

ACCIDENT REPORTING

This policy is of relevance to students / staff / applicants / general public

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Accident prevention is a high priority for everyone at the Guildhall School. Whenever an accident or incident occurs it will be fully investigated and action taken as soon as possible to prevent or minimise the likelihood of a recurrence. A file of Accident Records and statistics will be kept for discussion at Health & Safety meetings and to monitor trends.

Legal duties regarding accident reporting exist, and these make it important that prompt and accurate investigation and reporting take place. All accidents regardless of who is involved must be reported to the Santia Accident Reporting Service.

Initially copies of the report will be sent to:

- Deputy Head of Facilities
- the supervising member of staff
- HR Manager in the case of staff
- Senior Health & Welfare Advisor (in the case of students)

The report will also be made available to:

- the injured person
- City of London Safety Advisor
- UNITE-AMICUS or GMB Safety Representative

Where necessary, statutory reporting to the Enforcing Authority will be made on the relevant forms, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). This will be done by the Santia Accident Reporting Service and investigated by the Head of Estates Management.

Only minor injuries will be treated on site. Injuries thought to be of a serious nature will be sent to the nearest accident and emergency unit.

Completed Accident Report Forms will be reviewed regularly by the Health & Safety Committee to identify any recurring accidents or injuries and to recommend appropriate action.

All actions described above relating to administration, record-keeping and form distribution will be carried out by the Facilities Department.

INCIDENT REPORTING

The following arrangements for incident reporting apply:

- It is the duty of every employee/student/contractor, whilst at work, to bring to the attention of the Head of Facilities, or designated representative, any procedure, situation or circumstance which could lead to personal injury to a member of staff, student, contractor or member of the public.
- This can be done either in person or using Santia Accident Reporting Service 02920855605
- The Head of Facilities will then be responsible (in conjunction with the appropriate departmental head) for drawing up and putting into action a plan to ensure that the potential for injury is removed as soon as possible and that there can be no recurrences of the incident.