

<b>Accident Reporting and Investigation Policy</b>			
Policy✓	Code of Practice...	Guidance...	Procedure...
Organisation-wide✓		Local...	
Approved by the University Health & Safety Committee			
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The purpose of presenting this documents to the University Health and Safety Committee			
Standard 3 year re-fresh ✓		Changes in practice and/or legislation...	New Policy...

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## **1. Introduction**

This policy details Brunel University London's (Brunel) requirements for accident reporting to facilitate compliance with legislation. In addition, the policy is designed to ensure the necessary action to prevent any recurrence and to enable Brunel to maintain proper records.

All accidents should be recorded. This is a legal requirement under The Social Security (Claims and Payments) Regulations 1979 (SSCPR), and RIDDOR 2013. This helps us to ensure that we can make appropriate adjustments and interventions to keep people safe. Also, as a result of a workplace injury an employee may need to claim for benefits in the future, and the relevant checks will be made to confirm that the accident occurred at work and was appropriately recorded and investigated.

## 2 Scope and Definitions

The policy applies to:

- (a) Accidents and incidents which involve anyone (staff, student, contractor or member of the public) when on Brunel premises **or** anywhere else when engaged in Brunel activities;
- (b) Ill health which involves anyone and is related to Brunel premises or activities; and
- (c) Dangerous occurrences on Brunel premises **or** involving Brunel plant or equipment such as an uncontrolled asbestos release.

### 2.1 Definitions

Certain key words and phrases will be used regularly throughout this policy which shall be defined in accordance with the Health and Safety Executive definitions, as follows:

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

**An incident:**

- 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)

Incidents need to be reported, investigated and corrective measures to prevent injury or ill health

**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).

## 3. Responsibilities

### 3.1 Dean of College, Director or equivalent

The Dean of College, Director or equivalent is responsible for ensuring that the arrangements are in place to ensure that all accidents, including incidents where injury or damage might have occurred, are investigated with the aim of preventing recurrence and reported to the Health and Team without delay. Additionally, communicating those arrangements via the local Inductions for staff, students and visitors, where applicable.

### 3.2 Staff

All accidents /incidents must be reported immediately to your line manager and / or supervisor of the area (or for the activity if off-campus) where they occur, who shall ensure that the area is made safe but shall not unnecessarily disturb the accident site. Whichever method is used your line manager must be notified as soon as is reasonably practicable.

The Supervisor must then ensure the accident/incident is reported via the [On-line Reporting Tool](#) . Completion of the form should not be delayed even if not all details are available, please provide as much information as you can at the time.

When an accident/incident occurs late in the day, the form must be completed **first thing** the next working day. Prompt reporting is essential to ensure University compliance with legal requirements.

### **3.3 Non-Employee (Students, visitors and/or contractors)**

Visitors (any non-employee) who are involved in an accident or incident whilst on University premises must report this immediately to the person responsible for their presence on site and or supervision at the time of the accident or incident. This person must make the report. If the person responsible is not available, the visitor or contractor must obtain the assistance of the Security Service to ensure that the University's procedure is adhered to make the report on their behalf.

Where this is a member of the public attended to by security or a first-aider then the member of security or first-aider must complete the report.

Students can report via the online reporting tool, if they are unable to report themselves then primarily this shall be the responsibility of their tutor, or supervisor of the area for the study/activity and Security Service if outside teaching/leisure areas.

### **3.4 Health, Safety and Environment Team**

The Health, Safety and Environment Team will ensure relevant accidents and incidents are reported to the appropriate authority, and that accidents are properly investigated. Also, where necessary, any remedial measures will be discussed at the appropriate level.

The Health, Safety and Environment Team will maintain the accident and incident database and produce reports to Health and Safety Committees, for tracking and trending purposes, and engage with any external reporting bodies.

### **3.5 Partnership working**

In situations involving other employers and Brunel working together, the responsibilities of each party for managing and monitoring health and safety must be agreed and documented prior to commencement of work activities.

Employers are ultimately responsible for their staff even if they work in a non-Brunel University building or are managed by a non-Brunel University of manager.

## **4. Accident / Incident Investigation**

Ideally, all accidents and incidents should be subject to some investigation. Our insurers advocate this, because they may be faced with defending a civil claim for damages several years after what appears to be a

trivial event. It is then too late to obtain reliable information and we can learn from them to ensure we can prevent them happening again.

All work-related accidents will be investigated by the supervisor concerned, and by his or her manager, using the [on line reporting tool](#).

Accidents which are reportable to the Health and Safety Executive (on form F2508) shall be investigated by the Health, Safety and Environment Team with a representative of the College, Service and/or Institute concerned. A report of the investigation will be copied to appropriate parties within 28 days of the date of the accident.

Recommendations resulting from investigation should be formulated for maximum benefit for example, new procedures, increased supervision, etc, are more effective at reducing / eliminating risk than statements like “take more care” which are meaningless.

Accident severity or potential severity determines the degree of investigation and remedial action; as such Appendix 4 shall guide be used as a guide to assist in the decision making in the level of investigation.

## **5. How to Investigate an Accident**

It is essential to remain objective and open-minded about the causes of any accident. The investigation should be carried out as soon as possible after the accident. If delay is unavoidable, the accident site should be left undisturbed. It is important to remember that any documentation or verbal communication may be used in later investigations, for example, by the HSE, or in criminal or civil proceedings. Your views and opinions, as well as the actions taken, may be subject to very close scrutiny.

Please contact the HSET for advice and guidance on accident investigation and ensure that you complete the standard [on-line reporting tool](#).

Appendix 1 ‘Practical accident / incident investigation’ provides a few helpful tips and reminders on how to use the form and record the scene.

## **6 Relationship with the Asbestos Management Plan**

Following the unfortunate event of an uncontrolled release of asbestos fibres that results in exposure to asbestos, this will be investigated and reported through the ‘**Asbestos Incident Reporting Procedures**’ and reported in accordance with this Policy as a **Near Miss Incident**.

All communications and reports to the HSE regarding asbestos related incidents shall be reported through the University’s Health, Safety and Environment Team with the co-operation of the Estates Compliance Team.

## Appendix 1

### **BRUNEL UNIVERSITY LONDON ACCIDENT INVESTIGATION PRACTICAL ACCIDENT / INCIDENT INVESTIGATION TIPS**

Not all points will be relevant to all investigations. Some of the stages can be a quick mental process.

1. Establish the facts as quickly and completely as possible. Include the names of those involved and any witnesses, the general environmental conditions, any plant, equipment or systems of work, and the sequence of events leading up to the accident.
2. Take photographs of the accident scene, and yes you can use digital cameras.
3. Draw a sketch of the layout, or take measurements of separation distances if appropriate.
4. Interview anyone directly involved, and anyone who saw, heard, smelt or felt anything related to the accident, and the managers involved. Record their statements. DO NOT PROMPT or lead the witness. Use open questioning techniques such as “In your own words, please tell me what happened”. Sometimes, it will be essential to record negative statements, for example, from people who were in the vicinity but didn’t hear anything.
5. Sometimes it may be necessary to submit equipment or substances for analysis or examination. If so, retain it so that it cannot be altered or tampered with.
6. When you have the statements and facts about the physical conditions at the accident site, evaluate the data, establish consistencies and inconsistencies. Try to reconcile any inconsistencies by further questioning or investigation.
7. Arrive at a conclusion about the cause(s) of the accident.
8. If necessary, record any data that is inconsistent with your opinion about the cause(s). NEVER disregard information which is inconsistent with your view.
9. Record details of your investigation and conclusions, including any action taken to deal with the direct and indirect causes, reviews of risk assessments, training needs, etc.
10. Keep copies of all documentation, photos, etc. This evidence may be needed years after the event.
11. Inform the Health, Safety & Environment Team @ [healthandsafety@brunel.ac.uk](mailto:healthandsafety@brunel.ac.uk)