

ACCIDENT / INCIDENT REPORTING FLOWCHART

SCHOOL/DEPARTMENT/UNIT

SAFETY OFFICE

HUMAN RESOURCES

Incident / Near Miss occurs

First Aid provided if required

Corrective action is taken if necessary. Individual involved or person witnessing incident completes sections 1-5 of accident/incident report form within 24 hours if possible via intranet, email or paper form.

SERIOUS INCIDENT *
Designated person contacts HSU (x4742 or x4743) or Security (x4803) outside normal working hours

If injury is likely to require more than 7 days absence from work, report to HSU who consider whether reportable

Person reporting submits form to line manager for completion of report (sections 6-8) and investigation if necessary. Form is sent to HSU.

Safety Office completes section 9; staff enter incident on the database and investigation carried out according to severity of incident

Human Resources inform HSU if absence is > 7 days

Line manager co-ordinates investigation & any action required and provides outcome to HSU.

Report made to local H&S adviser to monitor trends and disseminate learning.

Reports to HSC and Schools

* Refer to guidance document