediately to their line manager or head of department (Staff), member of course or workshop staff (Students). All such reports will be recorded on the University online reporting system which can be accessed on the University Portal [accident reporting system](#), usually by the attending first aider, who will provide details of the injured person's name and give brief details of the accident/incident including dates, times, location and description of the events of the accident.

4. Road Traffic or Public Transport

Accidents and incidents that occur whilst driving on University business must be reported. This does not include none home-based staff on their journey to and from their normal place of work, or other private journey. In both instances, both are covered by the Road Traffic Act 1988 as amended.

5. Public or Private Hired Transport

Road traffic accidents that occur when using public or private hired transport i.e. buses, coaches, trains etc. will also need to be reported as soon as it is possible after the accident.

6. Educational Trip or Visit

If an accident/incident involving University staff or students occurs whilst on a University Educational trip or visit, the leader for the activity is responsible for ensuring that details relating to the event is recorded as soon as practicable. Minor accidents and near misses, cuts, bumps and grazes etc. only need to be reported on return to the University but a record must be kept at the time. The accident must always be reported on the University's online Simple Compliance [accident reporting system](#) on return to the University by the visit

staff. All other incidents, accidents and near misses must be reported to the University immediately.

7. External Venues

Where the accident/incident happens at an external venue i.e. art gallery, in addition to making a report on the University's accident reporting system, it should be reported firstly on the venues accident/incident reporting system, making sure contact details are obtained for their responsible person.

8. The Report of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR

The University is required to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and HSE guidance. Employees are encouraged to make themselves aware of accidents, incident and disease reporting procedures.

In consultation with the Head of Estates the Risk & Safety Manager will report fatalities by the quickest means i.e. telephone. Followed by completion of the online form. Certain specified injuries and specified dangerous occurrence will be reported immediately by the quickest practicable means and followed by the submission of written notification (online RIDDOR reporting form) within 10 days. Injuries to members of the public arising out of University activities where they are taken straight to hospital from the scene of the accident must also be reported to the HSE in the same way.

Over seven-day absence injuries, where an employee is unable to work or perform their normal duties at work will be reported to the HSE within 15 days of the accident using the online RIDDOR form. In the absence of the Risk and Safety Manager the report will be completed by the Head of Estates.

Accidents resulting in incapacity over 3 consecutive days, do not have to be reported to the HSE, but will be recorded by the University.

Any accidents or dangerous occurrences in this category shall also be drawn to the attention of the Vice Chancellor and Chair of the Health & Safety Committee immediately.

9. Reporting of Work-Related Disease or Occupational Ill Health

All employees will report any disease or occupational ill health to their manager and Human Resources as soon as they are aware or suspect they are suffering ill effects as a result, or in connection with, their duties as employees. Such diseases etc. will be recorded as for accidents and the enforcing authority will be notified.

Accidents and cases of work-related ill health will be investigated to endeavour to identify the cause of the accident or ill health. Measures for prevention will be devised wherever possible in order to attempt to prevent recurrences.

10. Accident Investigation Procedure

All accidents will be investigated as soon as practicable by the Risk and Safety Manager or the Risk and Safety Support Officer. The level of investigation will be dependent on the exact circumstances of the accident/incident.

Where the accident/incident is deemed to be of a serious nature individual meetings will be held with the involved person and the manager for the area and any witnesses as part of the investigation process to help the Risk and Safety Manager or their representative

establish the facts and to gain greater understanding of the circumstances within the area of which the accident/incident took place.

Full co-operation is required from all employees during any investigation by the University, insurers or enforcing authority inspectors.

As soon as an accident entry has been submitted on the online reporting system it is emailed to the Risk and Safety Manager and the Risk and Safety Support Officer, who will investigate and make note of any recurrences or trends and decide on the level of corrective action to be taken.

Where a minor injury has been sustained and first aid assistance has been provided, or the injury has resulted in up to 3 day lost time, a member of the Risk and Safety team will look to establish the circumstances surrounding the event and advise on recommended action to prevent the event happening again. This will also be the same for reported minor near miss incidents.

If the accident/incident has resulted in injury or ill health has been suffered resulting in over 7 day lost time, in addition to the follow up procedure for minor injuries, a brief accident/incident investigation report will be undertaken which will be recorded on the University Accident Investigation form. This will be to establish the root cause of the accident/incident and where applicable reported to the appropriate reporting authority.

Remember all accidents, incidents and near misses must be reported through the online accident reporting system. Access to the [accident reporting system](#) can be found in the Risk and Safety area of the staff portal.

IF IN DOUBT - ASK A MEMBER OF RISK AND SAFETY

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