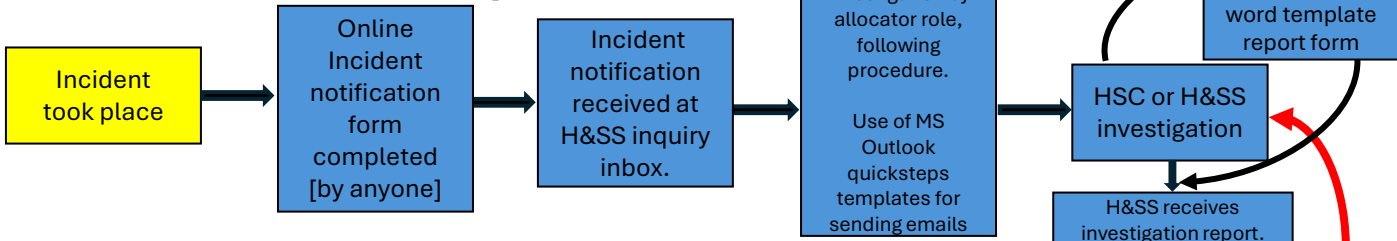


H&SS incident process



Investigation quality suitable?

- Investigation proportionate to incident severity and future risk potential?
- Injury or health detail sufficiently established for potential insurance claims or HSE following RIDDOR reporting?
- Sick leave established for determining RIDDOR reporting?
- Risk assessment and training reviewed?
- Clearly established immediate and underlying causes?
- Made recommendations that are specific, and identifies who will undertake the actions and by when?
- Confirm the improvement recommendations have been communicated to the relevant persons.

Incident write up steps

Edited Summary - 3 themes

- 1) Describe the incident – who (also staff/student/visitor), the injury and severity, the location of incident, any make-safe or first aid response.
- 2) Explain the causes – immediate and underlying
- 3) Outcomes – actions arising, including RA, control measures, training. Record as planned or implemented, update as possible.

Incident classification – ENHANCED- now two levels.

- 1) Primary 6 types = fire, near-miss, injury/health, dangerous occurrence, environmental, test notifications.
Fire=actual combustion, dangerous occurrence = HSE definitions
- 2) Secondary 22 types that sub-categorise the primary category.
Avoid using “Another kind of incident” if possible.

E.g. Interference with fire extinguisher. **Primary** = Near-miss, **Secondary**=Fire safety
E.g. Cut from scalpel. **Primary** = Injury/health, **Secondary**=contact with sharps

Allocated staff – H&SS contact initials followed by : and HSC name. For H&SS investigations just the H&SS contact initials
E.g. MB: Lucy McNeil .
E.g. SAN.

Absence from work – NEW.
For RIDDOR support, counter will show total days absent from work. First day absence= day after incident. Date returned to work= as described.

Report to OH Services – NEW.

RIDDOR check box – Only check box if this has been confirmed as actioned
RIDDOR report number – from the RIDDOR pdf doc.
DISCUSS with H.H&SS before making a RIDDOR report.

Investigation outcomes for H&SS to undertake – CLARIFIED wording
Use this field for actions arising for HSS (e.g. policy work, training course development)

Actions completed by H&SS and date completed – CLARIFIED wording
Use this field for the closing of actions relating to the above field

Report has been sent to organisations outside of H&SS – CLARIFIED wording
Insert the name and role and job title of the person outside of H&SS the report has been sent to electronically or hardcopy (e.g. UoR Insurance).

