



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

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

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

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

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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.

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