Incident, Accident and Near Miss Reporting Policy

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Approved by:	SLT	**Date approved:**	September 2026
	Committee		
	Board		
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External website:	Yes	**Status:**	Active
Linked policies/ documents	Health and Safety Policy		

Policy Summary

This policy outlines the College's arrangements for reporting, recording, investigating, and reviewing accidents, incidents, injuries, near misses, and dangerous occurrences. It sets out responsibilities and procedures for reporting incidents, managing serious incidents, meeting RIDDOR requirements, conducting investigations, and maintaining appropriate first aid arrangements to protect the health, safety, and welfare of staff, students, visitors, contractors, and others.

Incident, Accident and Near Miss Reporting Policy

1. Policy Statement and Purpose

The College will maintain effective arrangements for the reporting, recording, investigation and review of accidents, incidents, injuries, near misses and dangerous occurrences.

Purpose

The purpose of reporting is to:

- protect the health, safety and welfare of staff, students, visitors, contractors and others affected by College activities;
- ensure incidents are identified and responded to promptly;
- meet applicable legal and regulatory reporting requirements;
- identify underlying causes and prevent recurrence;
- support effective risk management and continual improvement; and
- maintain appropriate records to demonstrate compliance and support any subsequent investigation or claim.

Scope

This policy and procedure applies to accidents, injuries, work-related ill health, near misses, dangerous occurrences, unsafe acts and unsafe conditions arising from College activities or premises.

It applies to employees, students, visitors, contractors, external organisations and others where the College has responsibility for their health and safety.

2. Definitions

- **Accident:** An unplanned event that results in injury, ill health, damage or loss.
- **Incident:** An event arising from College activities or premises that has caused, or could have caused, injury, ill health, damage or loss.
- **Near miss:** An unplanned event that did not result in injury, ill health, damage or loss, but had the potential to do so.
- **Dangerous occurrence:** A specified serious incident that may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- **RIDDOR:** The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- **SmartLog:** The College system used to report and record accidents, incidents, injuries and near misses.

3. Responsibilities

- **All staff:** Report accidents, incidents, injuries, near misses, unsafe acts and unsafe conditions as soon as reasonably practicable using SmartLog. Where necessary, staff must also report immediate hazards directly to Facilities or the Mitie team.

- **Health and Safety team:** Review reported incidents, determine whether further investigation or action is required, and consider appropriate escalation and regulatory reporting.
- **Responsible person:** Determine whether an incident meets the relevant RIDDOR reporting criteria and ensure that reportable incidents are notified to the appropriate enforcing authority within the required timescales.
- **College Leadership Team and Senior Leadership Team:** Receive immediate escalation of serious incidents through the College management structure.
- **External hirers:** Provide their own first aid arrangements unless otherwise agreed with the College.

4. Procedures

4.1 Reporting Requirements

All accidents, incidents, injuries and near misses must be reported as soon as reasonably practicable and recorded on the College system, SmartLog. Staff should report incidents using their Newbury College email address to access SmartLog.

Where an immediate hazard or unsafe condition requires urgent attention, this should also be reported directly to Facilities or the Mitie team, either through the Facilities reporting system or directly in person.

Where an incident is serious, it must be escalated immediately to the appropriate College Leadership Team and Senior Leadership Team representatives, in addition to being recorded on SmartLog.

4.2 RIDDOR

The College will maintain arrangements for identifying incidents that may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The responsible person will determine whether an incident meets the relevant reporting criteria and will ensure that reportable incidents are notified to the appropriate enforcing authority within the required timescales.

Appropriate records of RIDDOR-reportable incidents will be maintained.

4.3 Investigation and Follow-up

The Health and Safety team will review reported incidents and determine whether further investigation or action is required.

Investigations will be proportionate to the nature and potential severity of the incident and may include:

- establishing what happened and the immediate causes;
- identifying underlying or contributory factors;
- reviewing existing risk assessments and control measures;
- identifying corrective or preventative actions; and
- sharing relevant learning to prevent recurrence.

Where an incident identifies a significant or emerging risk, the appropriate risk assessment, control measures or local arrangements will be reviewed.

4.4 Serious Incidents

Serious incidents must be escalated immediately through the College management structure.

This includes, but is not limited to:

- fatalities;
- serious or potentially life-threatening injuries;
- incidents requiring significant emergency or hospital treatment;
- specified injuries or other incidents that may be reportable under RIDDOR;
- dangerous occurrences;
- serious fires or other emergencies;
- significant chemical or hazardous substance incidents; and
- incidents presenting a significant ongoing risk to others.

The Health and Safety team should be informed as soon as possible so that appropriate investigation, escalation and regulatory reporting can be considered.

4.5 First Aid

The College will maintain appropriate first aid arrangements based on its activities and assessed risks.

External hirers are responsible for providing their own first aid arrangements unless otherwise agreed with the College.

5. Compliance and Enforcement

Compliance with this policy and procedure will be monitored through the reporting, recording, investigation and review of accidents, incidents, injuries, near misses and dangerous occurrences.

The Health and Safety team will review reported incidents and identify whether corrective or preventative action is required. Where an incident identifies a significant or emerging risk, the relevant risk assessment, control measures or local arrangements will be reviewed.

Failure to report an incident or comply with the requirements of this policy may be addressed through the appropriate College management or disciplinary procedures.

6. References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health and Safety Executive: Reporting accidents and incidents at work (INDG453)
- Health and Safety Executive: Investigating accidents and incidents (HSG245)

7. Supporting Documents

- Health and Safety Policy
- Risk Assessment Procedure and templates
- Incident, Accident and Near-Miss Reporting Procedure

8. Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant legislation.

Reviewed:

Next review date due: 01/09/2027