



UNIVERSITY POLICY ON  
THE REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS, NEAR MISSES AND  
HAZARDS

Approved by the Health and Safety Committee:

September 2006

This document was previously issued as a Code of Practice issued October 2004

## **1. Introduction**

1.1 The Management of Health and Safety at Work Regulations 1999, regulation 5, requires employers to plan, organise, control, monitor and review their health and safety arrangements. Reporting and investigation form an essential part of this process.

1.2 Hazards are present in all work places; risk control measures are put in place to minimise the identified risks and to prevent accidents and cases of ill health. The fact that an accident, incident or near miss has occurred may indicate that the existing risk control measures were inadequate.

1.3 It is the policy of Canterbury Christ Church University to investigate all accidents which result in personal injury or significant loss or damage to property.

1.4 The scope of this policy includes all members of staff, students and visitors involved in, or witness to an accident, incident or near miss, or who observe a hazard.

1.5 This policy and procedure is applicable to all Canterbury Christ Church University sites.

1.6 The University Health and Safety Advisor is responsible for overseeing the implementation of this policy.

1.7 This policy is supported by advice and guidance on the reporting and investigation of accidents, incidents, near misses and hazards.

1.8 It is the responsibility of the Head of Department to bring its contents to the attention of all members of the department.

## **2. Definitions**

2.1 Accident – Any unplanned event that results in personal injury or damage to property, plant or equipment.

2.2 Incident – Any event or occurrence which might disrupt or interfere with normal operations e.g. false activation of the fire alarm system, malicious damage etc.

2.3 Near Misses – Any unplanned event or chain of events in which personal injury or damage to property, plant or equipment has only been avoided by chance.

2.4 Hazard – The potential to cause harm, including ill health and injury, damage to property plant or the environment or increased liabilities.

## **3. The Reporting of Accidents, Incidents and Near Misses**

3.1 All accidents, incidents and near misses are to be reported in order for the necessary legislative and remedial actions to be taken.

3.2 Any members of staff involved in an accident, incident or near miss are to ensure that an accident report form is completed and forwarded to the University Health and Safety Advisor at the earliest opportunity. Upon receipt of the completed report form the University Health and Safety Advisor will take the necessary action which might include:

- Informing the Health and Safety Executive (HSE) in accordance with the RIDDOR 95 Regulations<sup>1</sup>. It is not always obvious at the time of the accident that an 'Over three day' absence will occur, it is therefore necessary for the line manager to inform the University Health and Safety Advisor of an absence of three days or more, who will then inform the HSE accordingly.
- Initiate the appropriate level of investigation

Ensure the appropriate control measures and safe systems of work are in place to prevent reoccurrence.

3.3 Accident and incident report forms may occasionally be used as evidence in criminal or civil actions, it is therefore important for all completed forms to be scrutinised and signed by the University Health and Safety Advisor. This will demonstrate to third parties that the appropriate level of internal investigation has been completed.

3.4 The reporting process is shown in **Appendix 'B'**

3.5 All completed accident report forms are to be returned to the University Health and Safety Advisor who will take the necessary action, which will include:

- Acknowledging receipt of the report to the person concerned
- Informing the Health and Safety Executive in accordance with RIDDOR 95 regulations.
- Informing the University insurance officer.
- Informing other departments, if appropriate in compliance with the Data Protection Act 1998.
- Initiating a review of the risk assessment and the relevant safe system of work in order to minimise or prevent reoccurrence.

3.6 The Accident, Incident and Near Miss Report form is accessible at: [Accident, Incident and Near Miss Report Form](#)

#### **4. Accident, Incident and Near Miss Investigation**

4.1 All accidents, incidents and near misses, however minor, are to be reported and investigated to ensure the appropriate action is taken to prevent reoccurrence. This is particularly important where personal injury is involved.

4.2 The initial investigation should be carried out by the Head of Department, departmental health and safety representative or any responsible member of staff in the vicinity of the accident, incident or near miss. The investigation details are then to be forwarded to the University Health and Safety Advisor.

---

<sup>1</sup>The regulations require all accidents which result in an absence from work of over three days (not including the day of the accident but including rest days e.g. Saturdays and Sundays).

4.3 Accidents/incidents considered being of a serious nature i.e. serious personal injury or significant damage to plant or property, the University Health and Safety Advisor will arrange for a more detailed investigation, which could include the gathering of photographic evidence and witness statements.

4.4 In the majority of cases the information contained in the completed accident, incident and near miss report form will constitute the required investigation.

## **5. Hazard Reporting**

5.1 Members of staff are encouraged to report to the University Health and Safety Advisor anything considered to be a 'Hazard'. Examples of hazards include:

- Trailing electrical cables
- Defective/damaged electrical sockets
- Unmarked/unidentified substances

The reporting of hazards will enable the University Health and Safety Advisor to initiate a review of safe systems of work and risk assessments or arrange for remedial action to eliminate the Hazard.

5.2 Hazard report forms can be obtained from the University Health and Safety Web site. The Hazard Report Form is accessible at: [Hazard Form](#). A copy of the Hazard Report Form is contained in **Appendix 'A'**

5.3 Completed Hazard Report Forms should be returned to the University Health and Safety Advisor by e-mail ([Heathandsafety@canterbury.ac.uk](mailto:Heathandsafety@canterbury.ac.uk)) or hard copy via the internal mail system.

## **6. Accident Report Books**

6.1 Accidents, incidents and near misses are to be reported using the 'Accident, Incident, Near Miss report form available on the University web site [Accident, Incident and Near Miss Report Form](#). A copy of the Accident, Incident and Near Misses form is contained in **Appendix 'C'**

6.2. If for any reason, access to the web is restricted or unavailable, a small quantity of printed forms will be located in the following areas:

- Main Campus – Porters Lodge
- Hall Place – Main Reception
- Chatham campus – Main Reception
- Augustine House – Main Reception
- Salomons – Main Reception
- Broadstairs campus – Main Reception.

## **7. Monitoring and Analysis of Accidents, Incidents, Hazards and Near Misses**

7.1 The Health and Safety Advisor will present regular written reports on accidents, incidents, and near misses for the Health and Safety Committee, together with an appropriate analysis.

7.2 The Health and Safety Advisor reports to the relevant Head of Department any matter requiring attention where the analysis suggests a pattern of accidents, incidents, hazards and near misses arising in areas of activity for which they have a responsibility.



APPENDIX 'A'

HAZARD REPORT FORM

Name ..... Extension .....

Email Address .....

Department .....

LOCATION OF HAZARD .....

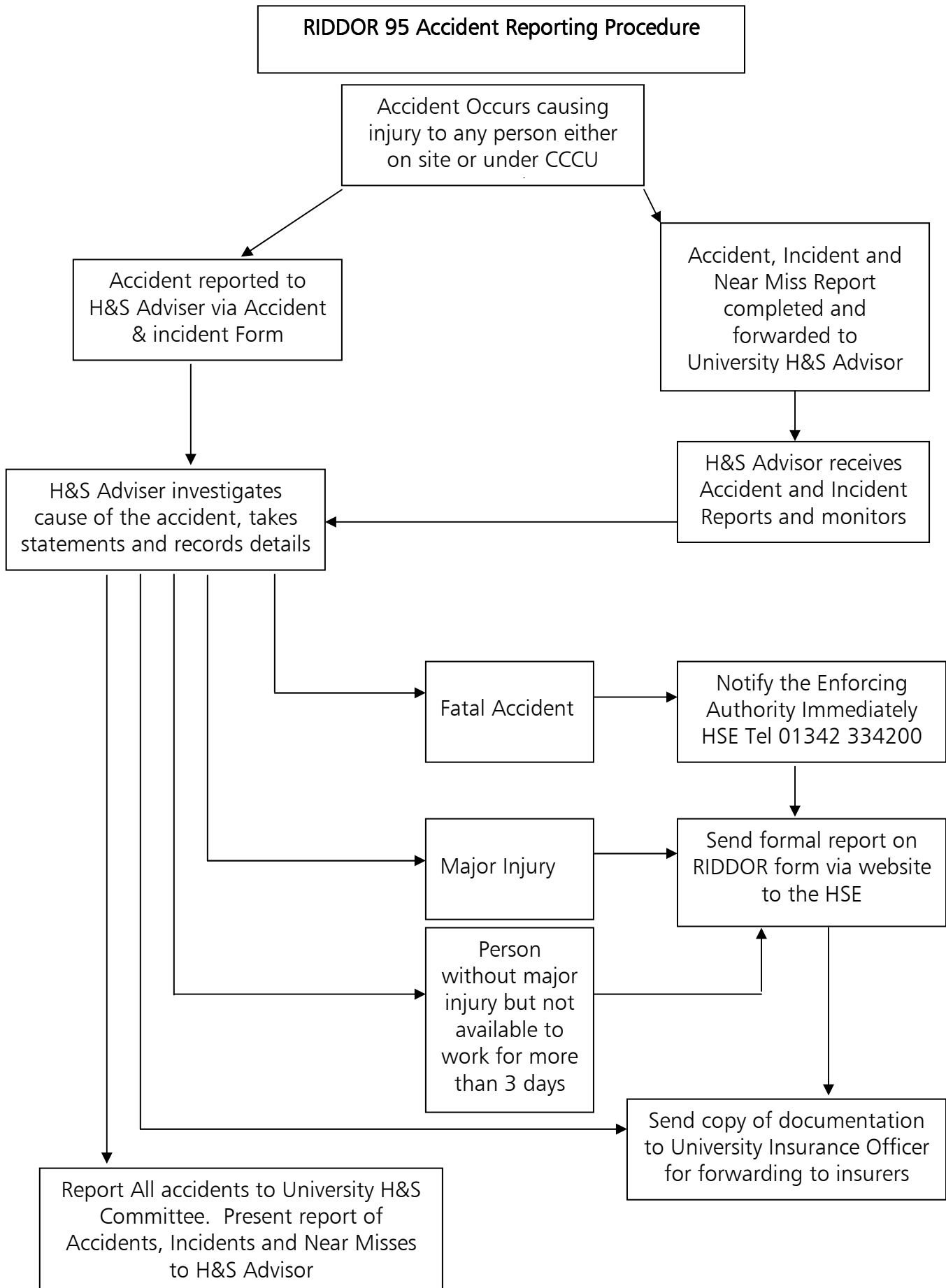
Please give a full description of the nature of the hazard. Provide sketch if required.

**When complete, return to University Health and Safety Advisor for Action**

Signed ..... Date .....

Signed, Head of Department .....

**APPENDIX 'B'**



APPENDIX 'C'



ACCIDENT, INCIDENT, NEAR MISS REPORT FORM

This form is to be completed as soon as possible after the accident, incident or near miss.  
 Completed form is to be forwarded to the University Health & Safety Advisors Office without undue delay.

At which campus did the Accident, Incident or Near Miss Occur?			
<input type="checkbox"/> Canterbury	<input type="checkbox"/> Broadstairs	<input type="checkbox"/> Salomons	<input type="checkbox"/> Chatham
Subject of Report:			
<input type="checkbox"/> Accident	<input type="checkbox"/> Incident	<input type="checkbox"/> Near Miss	
Person Making Report:			
Department:		Head of Department:	
Date of Occurrence:		Time:	
Location of Occurrence:			
The Injured Person (if an Accident):	Full Name, Home Address and Post Code:		Contact Tel No:*
<input type="checkbox"/> Age	<input type="checkbox"/> Sex	<input type="checkbox"/> Employee	<input type="checkbox"/> Visitor/Contractor <input type="checkbox"/> Trainee
Injured Persons Job Title:			
Details of Personal Injury (If an accident):			
Was First Aid Administered?		Name of First Aider:	
Details of Incident (i.e. actual loss or damage to property) or Near Miss	(include police incident/crime no. if applicable)		
Details of Witnesses to the above:	Name and Address:		
	Name and Address:		

\* Compulsory Field

All information will be treated as confidential and in accordance with the requirements of the Data Protection Act 1998.  
 Completed form is to be forwarded to the Health & Safety Advisors office.

Signature .....  
 University Health & Safety Advisor

**THE REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS, NEAR MISSES AND HAZARDS  
REVIEW DATES**

Reviewed By \_D. E. Cross\_\_\_\_\_

Designation \_Health and Safety Advisor\_\_\_\_\_

Date \_\_\_\_\_September 2006\_\_\_\_\_

Amendment/No Change \_ \_One\_\_\_\_\_

Reviewed By \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Amendment/No Change \_\_\_\_\_

Reviewed By \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Amendment/No Change \_\_\_\_\_

Reviewed By \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Amendment/No Change \_\_\_\_\_