

The Glasgow School of Art

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

March 2016

Policy Control

Title	Procedure for Reporting Accidents, Incidents and Near Miss Events
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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.

Annex 1: GSA Step by Step Completion



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.

BUILDING NAME

BUILDING: _____
Reference No: 4349

SCHOOL: _____ DEPARTMENT: _____

PART A - ABOUT THE AFFECTED PERSON

SURNAME: _____ FORENAME: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
STATUS (Please X) Employee Student Contractor
Member of Public Age: _____ Male Female

PART B - ABOUT THE INCIDENT

Date it happened: _____ Time it happened (24hr clock): _____
Where did it happen (exact location): _____

PART C - DESCRIBE WHAT HAPPENED

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

PART D - ABOUT THE INJURY

Was any physical injury sustained? Yes No
What part(s) of the body was injured? (If so was it a fracture, laceration or bump?) _____

PART E - FIRST AID

Did the injury require First-Aid Treatment? (Please X) Yes No
If Yes, who administered First-Aid? Name: _____
Name & Address of any witness: _____
Details of individual reporting the incident, if not the injured person. Name: _____

PART F - HEAD OF DEPT/RESPONSIBLE PERSON USE ONLY

Name of Head of Dept/Responsible Person: _____

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.

Is it a reportable accident/incident to HSE? (F2508) No Yes If yes give date: _____

Copy of Report sent to: _____ Date: _____

Health & Safety Officer (all accident/incidents) _____
Human Resources (staff only accident/incidents) _____
Registry (student only accident/incidents) _____

Send reports to: _____ October 2011 Issue 4

School or professional support area, and the department

Details of Injured Person, please detail as much as possible insuring it is accurate at the time of the accident/ near miss

Date: DD/MM/YY
Time: If not exact estimate to the nearest half hour. **Where:** Detail building, floor, and department. If possible note where this close to/near.

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

- 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

- 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



ACCIDENT/INCIDENT REPORT

BUILDING: Reid Building
Reference No: 4349

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.

SCHOOL School of Design **DEPARTMENT** Interior Design

PART A - ABOUT THE AFFECTED PERSON

SURNAME Bloggs **FORENAME** Joe

ADDRESS
 135 Williamson Court
 Bellshill
 G41 6UP

TELEPHONE NUMBER
 01415 123456

STATUS (Please X)
 Employee Student Contractor

Member of Public
 Age 31 Male Female

PART B - ABOUT THE INCIDENT

Date it happened 08/10/2015 **Time it happened (24hr clock)** 13 : 30

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 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 No

If Yes, who administered First-Aid?
 Name Janet Smith

Name & Address of any witness
 Emma Swan - 31 Brown Street, Bailleston, Glasgow, G22 7AQ

Details of individual reporting the incident, if not the injured person.
 Name Janet Smith - First aider who attended incident

PART F - HEAD OF DEPT/RESPONSIBLE PERSON USE ONLY

Name of Head of Dept/Responsible Person
 Ross Paterson - Head of Interior Design

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.

Is it a reportable accident/incident to HSE? (F2508)
 No Yes If yes give date

Copy of Report sent to : **Date**

Health & Safety Officer (all accident/incidents) 09/10/2015

Human Resources (staff only accident/incidents) 09/10/2015

Registry (student only accident/incidents) 09/10/2015

Annex 3: RIDDOR Flowchart

