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 Safety Services immediately on 26100, 26200 or 26198 during working hours. At other times the Emergency Control Centre on 24085 should be contacted and requested to pass on the details to Safety Services.
- In the event of a listed Dangerous Occurrence (refer to front of Accident Report Book) then telephone Safety Services immediately on the numbers listed above. All fires should be reported in this manner.
- All accidents / incidents must be reported within 24 hours to Safety Services using the Accident Report Book, irrespective of any prior telephone calls.
- Write on the blue copy of the accident report form. Complete all sections as fully and as accurately as possible. Tick all appropriate boxes and write clearly.
- Where there is insufficient room on the form to explain the incident fully, continue on a separate sheet of paper and attach to the report form.
- The form must be signed by the person filling it out and then countersigned by a floor lead, senior technician, safety officer or the facilities team leader.
- Send the blue copy to Safety Services within 24 hours of the accident / incident occurring.
- Remove the white copy from the book and send to the facilities manager in C13.
- If the injured person is away from work for 3 days as a result of the accident then inform Safety Services.
• Report any additional information to Safety Services 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 floor lead, senior technician, safety officer / facilities manager leader who will be able to advise you.

3. Associated Documents

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<th>Document</th>
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<td>1 University H&amp;S code of Practice</td>
<td><a href="http://www.safety.dept.shef.ac.uk/cop/fullcop.pdf">http://www.safety.dept.shef.ac.uk/cop/fullcop.pdf</a></td>
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<td>2 School H&amp;S safety manual</td>
<td><a href="http://www.shef.ac.uk/content/1/c6/08/18/21/HealthSafetyJuly07.pdf">http://www.shef.ac.uk/content/1/c6/08/18/21/HealthSafetyJuly07.pdf</a></td>
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<td>3 Accident book</td>
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