

# BioEscalator Laboratory Safety Policy 0011: **Accident and incident reporting Policy**

Cross reference to University Policy Statement: S1/14 – Accident, Incident, Disease and Near Missing reporting

## **Contents of Policy**

- |   |   |
|---|---|
| 1. Scope of policy                          | 2 |
| 2. Accident/incident report forms           | 2 |
| 3. Investigation of accidents and incidents | 2 |
| 4. Review of accidents and incidents        | 3 |

## **Document Control**

Date document last changed	01 June 2020
Date document reviewed	01 June 2021
Version number	2.00
Number of pages	2

## BioEscalator Laboratory Safety Policy 0011: **Accident and incident reporting Policy**

### 1. Scope of policy

All accidents and incidents, including injury, fire, dangerous occurrences and near misses, must be reported without delay to the University Safety Office. An online **Health & Safety incident reporting form** must be used.

The University is legally obliged to report certain incidents to the Health and Safety Executive (HSE). The University Safety Office determines and makes these types of reports to the HSE. There are time constraints for reporting to the HSE. It is therefore important that people report incidents quickly, especially those that may involve the following:

- any death occurring as a result of work activities
- any serious injury to an employee as a result of work activities
- any dangerous occurrence that could have resulted in a serious injury or fatality
- any accident to a student, visitor or member of the public as a result of work activities and results in them being taken to hospital for treatment
- if an employee is incapacitated for more than seven consecutive days following an injury at work

### 2. Accident/incident report forms

All health, safety and environmental incidents which occur in the BioEscalator shared facilities including the licensees, **must** be recorded online using the Health & Safety incident reporting form which is held in the University's incident reporting and investigation system (IRIS) and paper incident books retired as of 31<sup>st</sup> May 2020. Incidents can be reported by any University employee or student. Incident reports can be reported:

- 24 hours a day, 7 day a week, , 365 days a year
- From anywhere with an internet connection
- From any device: desktop, laptop, tablet or phone

Please note: if accessing IRIS off site i.e. home you will need to use the University's free secure Virtual Private Network (VPN) service and your single sign on (SSO) credentials to log in. For guidance on installing VPN, please [visit the IT Help page](#).

Once the form is submitted, the incident is reviewed by the BioEscalator safety officer and also the University Safety Office to investigate and make any statutory reports to the HSE where necessary, to monitor and review accident trends, and to recommend any remedial action. The form also satisfies the requirements of social security and first aid legislation to keep a record of accidents and first aid treatment at work.

The information on the forms is processed in accordance with the principles of the Data Protection Act 1998. It is used only for the purpose of monitoring the University's health and safety performance and discharging other duties under health and safety legislation.

The Genetically Modified Organisms (Contained Use) Regulations 2000 require the separate reporting to the HSE of any incident involving a significant and unintended release of genetically modified organisms (including micro-organisms) that presents an immediate or delayed hazard to human health or to the environment.

### 3. Investigation of accidents and incidents

The University Safety Office may investigate accidents or incidents where reporting to the HSE is required and will also investigate reports of occupational ill health that suggest a deficiency in control measures. This is not intended to preclude local investigations, which

## BioEscalator Laboratory Safety Policy 0011: **Accident and incident reporting Policy**

should be carried out by departmental safety personnel or other relevant staff with the help of area/divisional safety officers where required.

### 4. Review of accidents and incidents

BioEscalator safety officer will review health, safety and environmental incidents at BioEscalator safety advisory meeting, in order to identify trends and possible improvements to working practices. In doing this, care should be taken not to compromise the principles of data protection and personal details should be anonymised as necessary.