

**University of St Andrews - School of Medicine Handbook**  
**REPORTING OF ACCIDENTS, INCIDENTS AND NEAR MISSES**

1. **Definitions:**

- a. **Accident.** An undesirable occurrence that results in harm, injury, damage or loss.
- b. **Incident.** An event that might have had or may still have serious consequences.
- c. **Near Miss.** An incident which causes no harm or only trivial damage but which could have caused an injury or damage or could have caused a more damage than actually occurred.

2. **Remit.** University policy states that all accidents, near misses, instances of occupational ill health<sup>1</sup>, fires, security breaches and other dangerous occurrences must be reported in order that the University can make mandatory reports to the Health and Safety Executive<sup>2</sup>. In Medicine these will be reported as follows:

a. **Significant Accident or Significant Incident.** Reported to the School Operations and Facilities Manager (via [medicinesafety@st-andrews.ac.uk](mailto:medicinesafety@st-andrews.ac.uk)) who will sign send on to the University Safety Office and retains a copy in the School:

- (1) Any event that involves injury which requires significant 1<sup>st</sup> aid or further medical attention or more than 7 days off work. This includes any injury to a member of the public.
- (2) Violence against a person.
- (3) Any near miss where injury could readily have occurred or could have been worse.
- (4) Fires and false alarms.
- (5) Security breaches.

b. **Minor Injury or minor illness.** Reported to the Operations and Facilities Manager (via [medicinesafety@st-andrews.ac.uk](mailto:medicinesafety@st-andrews.ac.uk)), signed, scanned, logged in MedInternal but not passed to Safety Office:

- (1) Minor injury which occurred at the School and requires routine action by a first aider but no further medical attention<sup>3</sup>.
- (2) The onset of illness which is not related to the workplace which requires action by a first aider but no further medical attention.

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<sup>1</sup> That is ill health brought on by working in the University, not specifically ill health that occurs while at the University.

<sup>2</sup> Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

<sup>3</sup> For example plasters applied to cuts in the DR.

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c. **Minor Event.** Reported to the Operations and Facilities Manager (via [medicinesafety@st-andrews.ac.uk](mailto:medicinesafety@st-andrews.ac.uk)), signed, scanned, logged in MedInternal but not passed to Safety Office:

(1) Any occasion where a first aider escorts a student home to halls or accommodation.

d. **Not reported.** These events do not need to be reported:

(1) Students who faint or feel faint if there are no other complications.

(2) Where a first aider provides 1<sup>st</sup> aid supplies to an existing condition<sup>4</sup>.

(3) Episodes of illness where a student or staff member comes to the School with a chronic condition<sup>5</sup> or is suffering from a temporary condition<sup>6</sup> and has to leave.

### 3. Responsibility to report:

a. **Teaching labs.** Reported by the school that owns that lab or is running the class at the time. The lead technician should report in conjunction with the first aider present.

b. **Research labs.** Lab Manager and first aider involved.

c. **Common areas.** The Operations and Facilities Manager (via [medicinesafety@st-andrews.ac.uk](mailto:medicinesafety@st-andrews.ac.uk)) and first aider present.

4. **Forms and process.** See University [Accident report forms](#). Completed paper forms to the Operations and Facilities Manager (via [medicinesafety@st-andrews.ac.uk](mailto:medicinesafety@st-andrews.ac.uk)) for collation, analysis of trends and onward transmission to the safety office.

5. **Accident Investigations.** Investigations should begin as soon as possible after the event when it is safe to do so and any injured person(s) has received the appropriate medical attention.

6. **Incidents to staff members when travelling on business.** Report this to AIG – travel insurance (Moodle Travel Site: <https://moody.st-andrews.ac.uk/moodle/course/view.php?id=2693>) who can arrange for appropriate medical attention evacuation etc then contact Director of EHSS by e-mail.

7. **Liability Insurance.** The University provides insurance to protect both to the University and members of staff. A brief outline of the cover provided is as follows:

a. Insurance is provided to meet the cost of damages and costs and expenses if employees sustain injury or disease in the course of their employment at the University for which the University is legally liable. The insurance in this respect is unlimited in amount.

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<sup>4</sup> For example giving out a plaster to cover an existing cut prior to a clinical skills practical.

<sup>5</sup> For example no need to report vomiting if a student has a history of ulcers.

<sup>6</sup> No need to report a member of staff going home with nausea if they are suffering with 'flu.

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- b. Cover is also provided for damages and cost and expenses which the University may become legally liable to pay if a third party sustains bodily injury or damage to their property and such injury or damage arises in the course of the business of the University.
- c. The limit of indemnity in respect of this Insurance is £10M in respect of any one accident. For the purposes of this Insurance, students are considered to be third parties.
- d. Cover is provided in respect of all activities undertaken in the normal course of the University's business and as such will include activities such as fieldtrips, participation in the University's Fire, First-Aid, Health and Safety Services.
- e. Cover in respect of injury to employees applies anywhere in the United Kingdom and during temporary visits abroad.
- f. Cover in respect of injuries to third parties or damage to third party property also applies anywhere in the UK and is extended in respect of visits abroad where manual work is not undertaken.

8. In the event that a claim for injury to a third party or damage to third party property is made against a member of staff or student instead of the University, Insurers will, at the request of the University, indemnify the member of staff or the student concerned, provided that the University would have been entitled to indemnity had the claim been made against them.

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### Version Control Record *(expand table as required)*

| Date       | Revision Description                                 | Major Changes |
|------------|--|---------------|
| 06/04/2016 | published version                                    |               |
| 25/11/2020 | updated to reflect change in reporting pathway/roles |               |
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