ACCIDENT AND NEAR MISS REPORTING POLICY

BACKGROUND AND LEGISLATION

Regardless of the severity, all accidents and incidents at work should be recorded. There is a legal requirement for the “responsible person” to notify deaths, certain specified injuries, over seven day incapacitation of a worker, work related illness and dangerous occurrences to the enforcing authority to determine whether or not to carry out an investigation.

The employer should also carry out an investigation at the appropriate level for all accidents, reports of work related illnesses, dangerous occurrences and/or near misses where deemed practicable. There is a legal obligation to investigate such matters.

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires the specified “responsible person”, usually the employer, to report certain defined work-related events to the enforcing authority.

SOCIAL SECURITY (CLAIMS AND PAYMENTS) REGULATIONS 1979

In order to comply with the Social Security (Claims and Payments) Regulations 1979 the following conditions apply.

1. Employers with 10 or more employees, must keep readily accessible, a book in an approved form in which the appropriate particulars of any accident causing personal injury may be entered by the injured person or by somebody acting on his or her behalf. Such records must be kept for at least three years from the date they were first entered.

2. An employer is required to take reasonable steps to investigate the circumstances of every accident that is reported. If there appears to be a discrepancy between the circumstances found by the investigation and those reported there is a requirement to record those circumstances.

3. Employers must give notice to their employees, either verbally or in writing of any personal accident in respect of which benefit may be payable. The duty of the employee to report accidents is fulfilled if the employee or his or her representative records the details of the accident using the accident book of forms.
MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

Under these regulations it is implied that investigating the causes of workplace accidents is considered to be an essential part of good health and safety management and of the risk assessment review process.

HEALTH AND SAFETY AT WORK ACT 1974

Under Section 20 enforcing inspectors may investigate accidents and require any persons to give any information relevant to any investigation.

HEALTH AND SAFETY INQUIRIES (PROCEDURE) REGULATIONS 1975

These regulations define the procedures to be followed where an enquiry is set up following an accident investigation.

PROCEDURE FOR ACCIDENT AND INCIDENT RECORDING AT LEWS CASTLE COLLEGE

It is the employee’s responsibility to give notice of any personal injury caused by an accident at work. This notice must be given as soon as practicable after the accident; however, it should be done during the same working day if possible. The entry must be made using the Lews Castle College book of forms “Accident Report Book”.

ANNEX A - LISTS THE LOCATION OF ACCIDENT REPORT BOOKS

Instructions for completing the Accident Report Forms are to be found inside the front cover of the book of forms.

ANNEX B - Provides instructions for completing Accident Report Forms.

WHITE COPY

The white copy must be retained by the Head of Department or line managers who will if necessary inform the injured persons next of kin, or in the case of students or school pupils their parents/guardians. Where school pupils are involved in an accident or incident the school must also be informed, firstly by telephone and thereafter by EMAIL confirmation.

YELLOW COPY

The yellow copy must be filed at:

- Main Administration Office, Lews Castle College, Stornoway or;
- Creche Office, An Cotan, (J Block), Lews Castle College or;
- Reception Office, Lews Castle College, Benbecula or;
- Reception Office, Lews Castle College, Barra.
RED COPY

The red copy must be forwarded to the Health and Safety Adviser who will, if necessary report accidents and incidents to the Incident Contact Centre.

In the absence of the Health and Safety Adviser, accidents and incidents will be reported by the designated member of the Management Team in charge on the day of the incident.

All completed Accident Report Forms must meet the requirements of the Data Protection Act and must be secured in a manner that does not allow them to be in the general view of other staff, the preferred option being a lockable filing cabinet.

All completed Accident Report Forms must be kept for a minimum of three years.

ACCIDENT AND INCIDENT REPORTING (RIDDOR)

The employer is required to report:

Certain accidents, incidents and industrial diseases to the Health and Safety Authorities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

In summary, the accidents or incidents that are required to be reported include:

- All fatalities;
- Certain reportable work related illness;
- Accidents resulting in employees being off work for more than 7 days;
- Certain dangerous occurrences such as building collapses, gas explosions etc.

Under RIDDOR it is necessary to report the following work-related accidents, including those resulting from physical violence, if they injure either employee, or self employed persons working on Lews Castle College premises:

- Accidents which result in death or major injury must be reported immediately; and;
- Accidents which prevent the injured person from continuing at his/her normal work for more than seven days must be reported within ten days;

It is also necessary to report, in writing any cases of work related ill health affecting the employees of Lews Castle College that is notified by a doctor.

Dangerous occurrences are specified (near miss) events which may not result in a reportable injury, but have the potential to do significant harm.

Examples are:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- Expressions or fires causing work to be stopped for more than 24 hours.

A full detailed list can be found at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
TYPES OF REPORTABLE INJURY

These include:

- Fractures other than to fingers, thumbs or toes;
- An amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- A chemical or hot burn to the eye or any penetrating injury to the eye;
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to:
  - Hypothermia, heat induced illness or unconsciousness
  - Resuscitation or requiring admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
  - Acute illness requiring medical treatment; or
  - Loss of consciousness
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
REPORTABLE OCCUPATIONAL DISEASES

Employers and self-employed people must report diagnosis of certain occupational diseases, where these are likely to have been caused or made worse by their work.

These diseases include:

- Carpal Tunnels syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand/arm vibration syndrome;
- Occupational Asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to and occupational exposure to a biological agent.

PUPILS AND OTHER PEOPLE WHO ARE NOT AT WORK

Any injury to a person who is not at work such as a student, school pupil or visitor must be reported if it:

- Results from an accident arising out of or in connection with work; and results in them being taken from the premises where the accident occurred to a hospital, by whatever means;

  “Taken from the site of the accident to hospital for treatment” describes a situation where someone is taken to hospital because it appears that some medical attention may be necessary. There is no requirement to check that treatment is actually administered by the hospital as the injury must still be reported in cases where the person does not receive treatment”;

- The person involved is killed or taken to hospital.

DEFINITION OF AN ACCIDENT “ARISING OUT OF OR IS IN CONNECTION WITH WORK”

An accident will be reportable if it is attributable to:

- Work organisation (e.g. supervision of a field trip);
- Plant or substances (e.g. lifts, machinery, experiments etc);
- The condition of the premises.

SPORTS ACTIVITIES

Accidents and incidents that happen in relation to curriculum sports activities and result in students being killed or taken to hospital for treatment are reportable.
NEAR MISS REPORTING

DEFINITION

The definition of a “near miss” is an event which would normally have resulted in death, injury, or ill-health, but by good fortune did not.

IMPORTANCE OF REPORTING NEAR MISSES

The value of a well thought out investigation process backed by competent investigation staff will be very much reduced if staff and students do not report accidents and near-misses in the first place. Following the reporting process when a staff member, student or visitor has had an accident or experienced a near-miss will assist Lews Castle College in preventing further occurrences and will protect all members of the college community in the future.

The principal aims of this process are:

- To enable prompt remedial action to be taken, this reducing the chances of further accidents occurring;
- To help develop improved safe systems of work;
- To assist in monitoring and implementation of the Lews Castle College, Health and Safety Policy;
- To assist in future decision making, planning and resource allocation;
- To ensure that Lews Castle College meets it statutory obligations and reporting requirements.

Near misses must be reported using the Lews Castle College Near Miss Report Form.

A copy of the NEAR MISS REPORT FORM should be submitted without delay to:

- The Head of Department or line manager – who will take the necessary steps to stop the activity or take immediate action to rectify the cause of the near miss;
- The Health and Safety Adviser;
- The Chairman of the Health and Safety Committee.

If a near miss is reported it is important to stop the activity immediately until it is deemed safe by the Head of Department or line manager to continue the activity.

All near misses will be included in the agenda of the next Health and Safety Committee meeting.
### ANNEX A

### LOCATION LIST OF ACCIDENT BOOKS

<table>
<thead>
<tr>
<th>Accident Form Serial No.</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0028 – 0050</td>
<td>Administration – Reception</td>
</tr>
<tr>
<td>0055 – 0100</td>
<td>Estates &amp; Maintenance – Angus Macleod</td>
</tr>
<tr>
<td>0105 – 0150</td>
<td>Quality &amp; Regulation Services – Catherine Barron</td>
</tr>
<tr>
<td>0223 – 0250</td>
<td>Technology – Roddy Ferguson</td>
</tr>
<tr>
<td>0252 – 0300</td>
<td>Humanities – Mary Mackay</td>
</tr>
<tr>
<td>0301 – 0350</td>
<td>Health – Donald Macdonald</td>
</tr>
<tr>
<td>0357 – 0400</td>
<td>An Cotan Crèche – Erica Gearty</td>
</tr>
<tr>
<td>0401 – 0450</td>
<td>Business – George Banks</td>
</tr>
<tr>
<td>0469 – 0500</td>
<td>Benbecula – Archina Maclellan/Suzanne Simpson</td>
</tr>
<tr>
<td>0558 – 0600</td>
<td>Barra – Irene Donnelly</td>
</tr>
<tr>
<td>0601 – 0650</td>
<td>Finance – Alasdair Macleod</td>
</tr>
<tr>
<td>0751 – 0800</td>
<td>IT Systems Support – Office</td>
</tr>
<tr>
<td>0506 – 0550</td>
<td>Taigh Chearsabhagh – Anne Mackenzie</td>
</tr>
</tbody>
</table>
ANNEX B

Accident/Dangerous Occurrence

First Aider

Medical aid as necessary
Doctor/Nurse Hospital

Inform next of kin if necessary

Person completing Accident Report Form
(anybody can complete Accident Report Form)

Main copy into Admin Office –
Health & Safety File

Head of Department notified and retains carbon copy of Accident Report Form

Copy to Health & Safety Adviser (or in his absence a member of the Health and Safety Committee) within 2 days. Telephone to inform if necessary in event of serious accident/occurrence

Remedial action taken if necessary to prevent recurrence of accident

Reportable accidents reported as necessary

Inform College Management

Inform College Management