



## REPORTING AND INVESTIGATION OF ACCIDENTS

### Introduction

All accidents or incidents relating to staff, students, contractors, visitors, property and non-compliances with legislation that occur at LSHTM are reported and, if necessary, investigated in order to ensure that any faults are rectified and the possibility of re-occurrence is reduced. This does not just apply to incidents which lead to injury or ill health but also to those where no injury or ill health is experienced (i.e. a near miss or dangerous occurrence).

Whenever an accident or incident leading to ill health or injury occurs, an incident report form must be completed. If an incident occurs that was potentially dangerous, but did not actually result in ill health or injury, then form must still be completed. In all cases, the form should be forwarded to the Safety Office. Where deemed necessary, the Safety Office may carry out a further investigation.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), certain types of accident/injury or ill health, including where a member of staff is unable to carry out their normal work for more than seven consecutive days following an incident at work, must be reported to the Health and Safety Executive (HSE). It is therefore vital that all incidents are reported as quickly as possible. Normally, the notification will be made to the HSE by the Safety Office.

### Definitions

#### An accident/incident

For the purposes of this document an accident/incident is defined as any unplanned or uncontrolled event that has or could have resulted in injury to persons (including ill-health), damage to plant and equipment and or process interruption.

### Application

It is the policy of LSHTM that all reported accidents will be investigated, in order to identify the causes and ensure action is taken to prevent a reoccurrence. This commitment includes accidents or incidents that result in actual injury, including cases of work related ill health, other incidents causing loss, and any incidents or situations that have the potential to cause injury or damage ('near-misses').

This document applies to those in Managerial positions (i.e. Deans of Faculty, Heads of Professional Services and their Managers and Supervisors) as their duties include ensuring that all accidents/illnesses that occur within their area of responsibility are reported to the Safety Office.

Furthermore, it is the policy of LSHTM to ensure that all reportable accidents/incidents and occurrences of work related ill health, as classified by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, are reported to the HSE within the required time-limit.

## **Responsibilities**

**The Deans of Faculty and Heads of Professional Support Services are responsible for:**

- The implementation of this procedure within their area of responsibility
- Ensuring that there are arrangements in place to provide appropriate information to members of staff, students, visitors etc
- Ensuring that all staff, students, contractors and visitors are aware of the procedures for first aid and reporting and investigation of accidents
- Ensuring that all accidents, incidents, property damage or occurrences of work related ill health are promptly and effectively investigated, ensuring that witnesses are interviewed at an early stage, giving management response, underlying cause and time and costs incurred, whether they result in injury or not. Accident information gathered during an investigation should include injured persons experience, length of service and training
- Ensuring that all dangerous occurrences, non-compliances of legislation or 'near misses' are promptly and effectively investigated, whether they result in injury or not
- Ensuring that those accidents, incidents or occurrences of work related ill health that require reporting to the HSE are reported to the Safety Office as a matter of extreme urgency. If there is uncertainty about whether or not a matter is reportable then the Safety Office should be contacted for advice
- Ensuring that copies of the Incident Report Form are sent to the Safety Office
- Ensuring that all accidents, incidents or occurrences of work related ill health involving contractors are investigated and internally reported and that copies of the Contractor's Accident Report forms and enforcing authority notification reports are provided to the Safety Office
- Implementing suitable remedial actions, including emergency/temporary actions to control immediate risks, to help in the prevention of a reoccurrence and providing information on such actions to the Safety Office

**Note:** The Deans of Faculty /Heads of Professional Services may delegate the above tasks to specific Managers and Faculty Safety Supervisors, within their area of authority, as appropriate.

Responsibility for health and safety forms part of managerial responsibility, through the management chain, even if not formally specified in the job description. The supervision of health and safety can be delegated, but the responsibility cannot.

**The Laboratory Safety committee is responsible for:**

- Reviewing all laboratory based incidents, hazardous occurrences and ill health related to work undertaken by staff, students and visitors and to ensure corrective action is implemented.
- To report findings from laboratory based incidents, hazardous occurrences and ill health to the School Safety committee.

**The School Safety committee is responsible for:**

- Reviewing all incidents, hazardous occurrences and ill health related to work undertaken by staff, students and visitors, including incidents already reported to the LSC and incidents which have occurred off-site, and to ensure corrective action is implemented and consider implications for strategy, policy or practice.

All Staff, Students, Contractors and Visitors' are responsible for:

- Reporting, without delay, any accident with which they are involved or observe directly to their immediate Line Manager/Supervisor
- Fully co-operating with any investigation process

The Safety Office is responsible for:

- Full investigation of accidents, incidents or occurrences of work related ill health of high actual or potential severity. Where possible photographs should be taken to provide/preserve evidence and act as a record
- Copying relevant reports to recognised Union Safety Representatives, ensuring that the reports will be held securely
- Reporting accidents, incidents or occurrences of work related ill health of high actual or potential severity to the School Safety Committee, who will, where necessary, convene a formal committee/board of enquiry
- Reporting any reportable accidents, incidents or occurrences of work related ill health to the HSE within the appropriate time-scale
- Providing support, as requested, to those involved in accident and incident reporting and investigating
- Reviewing each Accident Report and Management response. Where required carrying out further investigation and recommending further control measures.
- Maintaining the original accident report and Investigation forms, together with any accompanying documentation, for audit and review purposes, for a minimum of three years

**Further Reading**

- Reporting accidents and incidents at Work INDG453
- Investigating accidents and incidents; a workbook for employers, unions, safety representatives, and safety professionals. HSG245

## London School of Hygiene & Tropical Medicine INCIDENT REPORT FORM

To be completed by the individual concerned, a witness or anyone else present or involved. **Completed forms must be sent to The Safety Office within four days of the incident.** If this is not possible, contact The Safety Office on [safety@lshtm.ac.uk](mailto:safety@lshtm.ac.uk)  
Please note that copies of this form may be distributed, in confidence, to the safety representatives of the School's recognised Trades Unions.

### TYPE OF INCIDENT

<input type="checkbox"/> INJURY	<input type="checkbox"/> VIOLENCE / AGGRESSION	
<input type="checkbox"/> NEAR MISS	<input type="checkbox"/> WORK RELATED ILL HEALTH <small>please refer to OH Service</small>	
<input type="checkbox"/> PROPERTY DAMAGE	<input type="checkbox"/> OTHER <i>please give details</i>	

### A. INJURED / ILL PERSON DETAILS (shaded areas not required for staff incidents)

Staff <input type="checkbox"/> MSc Student <input type="checkbox"/> Research Student <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/> Other <input type="checkbox"/> (state):					
Title:		Surname:		Forename(s):	
Home address (including Postcode):			Job Title:		
			Faculty/Dept:		
			Home Tel No:		
			Email:		

### B. INCIDENT DETAILS

Date of Incident:	Time of Incident: (am/pm)
Building:	Room Number:
Exact Location <i>(If the incident occurred outside, please give enough detail to be able to find the location):</i>	

**DESCRIPTION OF INCIDENT** *(Give full details of what happened and what people were doing at the time)*

### C. INJURY DETIALS

Indicate the **TYPE** of injury & **LOCATION**  
*e.g. bruised left foot, fractured left arm, cut right hand, etc.*

Did the injured person:	Become Unconscious <input type="checkbox"/> ?	Require Resuscitation <input type="checkbox"/> ?
<b>TREATMENT</b>		<b>ABSENCE</b>
<b>Immediate</b> <input type="checkbox"/> None <input type="checkbox"/> Self <input type="checkbox"/> First Aider (Name):	<b>Afterwards</b> <input type="checkbox"/> GP <input type="checkbox"/> Hospital (from scene) <input type="checkbox"/> Hospital (at a later date) <input type="checkbox"/> Admitted for over 24 hrs	<input type="checkbox"/> Returned same day as incident <input type="checkbox"/> Will be, or is likely to be, absent for <b>7 or more</b> days <input type="checkbox"/> Will be, or is likely to be absent for <b>less than 7</b> days <input type="checkbox"/> Other (please specify):
Details of first aid given:		Name and Address of doctor seen:  Date doctor seen:

### D. WITNESSES *(give names and contact details, phone number / email)*

### E DETAILS OF PERSON COMPLETING SECTIONS A-E

Print Name:	Faculty / Dept:	Date:
Signature:	Position held:	Tel No:
Head of Department informed? Yes <input type="checkbox"/> No <input type="checkbox"/>		Faculty Safety Supervisor informed? Yes <input type="checkbox"/> No <input type="checkbox"/>

### Initial Accident Investigation

It is recommended that the following information is gathered by the Line Manager or Faculty Safety Supervisor as soon as practicable after an accident/incident requiring further investigation.

Completed forms must be sent to the Safety Office

**Conducted by:**

**Position:**

**Date:**

**Injured Person:**

**Date of Accident/Incident:**

**Experience / Length of Service /  
Relevant Training for post:**

**Accident form fully completed and forwarded to the Safety Office?** Yes/No (If No, complete fully)

**Full description of Accident/Incident:**

The exact place where the event occurred:	
Date and time of the event:	
Weather conditions (where appropriate):	
Provide a full description of the event including any actions directly leading to the event	
Identify the direct causes of any injuries or ill health (e.g. fell off chair & hit head on floor)	
Identify the cause of the event (e.g. leg fixings on chair missing)	
Record the immediate management response to the event, including any First Aid measures and remedial action	
The preventability of the event (and how this can be achieved)	
Estimate the likelihood of the event recurring	
Record any requirement for further management actions to help prevent a reoccurrence	

## **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

Certain accidents, incidents and occurrences of work related ill health are required, under RIDDOR, to be reported to the appropriate Enforcing Authority, normally the HSE. In the case of personal injury or illness, RIDDOR applies to all LSHTM employees and:

- Persons receiving training for employment
- Self employed persons working on the premises
- Contractors undertaking LSHTM business
- Persons who are not undertaking work for or on behalf of LSHTM work, but are affected by the business operations of LSHTM e.g. students, visitors etc

### **Reporting**

For most types of incident, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and
- dangerous occurrences

The responsible person must notify the enforcing authority without delay. This is most easily done by reporting online. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, you can phone 0345 300 9923.

NB: A report must be received within 10 days of the incident.

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

Cases of occupational disease, including those associated with exposure to carcinogens, mutagens or biological agents, as soon as the responsible person receives a diagnosis, using the appropriate online form.

### **Definition of Major Injuries, Dangerous Occurrences and Diseases:**

#### **Types of reportable injury**

##### **The death of any person**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

##### **Specified injuries to workers**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

### **Over-seven-day incapacitation of a worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.

This seven day period does not include the day of the accident, but does include weekends and rest days.

The report must be made within 15 days of the accident.

### **Over-three-day incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

### **Non fatal accidents to non-workers (eg members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.

Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

### **Occupational diseases**

Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### **Dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Further guidance on these dangerous occurrences is available on the HSE's website.