

Health & Safety Policy

Summary - Accident, Incident and Dangerous Occurrence Policy



For full policy document – [click here](#)

This policy covers:

- accident investigation
- accident prevention
- accident procedures
- accident and dangerous occurrence reporting

All accidents, near misses and dangerous occurrences require to be reported to the Health & Safety Team on the university accident form. No matter how insignificant you think the incident/near miss/injury was, it requires be reported.

Definition(s):

accident:

an event that results in injury or ill health

incident:

near miss: an event not causing harm, but has the potential to cause injury or ill health (in this guidance, the term near miss will include dangerous occurrences)

undesired circumstance: a set of conditions or circumstances that have the potential to cause injury or ill health, e.g. untrained nurses handling heavy patients

dangerous occurrence:

one of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)



Further information and related links

Full policy document, [click here](#)

[Guidance notes](#) for completion of accident form