

# Accident & Incident Procedure

Approved November 2019

# Accident & Incident Procedure

## Student Information

Approved by:	Board of Trustees	Date:	18 November 2019
Implementation date:	November 2019		
Review date:	November 2020		
Manager responsible:	Student Opportunities Director		

This procedure exists in order that in the event of an accident or incident during The Falmouth & Exeter Students' Union (The SU) affiliated activities, the situation is dealt with effectively, minimising any further risk or impact on the safety of the students and participants. The situation must also be managed appropriately to safeguard the reputation of The SU, Falmouth University and University of Exeter.

## Definitions

**The SU Activity Group:** Refers to Clubs, Societies, RAD groups and all other individuals and groups taking part in The SU affiliated activities.

**The SU Activity Group Leader:** Refers to the designated lead individual and or committee member.

**Accident:** Any occurrence where injury results and either first aid, administered by a qualified First Aider, or other follow up action is required.

**Incident:** Any occurrence which could under different circumstances have led to an accident or major accident. They are in effect Near Misses and by logging these incidents we as can ensure that measures are put into place, Policies, Operating Procedures and Risk Assessments are reviewed to avoid further accidents.

**Major Accident/Incident:** Any occurrence which results in the need for professional medical aid/attention or the active assistance of an emergency service. The occurrence may include one or more of the following:

- Missing student or member
- Major injury during an activity
- Rescue and transportation of a large number of casualties
- Involvement of one or more of the emergency services
- Accident or Incident in a remote location
- Death of a student

**Specified Accident or Incident:** This heading covers a number of possible incidents which could also fall into one of the above categories, and should be recorded on the appropriate form or by a narrative report.

- Any injury, disease or dangerous occurrence specified as being reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (R.I.D.D.O.R 1995).
- Any accident/incident which is caused by the failure of an item of The SU or individual club safety equipment while in use for its intended purpose, irrespective of whether any injury resulted.
- Any incident or suspected incident relating to the use of drugs or alcohol, damage or loss of property as a result of malicious intent, suspected theft, acts of physical aggression or self-abuse and / or the use of any item with the intent of causing bodily harm.
- Any incident involving The SU vehicle or hired vehicle.

## Introduction

An event/trip pack and risk assessment must be submitted and approved by The SU prior to the date of your activity/event. You should closely adhere to your risk assessment at all times. Even with the best planning and a thorough risk assessment unexpected events can occur and accidents happen and it is therefore important that you know what to do. All SU Activity Group Leader(s) should be familiar with this procedure and be prepared to implement it.

### 1. Keep yourself and others safe

In the event of an accident or emergency The SU Activity Group Leader(s) should take charge as per your risk assessment. If a qualified first aider is present they should take charge of any casualties. Before you attend to an injured person, stop and think what danger you and others may be in. Only when you have established that it is safe should you attend to the injured person. This is particularly relevant with road traffic accidents, confined spaces, open water or where electricity may be involved.

### 2. First aid & medical provision

Penryn Campus	Falmouth Campus
EXT 4444 (24/7) or 01326 370400 (8.30am-5.30pm) or 07768557779 (24/7)	EXT 1077 (8.45am-4.45pm) or 01326 211077 (8.45am-4.45pm) or Duty Caretaker 07837931514 (24/7)
Alternatively, dial 999 - or TEXT 80999 if you are hard of hearing or speech impaired, and ask the operator for the appropriate emergency service.	
Whenever possible, the person at the scene of an incident should make the telephone call and then notify Campus Patrol, using the numbers above, to confirm that the emergency services have been called. Always listen carefully to the operator and provide all the information that is requested.	
Penryn Campus Penryn Cornwall TR10 9FE	Falmouth Campus 25 Woodlane Falmouth Cornwall TR11 4RH

### 3. **Informing relevant people**

In the event of an accident/incident during an SU affiliated activity please inform us at the earliest opportunity when it is safe to do so on;

01326 255861 (9am-5pm) or

In the event that you cannot get through to a member of a SU staff please call the Glasney Porters Lodge which is attended 24hrs on 01326 253503.

In the case of serious injury or death it is vital that families are informed sensitively and that you don't have the burden of breaking bad news. The Universities have staff specially trained to do this.

### 4. **Use of social media**

Please do not post about significant accidents or injuries on social media - and ensure your Activity Group members also adhere to this. It would be very upsetting and inappropriate for families to hear bad news through social media. This could cause undue worry, may jeopardise police enquiries and may invalidate our insurance.

### 5. **Getting home/making alternative arrangements**

If something goes wrong you may need to make alternative arrangements to get home/to continue on your journey. Call The SU on 01326 255861 or Glasney Porters Lodge 01326 253503 if your plans dramatically change and/or if think that we may be able to assist. Alternatively you may need to make your own alternative arrangements. Depending on the circumstances the additional cost may need to be covered by individuals or your SU Activity Group alone or with a contribution from SU. Please keep all receipts to present to The SU. In some cases you may be able to claim costs back on the insurance to reimburse you. Please note that this may only applies to the injured person, and not anyone unaffected who chooses to stay with them.

*\*Note: For Minibus related accidents/incidents please refer to the The SU Minibus Handbook.*

### 6. **Accident Report Form/Incident Reporting**

Please complete an Accident Report Form or provide a written Incident Report of any health and safety incidents incurred during SU affiliated activities within 7 days. As a guide, any accident that is significant enough to stop play (sports), draws blood or needs first aid provision should be reported, but knocks and bumps generally don't. A major accident/incident is any occurrence which results in the need for professional medical aid/attention or the active assistance of an emergency service. Accident Report Forms can be found in The SU issued first aid kits, on The SU website or can be collected from The SU Office.

Accident Report Forms are necessary to make a claim on the insurance or take legal action as a consequence of an injury. They are also vital for The SU as they enable us to see if we need to take steps to prevent further injuries (for instance, if we had lots of reports of people tripping over a step, we would know to paint its edge or to improve the lighting so people could see it better).

Please also report incidents - or near misses. This is where an accident could well have happened but did not. Taking the step example tripping over it without falling

would count as a near miss. By reporting incidents like these we can take action to prevent someone else getting hurt.

The SU may use Incident Reports and/or Accident Report Forms to investigate if additional health and safety measures or disciplinary action is required. Following an accident/incident please review your risk assessment to see if additional measures can be added to reduce the risk of this happening in the future.

**7. Claiming on the insurance**

The SU has personal accident cover, which applies to all The SU authorised activities, so as long as The SU has been notified in advance of your activity and has received an adequate risk assessment, Event/Trip pack you are covered by this insurance. If you wish to make a claim, you will need to have completed an accident report form. Contact The SU Student Opportunities Director who will be able to help you with the process should you wish to make a claim.