



Standard Operating Procedure: Accident Reporting

Document History

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1. Background

In order to comply with the requirements of the Health & Safety at Work Act 1974 and subsequent regulations, all accidents, however small which happen to University personnel (staff or students) engaged on University activities, or which happen to anyone on University premises must be reported. Only if the accident is reported in the appropriate manner can action be taken to prevent repetition.

If an event occurs which had the potential to cause injury, but without doing so, it is equally important to report it so that preventative measures can be instigated if necessary. The University is required by law to report to the appropriate authorities certain specified Dangerous Occurrences, which are listed at the front of the Accident Report Book. Each area must have at least one Accident Report Book.

2. Protocol

Assuming the situation has been made safe, any casualties have been taken care of and appropriate First Aid has been administered.

- If anyone has required hospital treatment as a result of an accident telephone University Health & Safety immediately on 27461/27466 during working hours. At other times the Emergency Control Centre on 24085 should be contacted and requested to pass on the details to University Health & Safety.
- In the event of a listed Dangerous Occurrence (refer to front of Accident Report Book) then telephone University Health & Safety immediately on the numbers listed above. All fires should be reported in this manner.
- All accidents / incidents must be reported within 24 hours to University Health & Safety using the Accident Report Book, irrespective of any prior telephone calls.
- Go to <https://www.sheffield.ac.uk/hs/accident> to access the online accident reporting system. Complete all sections as fully and as accurately as possible. Tick all appropriate boxes and write clearly.
- The person filling it out must submit the form and then it will be forwarded to the appropriate by a lead technician, senior technician, safety officer or the facilities manager.
- Send the blue copy to University Health & Safety within 24 hours of the accident / incident occurring.
- Remove the white copy from the book and send to the facilities manager.
- If the injured person is away from work for 3 days as a result of the accident then inform University Health & Safety.

- Report any additional information to University Health & Safety, which subsequently becomes available (e.g. time off work, investigation results etc)
- If you are in any doubt about what constitutes a reportable accident / incident then promptly contact your lead technician, senior technician, safety officer / facilities manager who will be able to advise you.

3. Associated Documents

	Document	Document Reference
1	University H&S code of Practice	http://www.safety.dept.shef.ac.uk/cop/fullcop.pdf
2	School H&S safety manual	http://www.shef.ac.uk/content/1/c6/08/18/21/HealthSafetyJuly07.pdf
3	Accident book	
4	Incident form	BIO:FORM:05
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