



University of
St Andrews

Health and Safety Incident Recording, Reporting and Investigation

Document type	Policy
Scope (applies to)	Staff and students
Applicability date	10/11/2020
Review / Expiry date	10/11/2023
Approved date	18/12/2020
Approver	Head of EHSS
Document owner	Deputy Director
School / unit	Environmental Health and Safety Services
Document status	Published
Information classification	Internal
Equality impact assessment	None
Key terms	Health and safety/Accident recording, reporting, and investigation
Purpose	Health and Safety Guidance on reporting and investigating incidents

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
V1.0	Guidance on incident reporting	Draft	Paul Szawlowski	20/06/2019
v1.1	Reviewed	Live	Paul Szawlowski	15/04/2020
v1.2	Minor typographical Error	Live	Paul Szawlowski	10/11/2020
v1.3	Minor Typographical Error	Live	Paul Szawlowski	03/12/2020

Reporting Accidents

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

* All Notifiable Dangerous Occurrences, whether or not they cause injury, and all Fatalities and Major Injuries, must be reported to the Head of EHSS by the quickest practicable means i.e. telephone. Any accident to a member of staff is also notifiable if it causes absence from work for more than three consecutive days.

* The Head of EHSS will notify the relevant Local Enforcing Authority.

* Outwith normal working hours Schools/Units must report fatalities and major injuries direct to the Health and Safety Executive, at the address below, by the quickest practical means. Heads should ensure that staff are made aware of this requirement.

The only exception to this procedure applies to those Residences which come under the control of the Local Environmental Health Department.

Health and Safety Executive

59 Belford Road

EDINBURGH

EH4 3UE

Telephone: 0131 247 2000

* DO NOT MOVE ANYTHING OUT OF ITS POSITION BEFORE THE INSPECTOR ARRIVES.

The only exceptions to this rule are actions taken to save life, or assist the injured, or to prevent further danger.

Note: The Head of EHSS should be notified of all Accident and Incidents, other than those which are clearly trivial, within seven days of the event, using the standard Accident Report Form available from the Safety Office and the Environmental, Health and Safety Services web site. If in any doubt regarding the procedure for reporting Accidents or Incidents, please telephone the University Safety without delay.

Accident/Incident Investigations

Investigation should begin as soon as possible after the event when it is safe to do so and any injured person(s) has received the appropriate medical attention.

The purpose is to find out, as accurately as possible, what happened, how it happened and why it happened. The allocation of blame or responsibility is not the principal purpose of investigation, although, depending upon the circumstances, it may be part of the answer to why the accident took place. Responsibility for carrying out investigations rests with the following:

* Reportable Accidents and Dangerous Occurrences may be investigated by the Local Enforcing Authority;

* All Major Accidents and Dangerous Occurrences will be investigated by the Head of EHSS;

* All minor accidents and incidents should be investigated by the School/Building/Residence/Unit.

Investigation Report

Guidance on undertaking an incident investigation is given at [EHSS Training Website](#)

The main purpose of the Accident/Incident Report is:

i) to provide a record of what happened

and

ii) to provide the basis of the facts and the recommendations of the investigator(s).

The standard investigation Report Form should be used by Schools/Units for reporting purposes.

Follow Up

Reports produced by Schools/Units should be sent to the Head for information/action.

Guidance on RIDDOR

Accidents

When does the University need to make a report?

Death or major injury

If there is an accident connected with work and:

* an employee, or a self-employed person working on University premises, is killed, or suffers a major injury (including as a result of physical violence); or

* a member of the public is killed or taken to hospital;

* the enforcing authority must be notified without delay (e.g. by telephone);

* within ten days a completed accident report form (F2508) must be sent;

* definitions of major injuries are given in Schedule I of the RIDDOR Regulations 1995.

Over-three-day injury

* If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on University premises, suffers an over-three-day injury, a completed accident report form (F2508) must be sent to the enforcing authority within ten days.

An over-three-day injury is one which is not major but results in the injured person being away from work or unable to do the full range of their normal duties for more than three days (including any days they would not normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.

Disease

* If a doctor notifies the University that an employee suffers from a reportable work-related disease a completed disease report form (F2508A) must be sent to the enforcing authority. A summary of the reportable diseases is given in a later section.

Dangerous Occurrences

* If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence, which must be reported immediately (e.g. by telephone) to the enforcing authority. A summary of the reportable dangerous occurrences is given in a later section.

* Within ten days a completed accident report form (F2508) must be sent to the Health and Safety Executive.

Definition of major injuries, dangerous occurrences and diseases

Reportable major injuries are:

- * fracture other than to fingers, thumbs or toes;
- * amputation;
- * dislocation of the shoulder, hip, knee or spine;
- * loss of sight (temporary or permanent);
- * chemical or hot metal burn to the eye or any penetrating injury to the eye;
- * injury resulting from an electric shock, or electrical burn 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; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- * unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- * acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- * acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable dangerous occurrences are:

1. collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
2. explosion, collapse or bursting of any closed vessel or associated pipework;
3. failure of any freight container in any of its load-bearing parts;
4. plant or equipment coming into contact with overhead power lines;
5. electrical short circuit or overload causing fire or explosion;
6. any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
7. accidental release of a biological agent likely to cause severe human illness;
8. failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
9. malfunction of breathing apparatus while in use or during testing immediately before use;
10. failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
11. collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
12. unintended collision of a train with any vehicle;
13. dangerous occurrence at a well (other than a water well);
14. dangerous occurrence at a pipeline;
15. failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
16. a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
17. a dangerous substance being conveyed by road is involved in a fire or released;

Note: The following dangerous occurrences are reportable except in relation to offshore workplaces;

18. unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;

19. explosion or fire causing suspension of normal work for over 24 hours;

20. Sudden, uncontrolled release in a building of:

- * 100 kg or more of a flammable liquid;
- * 10 kg or more of a flammable liquid above its boiling point; or
- * 10 kg or more of a flammable gas; or
- * 500 kg of these substances if the release is in the open air;

21. accidental release of any substance which may damage health.

Reportable diseases include:

- * certain poisonings;

- * some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;

- * lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;

- * infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis, tetanus, hepatitis and any infection reliably attributable to the performance of work activity;

- * other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

A copy of the Accident/Dangerous Occurrence/Near Miss report form can be downloaded from the following site - [Accident/Dangerous Occurrence/Near Miss Report Form](#) (Word, 42 KB)

A copy of the Accident/Incident Investigation Report Form can be downloaded from the following site - [Accident/Incident Investigation Report](#) (RTF, 4 KB)

Contact

Environmental Health and Safety Services contact details

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St Andrews
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Scotland, United Kingdom
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