

If an accident/incident/near miss occurs at an RSC event, then please contact one of the following RSC staff at your earliest possible opportunity:-

- 1) Bob Shimmens 01223 432235 shimmensb@rsc.org
- 2) Pauline Meakins 01223 432266 meakinsp@rsc.org
- 3) Out of Hours 01284 768832 (Abbey Security – ask to contact Bob Shimmens)

When contacting, please provide the following information:-

- i) Your name.
- ii) Where you can be contacted.
- iii) Brief factual details of the incident/accident.
- iv) Confirm whether the Health & Safety Executive (HSE) has been informed.

Please also fill in the following Accident/Incident Form and send to Bob Shimmens at your very earliest opportunity. Depending on the circumstances, a formal internal investigation may be required.

[Guidance Notes are included at the end of the form.]

ACCIDENT/INCIDENT/ INVESTIGATION FORM - RSC EVENTS

Name of Event:.....

Name of Person organising Event:

Location of Accident/Incident:.....

Date & Time of Accident/Incident:

OFFICIAL USE ONLY:

Signed: Contact tel no:

Print name: Date completed:.....

1 DETAILS OF ACCIDENT

Briefly describe the accident.....

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Describe equipment/process being used (if any)

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Describe any circumstances that may have contributed to the accident.....

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What type of event was taking place?

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Who was present at the event (include approximate numbers present)?.....

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2(a) DETAILS OF INJURED PERSON/s (use one sheet per person)

Name of injured person:

Employed by:

Role/Job at time of accident/incident:

Contact details:

2(b) DETAILS OF INJURIES

What type of injury or ill health was sustained or is suspected?

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What part(s) of the body was/were injured?

.....

Was First Aid or medical attention provided?

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Is the injured person likely to be away from work/place of education?

YES/NO/NOT SURE (delete if not applicable)

Is the Accident/Incident reportable under RIDDOR* (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)?

YES/NO

Has the Accident/Incident been reported to the Health & Safety Executive (HSE)?

YES/NO

Time/Date/Reference

Was the Event Risk Assessed?

YES/NO

If YES, affix copy of Risk Assessment.

* See www.hse.gov.uk/riddor for more details

3 ENVIRONMENTAL CONDITIONS

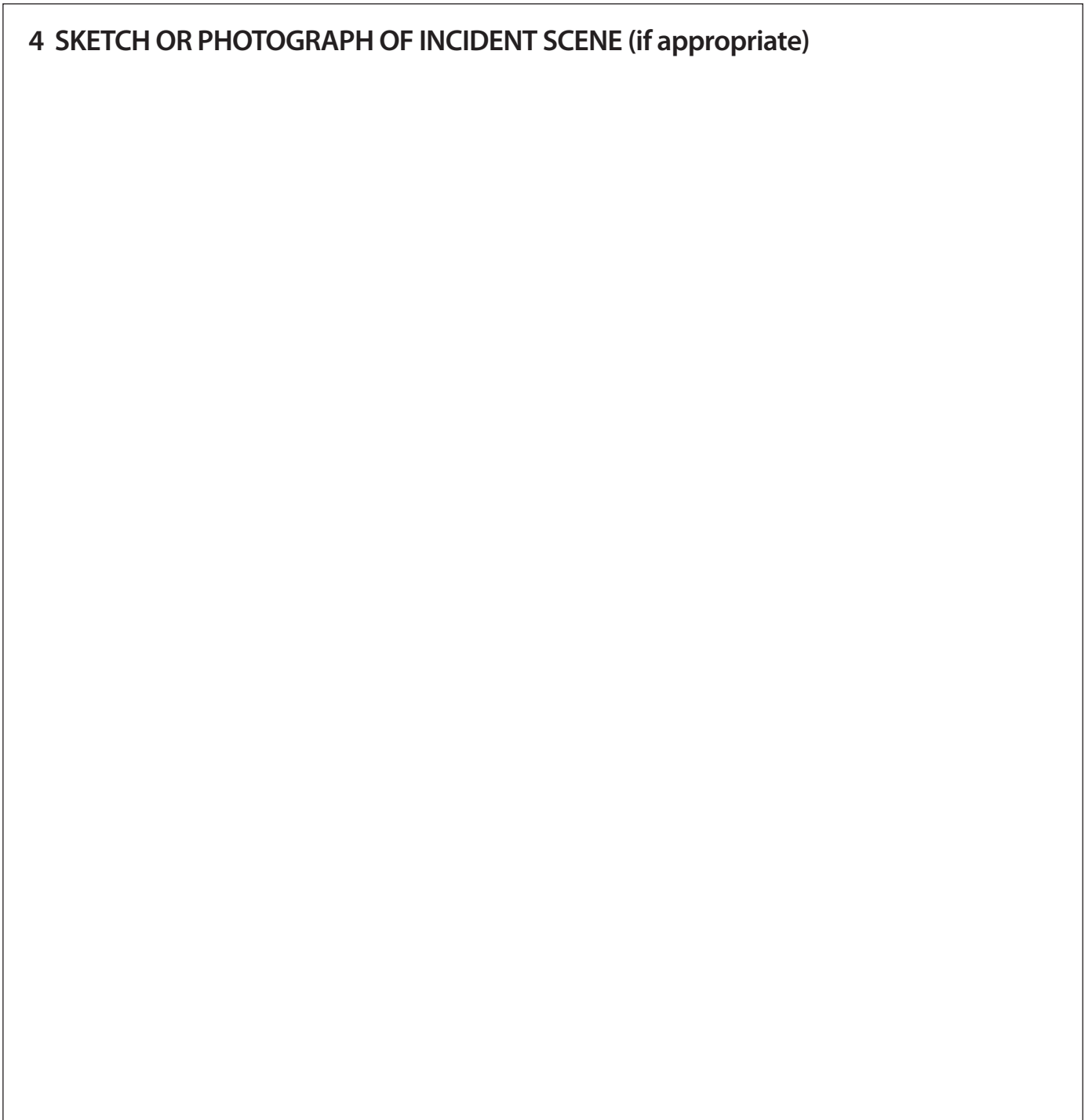
What were conditions like prior to the accident occurring? (e.g. noise, temperature, lighting, dust, fumes, housekeeping etc.)

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4 SKETCH OR PHOTOGRAPH OF INCIDENT SCENE (if appropriate)



5 WITNESSES (use more sheets if necessary)

NAME (Witness 1):.....

JOB TITLE:.....

CONTACT DETAILS (Address/Telephone Number)

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FACTUAL/OBSERVED ACCOUNT OF ACCIDENT/INCIDENT

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.....

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NAME (Witness 2):.....

JOB TITLE:.....

CONTACT DETAILS (Address/Telephone Number)

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FACTUAL/OBSERVED ACCOUNT OF ACCIDENT/INCIDENT

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GUIDANCE NOTES

An Accident/Incident for Health and Safety purposes is any unplanned event where:

- (i) someone suffers an injury or ill health.
- (ii) someone could have suffered an injury or ill health or there could have been damage to or loss of property if the circumstances had been slightly different (often called a 'near miss' or 'near hit' or dangerous occurrence).

The primary aim of an investigation is to establish the cause of the Accident/Incident. This will identify the appropriate action to prevent a recurrence. An investigation is not undertaken to apportion blame for the Accident/Incident. Such an approach is unlikely to succeed in determining the cause of the Accident/Incident since vital information may not be forthcoming. Please give as much information as possible about the Accident/Incident to assist the following:

- (i) The prevention of a similar accident happening.**
- (ii) If necessary, to enable a report to be sent to relevant Enforcing Authority, usually the Health and Safety Executive (HSE) and to the RSC's Insurers.**

Immediate action may be required before starting the investigation to prevent further accidents, e.g. stop an activity or withdraw equipment. Following a serious Accident/Incident the area where the event occurred should be secured and no-one allowed to enter or interfere with it. The Police, Health and Safety Executive and Landlord/Controlling Body (e.g. university staff) may have to examine the area.

Consider the severity or potential severity of the Accident/Incident when deciding upon the depth of the investigation. A full and detailed investigation is required for serious accidents: a less detailed one for minor accidents. The investigation must gather sufficient information to identify causes and measures to help prevent a recurrence. Only when this is achieved will the investigation be completed. Use the following checklist as a guide to structuring investigations and reports:

1. Obtain basic facts

Names of injured/ill employees/witnesses/people first on the scene
Extent of injury/ill health/damage/disruption
The task that was being undertaken at the time of the accident/incident
The time, place and layout of area (building, room)
The environmental conditions (lighting, ventilation, slippery, obstructions, weather conditions if outside)
Record conditions e.g. take photographs or make sketches
Has anything been altered since the accident/incident?

2. Obtain witness statements

Name, contact details and occupation of witnesses
What did they observe and what did they do?

3. Establish circumstances

What was being done at the time and what happened?
What was the accepted method for carrying out the task? Was it being followed?
Was the individual competent to carry out the task (qualifications, experience)?
What instruction and training had been given (records available)?
Were all the individuals involved aware of risk assessment for task (how they could be harmed and the measures they should take to prevent harm)?
Had the individuals been told to carry out the task, or were they acting on their own initiative?
Has something similar happened at a previous event?

4. Immediate response to Accident/Incident

Was prompt and appropriate action taken (e.g. fire fighting, first aid, spillage procedure, area made safe, access restricted, electricity isolated, warning notices placed, referral to Occupational Health)?

5. Identify preventative measures

Review the risk assessment for the event (assuming in existence)

What safety precautions were in place and what safety precautions should have been in place?

What instruction and training was given and what instruction and training should have been given?

6. Identify underlying causes

Was supervision and training adequate?

Was equipment suitable for task?

Was equipment maintained and tested adequately?

What pressures/constraints, if any, were being applied?

Was communication adequate between relevant parties?

7. Actions to prevent a recurrence

Could the outcome have been more serious?

What needs to be done to prevent similar accident/incident?

Were the safety precautions adequate but not implemented; why not?

Suggested actions to prevent recurrence include:

- Better guarding or barriers
- More in depth risk assessment
- Better testing and maintenance
- Revised work method
- Provision and use of personal protective equipment
- Improved supervision, training, inspection, instruction and information
- Better communication
- Review similar activities elsewhere

Royal Society of Chemistry

Registered Charity Number: 207890

Thomas Graham House
Science Park, Milton Road
Cambridge CB4 0WF
UK

Tel: +44 (0)1223 420066
Fax: +44 (0)1223 423623
Email: reception@rsc.org
www.rsc.org