

Accident Reporting and Recording Policy



The Institute
of Contemporary
Music Performance

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V.5.1	Q1 2023-24 Health and Safety and Security	Review policy, amend and approve.	Facilities Operational Manager	Q1 2024-25

Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:
 - Accident Reporting and Recording Policy
 - Contractors policy
 - Control of Asbestos at Work Policy
 - COSHH - Control of Substances Hazardous to Health Policy
 - Display Screen Equipment Policy
 - Electricity at Work Policy
 - Emergency Procedures Bomb Threat Policy
 - Environmental Policy
 - Fire Safety Policy
 - First Aid Arrangements Policy
 - Legionnaires Disease Policy
 - Lone Workers Policy
 - Manual Handling Policy
 - Noise Control Policy
 - Personal Protective Equipment (PPE) Policy
 - Risk Assessment Policy
 - Stress at Work Policy
 - Visitors Policy
 - Waste Management Policy
 - Working at Height Policy
 - Fire Strategy Plan

External Reference

- The Management of **Health and Safety at Work Regulations** 1999. Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

1. General Statement

1.1 This policy outlines our procedures, which are to be adopted when any employee, visitor or contractor experiences an accident or dangerous occurrence. It covers reporting and recording procedures for managers and employees.

1.2 We will ensure that suitable information and training will be given to all personnel regarding Accident / Dangerous Occurrence reporting within ICMP.

2. Accidents

2.1 All accidents resulting in personal injury, regardless of how minor, must be reported to the Health and Safety Team (via the facilities department) and recorded in ICMP accident book(s) or and via the online accident and incident form found on <https://accident.report.icmp.ac.uk>. The accident books are located in the Facilities office and reception on the ground floor at 1b Dyne Road.

2.2 The accident book will be regularly reviewed by the Health and Safety Team who will undertake a formalised investigation of the incident and identify any underlying cause and recommend appropriate actions.

2.3 Investigations are reported to and reviewed by ExCo and the Corporate Board. The Health Safety and Security Committee will also consider them.

3. Dangerous Occurrences

3.1 All dangerous occurrences must be reported immediately to the Health and Safety Team so that action can be taken to investigate the causes and to prevent a recurrence.

4. Reporting Procedure – Managers

4.1 If an injury, incident, or dangerous occurrence is reported to the Health and Safety Team, they must advise a responsible person to ensure that appropriate records are maintained and that any necessary reporting to the enforcing authority is carried out.

4.2 Our designated responsible persons are the Health and Safety Team (the Facilities Operational Manager, Head of Facilities and Facilities Supervisor). Our responsible persons have the duty to report the following injuries or dangerous occurrences:

4.2.1 Any fatality (employees and non-employees), whether or not they are at work, must be reported if it results from an accident arising out of, or in connection with work

4.2.2 Major injuries to employees.

4.2.3 Injuries to non-employees as a result of an accident arising out of or in connection with work following which the injured person is taken straight to hospital for treatment.

4.2.4 One (or more) of the reportable dangerous occurrences

4.2.5 Accidents, which cause incapacity for work for more than three consecutive days. In calculating the three days, the day of the accident is not included, however, any days that would not normally be working days e.g., Saturday and Sunday are included. For example: if a person who normally works Monday to Friday is injured on Friday and returns to work the following Wednesday, the Saturday and Sunday would have to be included when counting the days of incapacity. The total period of incapacity would be four days and the injury must be reported

4.2.6 Incapacity for work does not necessarily mean actual absence from work; if the person is incapable of doing the work which they might reasonably be expected to do, this is deemed to be "incapacity for work"

4.2.7 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.

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

4.3 ICMP conforms to the HSE guidelines (RIDDOR)

4.4 Our Health and Safety Team must also report the following:

4.4.1 If an employee dies within one year as a result of suffering at work an injury or condition which is reportable (either as a three-day accident or a major injury). This applies whether or not the accident was reported at the time. Notification should be made to the enforcing authority in writing as soon as we are aware of the death. There is no special form for this purpose.

4.4.2 If an employee at work suffers from a reportable disease, which is linked with their occupation, a report of the disease need only be sent to the enforcing authority if we receive a written diagnosis of one of the occupational diseases (HSE web site) from a registered medical practitioner, on a medical certificate, and the ill employee's current job involves the corresponding work activity specified.

4.5 Our Facilities Team will retain a photocopy of any forms completed together with any other documents relating to the accident / incident.

4.6 The injured employee's manager is responsible for checking that any self-certification forms or medical certificates that are submitted are completed to reflect that the absence was caused by an accident at work.

5. Reporting procedure – Visitors / Contractors

5.1 The Health and Safety Team is responsible for assisting contractors and visitors in complying with ICMP policy regarding accident reporting whilst on ICMP premises.

5.2 Any non-employee who is involved in an accident whilst on ICMP premises must report the incident immediately to the person responsible for his or her presence on our premises. If the person responsible is not available, the visitor / contractor must obtain the assistance of our responsible person to ensure that ICMP procedure is adhered to.

5.3 All injuries, however minor, must be reported in the accident book or via the online form at <https://accident.report.icmp.ac.uk>. Visitors and contractors should also notify their own employer where applicable.

6. Information for ICMP Employees

6.1 A first aid notice containing all the following information is posted on ICMP's health and safety notice boards:

6.1.1 Accident reporting procedure

6.1.2 Location and completion of accident book

6.1.3 Name and position of our responsible person

6.1.4 Emergency contacts with external services

6.2 We will also ensure that all new employees are aware of this information when they join ICMP, as part of their induction training program.

7. Records

7.1 The Health and Safety Team shall keep a record of all reportable accidents, dangerous occurrences, and reportable diseases for at least 3 years.

8. Procedure for Dealing with Health and Safety Issues

8.1 Where an employee raises a matter related to health and safety relating to accidents or dangerous occurrences, ICMP will:

8.1.1 Take all necessary steps to investigate the circumstances

8.1.2 Take corrective measures where appropriate

8.1.3 Inform the employee of the results of the investigation and the action taken.