

Accident Procedure

Contents

1	Introduction	2
2	Responsibility	2
3	Procedure.....	2
4	Follow-up on all accidents	2
5	First Aid Provision	3
6	Accident Procedure Notice	4

1 Introduction

- 1.1 The aim of this procedure is to ensure that first aid treatment is provided for accident victims swiftly and to ensure that all accidents and near misses are investigated appropriately. A near miss is an unplanned event that did not result in injury, illness or damage but had the potential to do so.

2 Responsibility

- 2.1 All staff, students and apprentices should make themselves aware of the University Accident procedure and follow the instructions upon the notices located throughout the University buildings

3 Procedure

- 3.1 Appendix I to this procedure is a copy of the notice, which lay down the procedure to be followed by a person in the vicinity of an accident within the University. These are displayed throughout University buildings in prominent places

4 Follow-up on all accidents

- 4.1 Where an accident victim is detained in hospital, the Director of Human Resources or the Director of Student Support as appropriate, in consultation with the Chief Operating Officer, is to obtain, if possible, the consent of the victim and, if appropriate, contact the next of kin or other appropriate person. The same procedure is to be followed where students and staff on University business suffer accidents outside the University grounds.
- 4.2 As soon as possible after any accident the casualty is to fill in a Personal Injury Report form. Copies of the form are available from the Porters Office on request.
- 4.3 All notifiable and reportable accidents are to be investigated as soon as possible after the event by the Health and Safety Officer and the Head of Department with responsibility for the area in which the accident occurred. Where necessary, they are to obtain written statements from the victim, from witnesses and from anyone else they consider necessary. After reaching conclusions, they may take such steps as are appropriate and make any recommendations that they consider appropriate, including rectification of any fault, the stoppage of work or activity considered by them to be dangerous and the issue of warnings to others on the effects of similar action on their part which led to the cause of the accident. This procedure will in all cases include the completion by the Investigating Team of a full written report in respect of the accident.
- 4.4 The Health and Safety Officer is to take action in accordance with [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#) where applicable.

- 4.5 Details of an accident or dangerous occurrence, which have been reported to the Health and Safety Executive, are to be reported to the Health and Safety Committee at the first meeting to be held after the submission of the report.

5 First Aid Provision

- 5.1 The provision of First Aid and trained First Aiders on campus is determined by the findings of a risk assessment carried out by the Health and Safety Officer in accordance with the First Aid at Work Regulations 1981 (amended 2013) which is reviewed regularly. Staff organising activities on or off campus must consider the provision of First Aid when carrying out risk assessments and ensure they have appropriate First Aid provision in place and consult the Health and Safety Officer for advice prior to any event.
- 5.2 The Health and Safety Officer arranges training and requalification training for all University First Aiders.
- 5.3 It is the responsibility of all First Aiders to regularly check their First Aid boxes, to ensure these are well stocked with appropriate and in-date equipment and to inform the Health and Safety Officer if anything else is required

6 Accident Procedure Notice

ACCIDENT PROCEDURE

IF IMMEDIATE MEDICAL ATTENTION IS REQUIRED

8.30 am to 5.30 pm - Monday to Friday

1. Do not attempt to move the victim unless it is essential to do so.
2. Summon an ambulance:
 - a) Go to the nearest University telephone and dial '100'.
 - b) When switchboard operator answers, give him/her details of the accident, clearly and slowly, and ask him/her to call an ambulance.

At other times if an internal phone is not accessible or if there is no reply to '100'

1. Do not attempt to move the victim unless it is essential to do so.
2. Summon an ambulance:
 - a) Either use the nearest University telephone and dial '**9-999**' or go to the nearest pay phone and dial '999'.
 - b) When operator answers ask for "ambulance".
 - c) When Ambulance Service answers, state clearly and slowly:
"Accident at Leeds Trinity University, Brownberrie Lane, Horsforth.
Enter University grounds by **Main** entrance".
3. Summon assistance from the Duty Porter or a Senior Resident who will send someone to meet the ambulance.

IF INJURY IS A MINOR ONE

8.30 am to 5.30 pm - Monday to Friday

1. Contact either a porter, or any of those members of staff who are trained in first aid work and who have access to a First Aid Box.

At any other time

1. Summon assistance from a Porter (tel. ext.203) or a Senior Resident.

As soon as possible after the accident the casualty is to complete a University Personal Injury Form. If, for any reason the casualty cannot write, the form is to be completed by the casualty's immediate superior. When completed the form is to be sent to the Health and Safety Officer without delay.