Completion Guide – Homerton College Accident, Incident and Near Miss Reporting and Investigation forms.

In this suite of documents there are three forms – A, B & C:

* ‘Form A’ is used to document all work based personal injury accidents, it replaces the entries previously made in accident books. These entries are completed to meet Homerton College’s legal requirement to document all injuries at work, unlike the old accident book system the new form is a ‘Word’ document so this can now be done electronically. When all sections have been completed and your department’s unique reference code has been added ‘Form A’ should be promptly passed onto or emailed to: Sarah Culhane [smc209@homerton.cam.ac.uk](mailto:smc209@homerton.cam.ac.uk) for analysis and record keeping just as you previously have done with Accident Book entries.
* ‘Form A’ can also be used to document incidents where an event has happened but there is no personal injury e.g. property damage and near misses where an incident or accident has been narrowly avoided but you feel corrective and/or preventative actions should be taken to avoid somebody becoming injured the next time the same event occurs. Again, please pass on your complete ‘Form A’ that has documented the incident or near miss you have witnessed to: Sarah Culhane [smc209@homerton.cam.ac.uk](mailto:smc209@homerton.cam.ac.uk) for analysis and record keeping. In this suite of documents there is guidance sheet on definitions of Accidents, Incidents and Near Misses.
* ‘Form B’ is used to document the investigation into the circumstances that have lead up to and caused the accident, incident or near miss. All of these events require an investigation with the caveat that the time spent on the investigation should be proportionate to the severity of the injury or the potential injury in the case of a near miss. The goal of completing any investigation is to understand the root cause and then to agree and set robust corrective and preventative actions for your department so the event is not repeated. If you need any assistance with this section or any other parts of ‘Form A or B’ please contact Bruce Pattinson [bp433@cam.ac.uk](mailto:bp433@cam.ac.uk) or on 07840 641858.

The most likely reason for having inaccurate or missing information in ‘Form B’ is having a time delay between the event and collecting the information needed to complete this form – even if you can’t complete ‘Form B’ start to capture as much information as possible as soon as possible, as it states on the form photographs can often help with this but when doing this avoid photographing anyone’s faces to stay legally compliant. Again, please pass on your complete ‘Form B’ to: Sarah Culhane [smc209@homerton.cam.ac.uk](mailto:smc209@homerton.cam.ac.uk) for analysis and record keeping.

* ‘Form C’ is used to document and cross reference any incidents that fall within the RIDDOR 2013 reporting regulations. The RIDDOR (Reportable Incidents, Diseases, Dangerous Occurrences Regulations) reporting rules place a legal duty on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases, specified dangerous occurrences and near misses to the Health and Safety Executive (HSE). The most likely reasons for needing to complete a RIDDOR report in an environment such as Homerton College would be a worked based injury that has prevented the injured party from completing their usual duties for over 7 days, a workplace injury that requires 24 hours or over hospitalisation or a ‘specified injury’. Examples of ‘Specified injuries’ are fractured limbs, a scalping that requires a hospital visit, burns to more than 10% of the body, there are too many categories in this classification to list so if you want to make yourself aware of the list of specified injuries please follow this link : <http://www.hse.gov.uk/riddor/specified-injuries.htm>

There are a number of nuisances around RIDDOR reporting and how these regulations are applied and interpreted, because of these factors the completion of the on-line reporting form F2508 is a task that is usually assigned to a Health and Safety professional. As a Head of Department or someone deputising for a HOD if you have completed ‘Form A & B’ and you know a member of your department has suffered a ‘7 day injury’ or has been hospitalised for over 24 hours there may be a requirement to inform the Health and Safety Executive via a RIDDOR report. There is an absolute deadline of 10 days from the date of the incident for making a RIDDOR report so it is important that when workplace accidents happen that the injured party’s absence from work is tracked and you communicate with Sarah Culhane [smc209@homerton.cam.ac.uk](mailto:smc209@homerton.cam.ac.uk) if any of these reporting triggers are reached.

In the case of a ‘specified injury’ or a fatality the report to the Health and Safety Executive must be immediate and by telephone using the number for the Incident Contact Centre: 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

If you would like to know more about the RIDDOR Regulations these links should help:

<http://www.hse.gov.uk/riddor/>

<https://www.hse.gov.uk/riddor/key-definitions.htm>