**Accident Reporting Protocol**

**EVENT - Individual has Accident, Incident, Near Miss or Health Complaint.**

* **You must immediately notify your Manager you have had an accident.**
* **You must complete the Accident Form at the earliest opportunity.**
* **All incidents must be reported within 24hrs of occurring.**

**STEP 1: Individual or First Aider obtains ‘Accident Form’**

* available on the College website internal pages
* available on shared drive
* available as hard copy from Lodge or Manager

**STEP 2 : Individual (or First Aider/Manager if individual is unfit) obtains ‘Incident Report Number’ (IRN) from Lodge & write it the Accident Form.**

* Without this number the form is not considered valid.
* this may be done in person, by email or by telephone
* Porter gives a sequential number from the Incident Log on the system, this validates the form; Porters actions:
	+ Access Incident Log on system
	+ Give next sequential number to individual requesting it
	+ Log number given & individuals name on Incident Log

**STEP 4: Individual (or First Aider/Manager if individual is unfit) completes PAGE 1**

* Ensure you fill in the ‘Incident Report Number’ (IRN) from Lodge Porters.
* Complete Page 1 only of the Accident Form
* Pass the Form onto the relevant person either electronically or hard copy
	+ Staff Members – form goes to Line Manager
	+ Non Employees – form goes to Lodge Manager

**STEP 5: Line Manager (or Lodge Manager) completes PAGE 2**

* Complete Page 2 of Accident Form
	+ Complete investigation using form
	+ Track any actions identified to completion
	+ If necessary, review any associate risk assessments
* Pass completed Accident Form to Lodge Manager (electronically or hard copy)

**STEP 6: Lodge Manager completes process**

* Establish if incident is RIDDOR is reportable or not
	+ Refer to Guidance Flow chart sheet
	+ If unsure, query with H&S Consultant
	+ If YES make report & notify Home Bursar for information.
* Complete Accident Form with final Y/N Questions
* Log form onto Incident Log (IRN & Name will already be logged by the Porter issuing the number, so finish entering remainder of details)
* Securely file forms in password protected folder or locked cabinet.