

# Incident / Accident Procedure

## 1.0 Scope and Purpose of Procedure

The scope and purpose of this procedure is to regulate the reporting of all incidents or accident occurrences which lead to:-

- (a) Personal injury
- (b) Substantial accidental damage to property
- (c) Those "near misses" which have the potential to cause losses, such as, chemical spillage and structural failure where injury or loss was avoided

and to comply with the organization's duty under the Social Security (claims and payments) Regulations 1979. This procedure applies to all persons affected by the undertaking of Cardiff and Vale College including, but not exclusively, employees, students, contractors, and visitors.

Access to this procedure and all accompanying forms and documentation will be via the Health and Safety section of the college intranet

## 2.0 Definitions

### 2.1 Accident / Incident

*"An accident is a separate event to a death or injury, and is simply more than an event; it is something harmful that happens unexpectedly." (HSE 2012)*

All accidents are incidents not all incidents are accidents, issues such as near misses or non-injury incidents are not classed as accidents.

### 2.2 Injury

Any event which leads to harm to a person in the short or long term

## 2.3 Serious injury

Any injury which is required to be reported to the enforcing authority under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995, (see appendix 1)

## 2.4 Minor injury

All injuries not required to be reported in 2.3 above

## 2.5 Employee

Any person who works under a contract of employment (paid or unpaid) for the college, whether temporary, fixed term or permanent. Any person on a programme of work experience at the college.

## 2.6 Non employee

Any person not employed by the college who is on college premises, or, on college business outside college premises including students and visitors

## 2.7 Property damage

Incidents where an unplanned accidental and substantial loss occurs to college property under the control of, or situated on, college premises or facilities (not including losses due to security events such as theft)

## 2.8 "Near miss" incidents

Incidents having the potential for losses in 2.1, 2.2, and 2.3 above where the injury or substantial loss was avoided

## 2.9 Supervisor

The person directly in day to day charge of the injured person or damaged property

## 2.10 Premises Manager/Section Manager

The person who manages the affairs of the site / service team or activity of the injured person or damaged property and identified in the College Health and Safety Policy as the responsible person

## 3.0 Reporting Procedure

All injuries and incidents defined in 2.0 above must be reported on the college Incident /accident report form (see appendix iv)

### 3.1 Minor injuries to employees

Complete accident report form, signed by supervisor. Forward form to the Health and Safety Manager who will record the incident electronically and forward the form to the Human Resources Department for filing in keeping with the Data Protection Act

### 3.2 Minor injuries to non-employees

Complete accident report form, signed by supervisor. Forward form to the Health and Safety team who will record the incident electronically and forward the form to the Human Resources Department for filing in keeping with the Data Protection Act.

### 3.3 Serious injury to employees and non-employees

Line manager of area/ department where accident occurs to report immediately to the Health and Safety team by quickest possible means. The Health and Safety team to report incident to the enforcing authority in line with requirements under RIDDOR. Accident Report Form to be completed by the line manager responsible for the area/department

and forwarded as detailed in 3.1 and 3.2 above.

Any Riddor reportable injury to a Work Based Learning learner in the workplace must be reported to DfES on form HS001 within 5 working days of the occurrence. Incidence must subsequently be fully investigated by the Work Based Learning section and a full incident report completed on Form AF1 and forwarded to DfES via the following link [pagaf@wales.gsi.gov.uk](mailto:pagaf@wales.gsi.gov.uk)

### 3.4 Accident/incident not incurring injury

Complete report form and forward as 3.1 and 3.2 above

### 3.5 Near misses

Report all near misses on the accident/ incident form indicating in the column provided that a near miss had occurred. Forward form to the Health and Safety team who will record the incident electronically and forward the form to the Human Resources Department for filing in keeping with the Data Protection Act.

### 3.6 Substantial property damage

Report immediately by the quickest possible means to the Health and Safety team and the Estates Manager

**All incident/accident forms to be forwarded to the Health and Safety Manager within 3 working days of the accident/ incident occurring.**

## 4.0 Investigation

All incidents and accidents will be investigated. Appendix 11 contains guidance on the methods to be adopted. The level of investigation will reflect the extent or consequences of the incident, and will be conducted with a view to avoiding re- occurrence.

It is essential that an investigation is carried out as soon as possible after the event has occurred. In this way conditions will have changed little and the event will be fresh in the minds of any witnesses.

## 5.0 Investigation Responsibility

### 5.1 Minor injury

The Health and Safety team will carry out an investigation of all minor injuries to ascertain the direct and indirect causes. The supervisor of the employee/ student injured, or area where the incident occurred, will assist the Health and Safety team in the investigation.

### 5.2 Major injury

The Line Manager assisted by the Health and Safety team will carry out a full investigation of all major incidents/accidents. The investigation will take place as soon as possible after the incident/accident occurred. Other members of staff may be called on to assist with the investigation if in the course of the investigation the team recognises that they may be able to offer some valuable assistance/information with regards to the accident.

Safety representatives or employees representative of safety will be given the opportunity to participate in all investigations arising out of incidents and accidents to the persons who they represent.

## 6.0 Investigation Report

### 6.1 Minor injury

A short report will be prepared for all minor injuries by the Health and Safety team detailing the results of the investigation, the report will contain as a minimum the following: -

- (a) The extent of the injury
- (b) The cause of the accident
- (c) Any remedial action required
- (d) Person responsible for remedial action
- (e) Causation factors

### 6.2 Major injury

A thorough investigation of all major injuries will be carried out by the investigation team detailed above; the report will look at all aspects of the accident/ incident to ascertain the

true causes. Every assistance will be given to the enforcing authority if as a result of a major injury an official investigation is instigated.

A full and detailed report will be prepared which will contain the following: -

- (a) The extent of the injury
- (b) The cause/s of the accident
- (c) The events leading up to the accident
- (d) Any unsafe conditions identified that may have contributed to the accident
- (e) Any unsafe acts identified that may have contributed to the accident
- (f) Reports from any witnesses
- (g) Photographs of the scene
- (h) Any remedial action needed
- (i) Person responsible for remedial action
- (j) Causation factors

### 6.3 Substantial property damage or near misses

The Health and Safety competent person and the supervisor in charge of the area in question will carry out the investigation.

Other persons such as the Estates Manager may participate particular where property damage has occurred

### 7.0 Statistics and Monitoring

The Health and Safety competent person will monitor all accidents/incidents reported, to identify any trends or areas of particular concern.

At each meeting of the College Health and Safety Committee the Health and Safety competent person will provide a short report of serious/ reportable incidents which have occurred since the last meeting.

Annually the Health and Safety competent person will prepare statistics for all accidents/incidents at the college for the academic year. Annual Statistics will be

presented at the first Health and Safety Committee Meeting of the new academic year and at subsequent meetings the Health and Safety competent person will provide an overview of incidents to date. Statistics will also be presented to the Corporate Board annually in the Health and Safety Managers Report.

Statistical analysis will include the following: -

- (a) Comparison of number of accidents/incidents with previous academic years
- (b) Total number of accidents/incidents at each site
- (c) Total number of accidents/incidents for each department/section
- (d) Total number of accidents per calendar month
- (e) Number of accidents to employees
- (f) Total number of accidents to students
- (g) Total number of accidents to visitors/contractors
- (h) Types of accidents/incidents
- (i) Accident/incident rates in percentages

## 8.0 Employee/ Student/ Contractor Awareness

Each site Manager and in the case of contractors, the Head of Premises will take all necessary steps to ensure that all persons are aware of the need to report accidents in the appropriate manner

## 9.0 Fatal/Major Incidents

In the event of a fatal accident or major incident that seriously interrupts the College business the College Disaster Management Plan will be enacted immediately.

**Note:** Whenever any member of staff becomes aware of :-

- (a) a disabling or fatal injury to a member of staff, student or member of the public on college property, college activities (including field trips and visits) or caused by college activities

or

- (b) an incident where the normal business of the college is likely to be seriously disrupted

or

- (c) an incident likely to bring the college into disrepute he/she will immediately inform their supervisor and the Site Manager.

**Employees will not provide any information or give interviews to the media without the express authority of the Principal regarding any information in this procedure**



### ACCIDENT/INCIDENT/DANGEROUS OCCURRENCE REPORT FORM

Send to the Health and Safety competent person (at the relevant site) within 3 days of accident/ incident occurring  
**(PLEASE PRINT CLEARLY)**

To be completed where possible by the injured person and signed by the relevant supervisor/line manager

| Name & address of injured person | Age                        | Gender          | Position                |
|----------------------------------|----------------------------|-----------------|-------------------------|
| Full name                        | Male                       | Female          | Employee                |
|                                  |                            |                 | Student                 |
| Address                          |                            |                 | Visitor                 |
|                                  |                            |                 | Contractor              |
|                                  | Employee/Student ID number |                 |                         |
|                                  | Date of accident           |                 |                         |
| Time of accident                 |                            |                 |                         |
| Location of accident             |                            |                 |                         |
| Contact number                   | <b>Cardiff sites</b>       | Trowbridge Road | 27 The Parade           |
|                                  |                            | Castle Arcade   | Nursery Cardiff         |
|                                  | <b>Vale sites</b>          | Colcot road     | Child care Centre Barry |
|                                  |                            | Dumballs road 2 | Waterfront              |
|                                  |                            | Off site        |                         |
|                                  | <b>Room number</b>         |                 |                         |
|                                  | <b>Other location</b>      |                 |                         |

#### Details of the accident

| Type of accident /incident | Factors involved / Cause of accident (tick as appropriate)  | Type of injury  |
|----------------------------|---|---|
| Minor injury accident      | Allergy<br>Contact with hot substances<br>Contact with hot surfaces<br>Electricity<br>Exposure to hazardous substances<br>Fall from height<br>Fall on level ground /surface<br>Fall on stairs<br>Needle stick injury<br>Slip<br>Sports injury<br>Trip | Contact with moving parts<br>Faint<br>Fire explosion<br>Hand tools<br>Horseplay<br>Machinery<br>Manual handling<br>Penetration through skin<br>Physical assault<br>Radiation<br>Striking against object<br>Struck by object |
| Major injury accident      |   |   |
| Non-injury Incident        |   |   |
| Near miss                  |   |   |
|                            |   |   |

Other please specify

| Name of witnesses        | 1)       | 2)         |
|--------------------------|----------|------------|
| Designation of witnesses | Employee | Student    |
|                          | Visitor  | Contractor |
|                          |          | Other      |

|  |     |    |
|--|-----|----|
| Was the injured person taken to hospital as a result of the accident /incident   | Yes | No |
| If yes by whom   |     |    |
| Was first aid administered   | Yes | No |
| If yes by whom   |     |    |
| Has the injured person be absent from work/ studies as a result of this accident | Yes | No |

#### PTO

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|                |          |
|----------------|----------|
| Revision No:   | 2        |
| Revision Date: | 12/02/16 |



**Date approved:** 22.03.2013  

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**Approved by:** H&S Committee  

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**Review date:** 30/06/16  

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**Responsible Manager:** Health & Safety Manager  

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**Executive Lead:** VP Resources, Efficiency & Financial Planning  

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**Accessible to Students:** : Yes  

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