

**UNIVERSITY OF CUMBRIA STUDENTS’ UNION**

**Accident and Incident Reporting Policy**

**Revised January 2022**

1. **Introduction**
   1. The Students’ Union has a legal responsibility for reporting most types of accident, incidents and dangerous occurrences arising out of their activities to enforcing authorities. UCSU, together with the University, has a duty to investigate and keep records of accidents, incidents and dangerous occurrences.
   2. The SU will provide such details the University as appropriate.
2. **Purpose**
   1. To fulfill the legal requirement for reporting and investigating accidents and incidents.
   2. To create a procedure for reporting accidents, incidents, dangerous occurrences and near misses relating to the University of Cumbria Students’ Union activity.
   3. To set out duties and responsibilities of various persons working and studying at the University in relation to accident and incident reporting and investigation.
   4. To set out how accidents and incidents will be recorded and investigated at the University of Cumbria.
   5. This Code of Practice applies to all staff and students at the University of CumbriaStudents’ Union. It also applies to contractors, visitors and the University of Cumbria.
3. **Applications**

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| **Accident** | An unplanned event resulting in injury to people or damage to property and is divided into 6 categories;   1. Slips, trips and falls – any accident which involves someone falling on the same level. 2. Manual handling – any accident which involves a person injuring themselves while moving or handling items. 3. Dangerous contact – any accident in which a person has come to harm after colliding with a solid object or after a solid object has collided with them. 4. Sport related – any injury arising out of sporting activity. 5. Burns – any injury arising from heat or chemical burns. 6. Other – any injury arising from an accident which doesn’t fit one of the other categories, e.g. falls from height |
| **Incident** | Any event planned or unplanned which is unwanted, and which may result in damage to; loss of property or injury to a person, and this is divided into 8 categories;   1. Fire – any incident involving a fire. 2. Fire alarm – any incident involving the activation of a fire alarm, but where no fire has occurred. 3. Intruder alarm – any incident involving the activation of a non-fire alarm system or the presence of unwanted/uninvited persons on campus, but which has not resulted in theft or violence. 4. Youth nuisance – any incident involving non-student youths on campus. 5. Malicious damage – any instance of vandalism or unexplained damage to property that has not resulted in theft. 6. Theft – any loss of property by stealing. 7. Accidental damage – any damage to property which was not caused deliberately. 8. Other – any incident which does not fit into one of the other categories, e.g. illness on campus, student behavior incidents. |
| **Safeguarding** | Any incidents regarding the wellbeing of any category of student whether actioned internally or externally or just raised as a concern. |
| **Dangerous Occurrence** | An event which may or may not have caused damage to property but could also have caused serious injury or death had circumstances been different, e.g. a heavy object falling from a building. |
| **Near Miss** | An event where a set of circumstances which, while not resulting in an incident, damage or injury, may have done so if circumstances had been different. |

* 1. It is recognised that sometimes it is hard to determine whether or not an incident should be reported. We suggest that, if in doubt, it is always better to report the accident/ incident anyway and UCSU will then determine whether this needs to be pursued further or not.

1. **Reporting Procedure**

4.1In the event of an accident or incident as defined above, a reporting form **must** be completed as soon as possible.

This applies to accidents or incidents occurring on and off campus when they arise out of the work of the Students’ Union, e.g. sport events, student groups’ activities, field trips or whilst travelling between campuses.

It applies to employees, students, university staff, members of the public and contractors.

4.2 Forms are available [on the Union’s website](https://form.123formbuilder.com/6052833/form).

4.3 They can be completed by anyone who has knowledge of the event in question; either someone directly involved in the incident, a witness or first aider.

4.4 Forms should be completed as fully as possible.

4.5 The information is digitally stored via 123 Formbuilder and the notification sent directly to the CEO, the Operations’ Manager and the SU Advice confidential inbox.

4.8 In the event of a Serious Accident and Incident, this should be reported I mmediately, by calling the numbers listed below (in addition to a completed I ncident form) :

Daniel Prescott – CEO – 07425152923

Katia Riley – Operations@ Manager - 07708876552

PLEASE NOTE; Accidents serious enough to warrant immediate reporting include fatalities, serious injuries (amputation, break or dislocation of a major limb, injury leading to significant blood loss, burns, electrocution or injury leading to unconsciousness) and collisions involving a University vehicle.

These are reportable under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and these will be notified by the CEO to the appropriate authorities.

For more information, please see <http://www.hse.gov.uk/riddor/index.htm>

See l[inked document](https://www.hse.gov.uk/pubns/indg453.pdf) for details of this procedure.

1. **Follow-up Procedure for staff**
   1. It is the responsibility of the CEO to determine which follow-up is necessary to undertake and which staff and other individuals will be involved in the investigation, if necessary.
   2. Depending on the severity of the accident/incident, the CEO may deem that an in-house investigation is necessary. This will be undertaken by using the following guidelines:

* Set up a fact-finding interview as close to the event as possible
* Ensure that the meeting location allows for the necessary privacy
* Interview witnesses separately
* Consider whether the interviewees might need the support of a friend (not involved)
* Make sure your questions aim to collect facts and are judgement free
* Try to record the interview but ask permission to do so beforehand
* After the interview has taken place, write an abstract of the interview immediately after.
* Maintain the necessary confidentiality, as appropriate.
* Ensure that two people are involved in decision-making once all the facts have been reviewed. Record the reason for the outcome.
* Follow-up and report as appropriate.
* Records of incidents and accidents will be kept in a secure file for the period of 6 years and then deleted as per GDPR regulations. Generic statistical data will be maintained for longer periods, making sure that no personal identifiers are included in the data.

Record and store any remedial action and progress update. Send a copy back to University H&S if required.