Procedure for the Reporting of Accidents, Incidents and Near Miss Events
March 2016

Policy control

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<thead>
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<th>Reference</th>
<th>Procedure for Reporting Accidents, Incidents and Near Miss Events</th>
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<tbody>
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<td>Date approved</td>
<td>TBC</td>
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<tr>
<td>Approving Bodies</td>
<td>Occupational Health and Safety Committee</td>
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<tr>
<td>Implementation Date</td>
<td>TBC</td>
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<td>Supporting policy</td>
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<td>Review date</td>
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| Author | Ms. Amy Moore, Health and Safety Advisor  
Mr. Brian McDade, Health and Safety Officer  
Ms. Amy Simpson, Health and Safety Administrator |
| Date of Impact assessment | TBC |
| Benchmarking | University of Glasgow: Incident reporting and investigation  
University of East London: Accident, Dangerous Occurrence, Ill Health and Violent Incident Management & Reporting Procedure  
Leicestershire Partnership NHS Trust, RIDDOR Reporting flowchart |
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1. INTRODUCTION

This document outlines the procedures to be followed for reporting accidents/incidents and near miss incidents involving Glasgow School of Art (GSA) employees, students, contactors or members of the public e.g. visitors.

All accidents and incidents and near misses arising out of, or in connection with, work including incidents of violence to staff and any work-related ill health must be reported to the Health and Safety Team promptly. In the case of serious injury, an immediate telephone notification is required. Other incidents must be reported using the GSA Accident/Incident Report Form. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) set out legal time limits for reporting of certain types of incident to the enforcing authorities.

In most cases it will be appropriate for the injured person’s immediate supervisor, or a more senior manager, to complete the form after having discussed the incident with those directly involved. In all cases, a senior line manager, for example, a Head of Department, must be made aware of the incident so that further investigation and/or remedial action can be taken.

The Health and Safety Team will often request additional information on incidents, including details of the local investigation findings, and may investigate some incidents directly. External enforcing authorities and insurers may also investigate incidents reported to them.

2. DEFINITIONS

An accident: an event that results in injury or ill health to

- An employee whilst at work
- A student within GSA premises or on a trip as part of course work
- Visitor/member of public on GSA premises or affected by activity undertaken by GSA
- Persons working in GSA premises (e.g. contractor)

An incident: an event that does not cause injury or ill health but may have led to loss or damage and relates to any of the above persons.

A near-miss: an event that, while not causing harm, has the potential to cause injury or ill health. (In this guidance, the term near miss will be taken to include dangerous occurrences).

Dangerous Occurrence: one of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Specified Injury: (as defined in RIDDOR, Schedule 1), including fractures (other than fingers or toes),
amputations, loss of sight, a burn or penetrating injury to the eye, any injury or acute illness resulting in
unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours;

**Violent Incident**: Physical or verbal assault or the threat of assault.

3. **RESPONSIBILITIES**

While the Head of School may, in line with their academic structure and bearing in mind the respective
responsibilities of Heads of academic departments and Programme Leaders, delegate responsibilities. The
Head of School retains accountability for ensuring that all staff are aware of the need to report all
accidents, incidents and near misses.

In circumstances where a Head of a professional support department is the applicable lead, their
responsibilities will mirror those set out regarding academic schools. For the purposes of this policy
professional support department also include all areas within the remit of the Head of Learning and
Teaching and the Head of Research.

Heads of Schools must establish effective administrative systems within their area of responsibility for the
internal reporting of incidents, including near-misses. This includes:

- Ensuring that all staff and students are made aware of the need to report incidents and near-
  misses and of the local procedures for this. This includes incidents that occur away from the
  Institution, for example on field trips or on work related travel.

- Establishing an effective administrative procedure for the transmission of written reports to be
  with the Health and Safety Team within five days.

- Ensuring, in particular, that any work-related absences of more than seven days duration,
  resulting from an accident or work-related ill health are reported to the Health and Safety Team.

Individual employees and students, have a duty to be familiar with the GSA’s procedures for the reporting
of accidents and work-related ill health. These procedures are covered in both the Staff and Student
Health and Safety Induction and should be followed.

4. **THE GSA ACCIDENT/INCIDENT REPORTING FORM**

The GSA Accident/Incident Reporting forms are contained in the Accident Books within all GSA
Departments. Additional books are held at the Reid Building Reception and in the First Aid Room in the
Reid Basement.

The Accident Books contain uniquely numbered three part colour coded forms: white, yellow and pink.
Once completed these should be distributed as follows:

- WHITE to the Health and Safety Team, and
- YELLOW to HR for employee or to Registry for all students.
• PINK copy to be removed and filed in a secure place within the department.

These Records must be kept in accordance with The Data Protection Act 1998.

When completing the Accident/Incident Report please ensure that you:
  • Write clearly and legibly
  • Ensure all sections of the form are complete (noting N/A where non-applicable)

If you are unsure about anything please contact the Health and Safety Team for advice.

Forms must be completed and sent to be with the Health and Safety Team within five days. This is necessary to allow GSA to comply with legally prescribed time limits for reporting of certain incidents to the enforcing authorities.

If the incident is likely to be Reportable under RIDDOR an immediate telephone notification to the Health and Safety Team is required. Where practicable RIDDOR related report forms should be hand delivered to the Health and Safety Team.
### PART A
Details of Injured Person, please detail as much as possible insuring it is accurate at the time of the accident/ near miss

- **Name:**
- **Address:**
- **Telephone Number:**
- **Age:**
- **Gender:**
- **Employee:**
- **Student:**
- **Contractor:**
- **Member of Public:**
- **Date:** DD/MM/YY
- **Time:**
- **Where:** Detail building, floor, and department. If possible note where this close to/near.

### PART B
- **Date:** DD/MM/YY
- **Time:**
- **Where:**

### PART C
Describe what happened in as much detail as possible, and if required use a separate sheet.
- The lead up the event.
- How the event occurred.
- What activity was being carried out?
- If there was any machinery or dangerous equipment/substances involved.
- If a student was involved, note what studio space/class this was being carried out in.

### PART D
Specify exactly where on the body the injury was sustained for example:
- Left thumb
- Left leg above the knee
- Right arm below the elbow etc.

### PART E
- Tick box if first aid was administered.
- Detail full name of trained first aider.
- Give full details of anyone who was present when the event occurred.
- Note who is filling the form out and their full name.

### PART F
Note the name of the Head of department/ Responsible person/First Aider or Technician at the workplace where it occurred
- What happened after the accident occurred?
- What has been put in place to prevent this happening again?
- Were there any repairs carried out?
- Had the affected person been spoken to?

### PART G
- What happened after the accident occurred?
- What has been put in place to prevent this happening again?
- Were there any repairs carried out?
- Had the affected person been spoken to?

**Completed by Health and Safety Team**

Send reports to:

- **White** Copy: Health and Safety Team
- **Yellow** Copy: HR/Registry
  (Staff Incidents to HR, Student Incidents to Registry)
- **Pink** Copy: Keep on file within department.
Annex 2: Completed Form

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**ACCIDENT/INCIDENT REPORT**

To be completed by the Head of Department/Responsible Person/First Aider or Technician at the workplace where it occurred and signed by Head of School or Department. Where appropriate attach a copy of the F2508.

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Design</td>
<td>Interior Design</td>
</tr>
</tbody>
</table>

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**PART A - ABOUT THE AFFECTED PERSON**

<table>
<thead>
<tr>
<th>Surname</th>
<th>Forename</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloggs</td>
<td>Joe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>135 Williamson Court</td>
<td>Bellshill</td>
</tr>
<tr>
<td>G41 8UP</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TELEPHONE NUMBER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01415 123456</td>
<td></td>
</tr>
</tbody>
</table>

**STATUS**

- Employee [ ]
- Student [X]
- Contractor [ ]

Member of Public: [ ]

**PART B - ABOUT THE INCIDENT**

<table>
<thead>
<tr>
<th>Date it happened</th>
<th>Time it happened (24hr clock)</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/10/2015</td>
<td>13:30</td>
</tr>
</tbody>
</table>

Where did it happen (exact location)?

Reid building - base of main staircase near reception

**PART C - DESCRIBE WHAT HAPPENED**

Briefly describe the events that led to the incident. Use a separate sheet if required.

Student was walking down stairs when he slipped on a wet floor. The student hit his head off the concrete floor.

**PART D - ABOUT THE INJURY**

Was any physical injury sustained?

- Yes [X]
- No [ ]

What part(s) of the body was injured? (If so was it a fracture, laceration or bump?)

Back of head, just below crown

**PART E - FIRST AID**

Did the injury require First-Aid Treatment?

(Please X)

- Yes [X]
- No [ ]

If Yes, who administered First-Aid?

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet Smith</td>
</tr>
</tbody>
</table>

**PART F - HEAD OF DEPT/RESPONSIBLE PERSON USE ONLY**

<table>
<thead>
<tr>
<th>Name of Head of Dept/Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ross Paterson - Head of Interior Design</td>
</tr>
</tbody>
</table>

**PART G - ACTION TAKEN**

Describe what action has been taken to prevent a re-occurrence of the incident. Use a separate sheet if required to investigate the incident.

Reception arranged taxi to take Student straight to hospital where he received stitches. Health and Safety Team were informed at time of incident.

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**Is it a reportable accident/incident to HSE? (F2508)**

- No [ ]
- Yes [X]

If yes give date: [ ]

**Copy of Report sent to:**

<table>
<thead>
<tr>
<th>Health &amp; Safety Officer (all accidents/incidents)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>09/10/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Resources (staff only accidents/incidents)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Registry (student only accidents/incidents)</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td>09/10/2015</td>
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October 2011

Issue 4
Annex 3: RIDDOR Flowchart

If an incident that arises out of or in connection with GSA work related activity and a GSA employee, student, member of the public or a self-employed person working on behalf of GSA regardless of site owner, suffers a reportable ‘specified injury’ (including an act of violence) the GSA persons reporting must without delay notify the Health and Safety Team who will report it to the HSE.

Reportable specified injuries if they arise out of or in connection with work include:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Permanent loss of sight or reduction of sight;
- Any crush injuries leading to internal brain or organ damage;
- Serious burns including scalding that cover more than 10% of the body or significant damage to the eyes, vital organs or the respiratory system
- Any scalding which require hospital treatment
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

If a doctor (or Occupational Health Service doctor) notifies you in writing that a member of staff is suffering from a reportable occupational disease and the employee undertakes work linked with that condition the GSA persons reporting must notify the Health and Safety Team and/or HR who will report it to the HSE.

Reportable Occupational Diseases include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendinitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

NB: Student RIDDORs – prior to any student RIDDOR submission the Health & Safety Team must be contacted to establish if RIDDOR applies. Reportable injuries (including deaths) do not automatically have to be reported, but must be if they occur as a result of a work related accident.

The key issues to consider when deciding if the accident that led to death or injury is work related whether the accident was related to:

- The way in which the work was carried out.
- Any machinery, plant, substances or equipment used for work.
- The condition of the site or premises where the accident happened

In addition, work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury.

If a GSA employee, student, a self-employed person working on behalf of GSA or a member of the public is killed on premises under GSA control, regardless of whom the site owner is or a person is taken to hospital with a strong likelihood of death the GSA persons reporting must in the first instance contact the relevant Head of School or any member or executive Group relevant to the Student Death Protocol.

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on GSA premises, is away from work or unable to do their normal duties for over 7 days (not counting the day of the accident but including non-work days) GSA persons reporting must inform the H&S Team to allow it to be reported HSE within 15 days using the on-line form. N.B. staff involved in road traffic accident during their work hours, in general they are not RIDDOR reportable. Please contact the Health & Safety Team for confirmation as to whether RIDDOR reportable.

Dangerous Occurrences

If something happens which does not result in a reporting injury, but which clearly could have done, then it may be a dangerous occurrence that must be reported immediately.

Reportable Dangerous Occurrences include some of the following:

- Collapse, overturning or failing on load-bearimg parts of lifts and lifting equipment
- Electrical short circuit or overload causing fire or explosion
- Accidental release of a biological agent likely to cause severe human illness
- Explosion or fire causing suspension of normal work for more than 24 hours
- Explosion, collapse or bursting of closed vessels or pipework forming a pressure system
- Accidental release of any substance which may damage health

The incident is not Reportable under RIDDOR

The GSA’s Accident/Incident Report Form must be completed for all accidents, incidents and near misses.

All RIDDOR reportable incidents must be reported to the HSE by the GSA H&S Team

For further advice and guidance see, “Reporting accidents and incidents at work” INDG453(rev1) : http://www.hse.gov.uk/pubns/indg453.pdf