

## Incident Reporting Policy & Procedures

This policy has been developed to detail the standards to be applied following an accident or incident at The Leeds School of English or involving a member of staff or student away from the School on official business or as a part of their studies.

The purpose of accident/incident investigation is to identify the cause of all work related accidents, injuries, near misses, ill health conditions and violence at work incidents in order to prevent or reduce the likelihood of recurrences.

Incidents are also recorded to allow the School to identify any common trends and to measure performance.

Staff are required to report all work related accidents or incidents to the Operations Manager who will then investigate the circumstances leading to the accident or incident.

### Definitions

**Accident:** Unplanned event, linked to School premises or activity that results in personal injury or death

**Violence at Work:** Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This includes verbal and physical abuse.

**Near Miss:** Any unsafe event that results or could have resulted in damage to property or equipment or personal injury

**Work Related Ill Health:** Any work related ill health condition a member of staff claims to be, or appears to be suffering from. Examples include hand/arm vibration' work related upper limb disorders, occupational asthma, dermatitis.

### Major Injuries

All major injuries must be reported to the Operations Manager immediately or at least within 24 hours of the incident occurring. Examples of major injuries are:

- Fractures (except to fingers, thumbs or toes)
- Amputations
- Dislocation of shoulder, hip, knee or spine
- Loss of sight/chemical or hot metal burn to eye/penetrating eye injury
- Any injury or burn resulting in unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours
- Acute illness from chemicals, infected materials or biological agents

## **Dangerous Occurrences**

All dangerous occurrences must be reported to the Operations Manager immediately or at the latest within 24 hours of the incident occurring. Examples of dangerous occurrences are:

- Collapse, overturning or failure of any load bearing part of lifting equipment or machinery
- Fire or explosion
- Collapse or failure of part of scaffold or access equipment
- Dangerous contact with underground cables, gas pipes or overhead electric lines
- Dangerous failure or malfunction of any plant, machinery or equipment
- Failure in explosion during demolition
- Electrical fault in equipment or plant causing electric shock
- Dangerous collapse of a structure or excavation
- Dangerous release of hazardous substances including dusts, fumes, chemical and biological agents.

## **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

These regulations are made under the Health and Safety at Work Act and their main purpose is to generate reports to the Health & Safety Executive (HSE) to indicate where and how risks arise and to highlight any trends. This enables the HSE to target their activities effectively and to advise employers on strategies to help prevent injuries, ill health and accidental loss.

## **Accident/Incident Reporting Procedure**

In the event of a work related incident (as described above) occurring, the following procedures must be followed:

Any fatality, major injury or reportable dangerous occurrences, arising out of or in connection with work, must be immediately notified to the Operations Manager by telephoning 01132 456476.

Injuries to members of the public or students, arising out of or in connection with work activities that result in the person being immediately taken from the scene to hospital must be reported within 24 hours to the Operations Manager on 01132 456476.

During normal working hours, immediate support and advice will be provided by the Operations Manager, who, if necessary, will notify the Health and Safety Executive (HSE) as required by RIDDOR 1995.

The Operations Manager will also respond to any major injuries and reportable dangerous occurrences by 10.30am on the next working day following any such event.

Blank Accident Report Forms are located in the First Aid Box, In the Accident Report Book.

The responsible person in charge of the activity or responding to the request for first aid assistance must ensure an Accident Report Form (SIDE A: A1-A3) is completed. If possible the injured person should complete A1 and A3, but if this is not possible, the responsible person can do this on behalf of the injured person by completing A1, A2 and A3.

The completed Accident Report Form is to be removed from the Accident Report Book and submitted to the Operations Manager.

SIDE B of the form (B1) is the initial investigation into the circumstances of the accident/incident and should be completed, where applicable, by the injured person's line manager or the person in charge of the activity.

If staff members have been unfit for work for more than 3 days as a result of an accident or incident (this includes all non-working days, for example: weekends, break days due to shift patterns, public holidays and leave entitlement) the Operations Manager must be notified as soon as possible as the accident/incident is reportable to the HSE under RIDDOR within 10 days of it occurring.

Having reported the accident/incident to the HSE, the Operations Manager will complete B2 and B3 of the Accident Report Form. Completed Accident Report Forms will be stored according to data protection principles to preserve confidentiality.

The Operations Manager will forward all relevant information regarding accidents/incidents to the Executive Director.

The Operations Manager will record and analyse all incidents and report all accidents, indicating trends, to the Senior Management Team.