

Accidents, Incidents & Near Misses Reporting and Investigation Procedure

Procedure title	Accidents, Incidents & Near Misses Reporting and Investigation Procedure
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1. Introduction, Summary and Purpose

This procedure explains how Abingdon & Witney College complies with its obligations in relation to accidents and incidents under the Health and Safety at Work etc Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

In summary, this procedure requires that all accidents, incidents, and near miss events experienced whilst on college property, or on any college organised activity, is reported to the Head of Health and Safety using the college's approved accident and incident reporting software.

There are three main reasons why the college require all accidents, incidents, and near misses to be reported and reviewed by the Occupational Health & Safety team:

1. To analyse and identify the root cause of events and where necessary implement preventive measures that reduce the likelihood of the event happening again.
2. To ensure we remain compliant with all legal and regulatory obligations.
3. To ensure the safety of all persons both on campus and when attending off-site locations.

2. Definitions

For this procedure, accidents, incidents, or near miss events are defined as:

- **Accidents** - events that result in injury or harm to people or damage to property.
- **Incidents** - events caused by poor behaviour, mental health episodes, sudden onset illness, existing medical conditions, or criminality.
- **Near Misses (or dangerous occurrences)** - events where physical injury or harm, was narrowly avoided.

Suspected occupationally related ill health conditions are not covered in this procedure, and should be reported to People Services who will make the Occupational Health & Safety team aware where appropriate.

3. Reporting Accidents, Incidents, and Near Misses

3.1 College Staff

All accidents, incidents, and near miss events must be reported as soon as possible, and always within one working day of the event occurrence. If more than one staff member attends or is made aware of an accident, incident or near miss then the staff members should agree between them who should make the report. If an agreement is not made, then all staff members should make a report to remove the risk of the report not being made.

For incidents that have resulted in major injuries and/or the attendance of any emergency services e.g. road traffic incidents, falls from height etc the Head of Health and Safety should

be notified immediately by mobile phone. If there is no response to the call then a member of the Senior Management Team should be informed.

Reports should be made via the link on the Occupational Health and Safety tile on the college's sharepoint site: [Staff - Occupational Health & Safety - Report an Accident, Incident, or Near Miss.](#)

When completing an event report, the information below must be recorded (where applicable) before it can be submitted.

Anatomy of an event report	
Heading	Details
About the event	Date/time and location, Event details/explanation
About the people involved	Staff/student name Witness details Student ID and DOB
About the injury	Was first aid required (Y/N) Name of first aider Injury details Action taken/treatment provided
Investigation	Actual or possible causal factors Details of any equipment/substances involved Details of any property damage recommended remedial and preventative actions related curriculum area or support department
Attachments	Supporting documentation e.g. risk assessments

It is imperative that information provided in the report is as comprehensive, clear, and accurate as possible, and must include the current risk assessment applicable to the activity where one is available. Otherwise, it is likely that the root cause will not be accurately determined, and any corrective or preventative actions may not be effective.

3.2 Sub-contractors, venues, community spaces, and workplaces (third parties)

Third parties must provide a copy of any accident, incident or near miss event involving college staff, students or college planned activity to the Occupational Health and Safety team via email to: HealthandSafety@abingdon-witney.ac.uk

Details of the event report will be transferred into the college's system by the Occupational Health and Safety team and treated in the same manner as if the event happened at the college.

3.3 Students

Students are informed at induction that if they need any first aid support, are feeling unwell, or feel they need treatment of any kind, they can contact a staff member or go directly to reception and support will be provided.

Students are also able to submit near miss events to any staff member or directly to the Occupational Health & Safety team via email to: HealthandSafety@abingdon-witney.ac.uk. The email should include brief details of what has happened and provide contact details in case the health and safety team need to investigate further.

3.4 Apprenticeships, Work Experience, and Industry Placement Students

Any employer, or person with the responsibility towards the safety of students whilst on placement should forward completed incident reports to both their named contact at the College and the Head of Health and Safety via the email: HealthandSafety@abingdon-witney.ac.uk

4. Reviewing Accident, Incident, and Near Miss reports

Following a report being raised and submitted, the Occupational Health & Safety team will review the report within two working days.

When reviewing the report, the Occupational Health & Safety team will determine if:

1. It contains sufficient information to allow effective analysis.
2. The event was handled effectively in supporting an injured person.
3. The recommended remedial and preventative actions are likely to be effective in preventing reoccurrence.
4. The attached risk assessment (where available) is sufficient and still valid.

Where the information is incomplete or lacking sufficient detail a member of the Occupational Health & Safety team will contact the person reporting the event to gather more information and update the report accordingly.

As part of the report review, the Occupational Health & Safety team categorises the event as either an accident, incident, or near miss, and determines the level of severity (see below for severity definitions). Based on the severity and/or the proposed recommended corrective and preventative actions, the Head of Health and Safety will decide if further investigation is required (see section 6).

If the review above, including effective preventative and corrective preventative actions, are completed satisfactorily, it is covered by an appropriate risk assessment, and is not deemed to be major, the report will be closed with no further investigation required.

4.1 Severity definitions

	Accidents	Incidents	Near Misses
Minor	Injuries resulting in (but not limited to) minor cuts or scratches, bruising, twists, strains, slips, and trips.	Any incident that requires support to manage a known medical condition or illness e.g. fits and seizures. Any event considered to be low level poor behaviour, e.g. graffiti, verbal abuse etc.	Any events that nearly resulted in injury e.g. minor cuts or scratches, bruising, twists, strains, slips, and trips.
Moderate	Injuries that require the attention of a qualified First Aider and/or other medical treatment.	Any incident that requires a First Aider, (including mental health) as a result of poor behaviour, mental health episodes, sudden onset illness, existing medical conditions, or criminality.	Any event that narrowly avoided an injury that would require the attention of a qualified First Aider and/or other medical treatment.
Major	Any injury or event that has caused serious harm, requires the emergency services, and/or is required to be reported to the Health and Safety Executive under RIDDOR.	Any incident that requires the emergency services to be called as a result of poor behaviour, mental health episodes, sudden onset illness, existing medical conditions, or criminality.	Any event that had the potential, to cause serious injury, presence of the emergency services, or is required to be reported to the Health and Safety Executive under the RIDDOR.

5. Accident, Incident and Near Miss investigations

An accident, incident, and near miss investigation is a formal process of determining the root cause of events to prevent them from occurring again.

Formal investigations for moderate and major events are recorded using a standard template that outlines the steps required to complete a comprehensive and complete investigation. The results of these investigations are stored in the Health and Safety area of Teams.

Minor severity events will be investigated during monthly trend analysis. The outcome will be reported via the termly reporting cycle and/or with departments directly.

Moderate severity event investigations should be carried out by the department involved, or with the support of the Head of Health and Safety when requested or required.

Major events always initiate a formal investigation and are undertaken by the Head of Health and Safety in conjunction with the Head of the Department in which the incident occurred. People Services may also support the investigation if requested to do so.

As a minimum, all risk assessments, supporting documentation, and/or records must be reviewed as part of the investigation to ensure they are fit for purpose.

Other situations that will initiate a formal investigation:

- A serious event takes place that requires the college to submit a RIDDOR Report to the Health and Safety Executive (HSE) (see section 6)
- If a motor vehicle accident or incident occurs while driving a college vehicle or driving for college purposes.
- If a series of incidents occur that constitute a trend.
- Where there is insufficient supporting documentation e.g. risk assessments.
- Where there is insufficient corrective and preventative actions that the Head of Health and Safety deems appropriate.

The Head of Health and Safety will make recommendations to department heads, the college leadership team, or the senior management team as appropriate if any further action or support is required.

6. Reporting to External Agencies

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires certain categories of injury, disease, or dangerous occurrences (near misses) to be formally reported to the Health and Safety Executive (HSE) within a given time scale.

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|---|----------------------------------|
| • Accidents resulting in death | (immediately) |
| • Dangerous occurrences/near misses | (within 14 days) |
| • Reportable diseases | (within 14 days) |
| • Specified injuries | (within 14 days) |
| • Incidents that result in over 7 consecutive days of incapacity for work | (after the 7 th day). |

More detail about the events that are included in the definition of these terms is available here for reference: [Types of reportable incidents - RIDDOR - HSE](#)

7. Analysis and summary reporting of accidents, incidents and near misses

Accidents, incidents, and near miss events will be reviewed and discussed at OSH Campus/Central Committees each term as part of the OSH report paper created by the Head

of Health and Safety. They are also added as an agenda item in the Finance & General Purposes Committee of the Corporation Board as part of the health and safety termly report

Departments and Faculties are expected to review accidents and incidents at departmental meetings in order to identify trends and possible improvements to working practices. In doing this, care must be taken not to compromise the principles of the General Data Protection Act in relation to personal details. The reviewing of any associated risk assessment must be part of the review process.

8. Roles and responsibilities

8.1 The Head of Health and Safety

The Head of Health and Safety has been nominated as the responsible person for making formal reports to the Health and Safety Executive (HSE) in line with the requirements stipulated in RIDDOR and, where applicable, other external agencies. In the absence of the Head of Health and Safety the college Principal will take responsibility.

The Head of Health and Safety will:

- Maintain accident records and report findings of accident analysis to the OSH Committees, and Finance and General Purposes Committee of the Corporation.
- Report relevant accidents to the HSE (Health and Safety Executive) and other bodies within the set time frame.
- Ensure that investigations are completed in line with section 6.
- Make sure adequate information and follow up actions are suitable and have been completed.
- Investigate, as necessary, even where minor injuries or less serious incidents are involved depending on the circumstances and level of detail provided in an event report.
- Collate occurrence information for trend analysis and reporting to College Leadership Team, Senior Management Team, and other stakeholders as appropriate.
- Regularly audit investigations carried out by departments in order to provide support and training if required

8.2 Staff Health, Safety and Wellbeing Adviser

The primary role of the Staff Health and Safety Wellbeing Adviser (in relation to accident, incidents, and near miss reporting) is to support the Head of Health and Safety to carry out investigations where these relate to staff. Separate to the investigation process, and where appropriate, the Staff Health Safety and Wellbeing Adviser may contact a member of staff to check their welfare or whether further support from People Services is required.

8.3 Student Health and Safety Adviser

The primary role of the Student Health and Safety Adviser (in relation to accident, incidents, and near miss reporting) is to support the Head of Health and Safety to carry out investigations

where these relate to students. Separate to the investigation process, and where appropriate, the Student Health Safety and Adviser may work with curriculum to ensure all measures are in place to support student welfare.

8.4 People Services

The People Services team will liaise with the Head of Health and Safety in respect of any formal notification to the HSE in relation to the reporting of occupational related illness or disease, which may be associated with an incident or general working conditions, suspected of being the root cause of such cases e.g. spillage or release of hazardous substance, hazardous working practices and/or environments.

8.5 The College Leadership Team

Are responsible for ensuring that the procedures in this document are followed in their areas, that all reports of accidents, incidents, and near misses within their areas are investigated, and where applicable, corrective and preventative actions are implemented.

8.6 College staff of all types (including volunteers)

Are responsible for ensuring that timely and accurate reporting is carried out where they have active involvement such as in a classroom, or if attending in a first aid capacity.

8.7 Subcontractors

Are responsible for ensuring that any accident, incident, or near miss event experienced by college staff and/or students, at their location is reported to their main college contact and to the Head of Health and Safety via the email address as listed below within 48 hours of the incident occurring. HealthandSafety@abingdon-witney.ac.uk

8.7 Third parties

Third parties are those that come to any AWC site or campus to undertake works on the college's behalf. These may include (but are not limited to) consultants, service/inspection/maintenance engineers, building contractors etc. Third parties must report any accident, incident, or near miss events to their main AWC contact and to the Head of Health and Safety via the email address as listed below within 48 hours of the event. HealthandSafety@abingdon-witney.ac.uk

8.8 Apprenticeship, Work Experience, and Industry Placement Employers

Any employer, or person with the responsibility towards the safety of students whilst on placement should forward completed incident reports to both their named contact at the College and the Head of Health and Safety via the email: HealthandSafety@abingdon-witney.ac.uk