

**GUIDANCE NOTES FOR COMPLETING THE
ACCIDENT or DANGEROUS OCCURRENCE REPORT (S1) FORM**

The purpose of the S1 form is to provide adequate detail on a particular accident or dangerous occurrence, which has occurred. The information will ultimately ensure a proactive response to accident prevention.

With reference to the University Health and Safety Policy, **all** accidents and dangerous occurrences must be reported without delay to University Safety Services on an S1 Form, signed by the Departmental Safety Convener (DSC) of the department in which the accident/dangerous occurrence took place. If more than one person is involved in an incident then a separate S1 form should be completed for each individual involved.

Please note that the following should be notified to Safety Services by telephone (Ext. (JA) 2726), as soon as possible, and then with a completed and signed S1 form:

- ❖ The absence from work of any staff member or the inability of any staff member to perform their normal duties, for more than 3 days (including weekends, rest days or holidays when the individual would not be expected to work) through any type of injury resulting from an accident arising out of or in connection with the University's activities.
- ❖ Any occasion when a student or member of the public is taken to hospital from the scene of an incident, arising out of or in connection with the University's activities.
- ❖ Any major injury, work-related ill health or dangerous occurrence which has or may pose an imminent hazard or risk. Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR) or latest update the University Safety Adviser is responsible, on behalf of the University, for reporting specified work-related accidents, diseases and dangerous occurrences to the Health and Safety Executive (HSE) within 24 hours.

It should be recognised that staff or students, working away from the University, for example, work placement or fieldwork could be involved in an accident or dangerous occurrence. **All** such incidents must be reported, by the member of staff in charge or the student, to the workplace where it occurred and also to their DSC, or where applicable, the Placement Organiser by telephone then followed by the completion of an S1 form.

If there is any doubt regarding the procedure for reporting accidents or dangerous occurrences, please telephone the Safety Services Helpline on Ext. (JA) 2726 (0141 548 2726).

PROCEDURE FOR THE COMPLETION OF AN S1 FORM

Sections A to F of this form are to be completed and signed by the injured person, a witness to the accident or dangerous occurrence (if the injured person is not available), the first-aider in attendance, if applicable, or by the Departmental Safety Convener (DSC) then passed to the DSC to complete Section G.

A Subject of Report

The appropriate box should be ticked according to the following definitions:

Accident:

An accident is regarded as any unplanned event that results in injury to or ill health of an individual or individuals.

Dangerous Occurrence:

A dangerous occurrence is regarded as any unplanned event that does not result in injury or ill health to an individual but which may be referred to as a "near miss" by the persons involved. It may result in damage to or loss of property, plant, and materials, or damage the environment.

B Place, date and location of incident

This section is self explanatory and **must** be completed.

C Injured person or person involved in the dangerous occurrence

Details in this section must be as accurate as possible regarding the person involved in the incident, the nature of the injury, the body part or area affected if applicable, or any resultant work-related ill health. Identify the category of person involved and with regard to students, their class/course, course year and department.

D Indicate what led to the injury, ill health condition or dangerous occurrence

Identify one or more boxes, where applicable, in this section, which will provide additional details about what led to the injury, work-related ill health condition or dangerous occurrence.

E Further Information

- ❖ 'Immediate return to work' means that the injured person either, returned to work or studies the same day, following first aid or hospital treatment, or the following day. The date of the first absence or any time off as the result of a work-related accident must be reported. For an employee an absence from work of more than 3 days is reportable to the HSE by Safety Services.
- ❖ Please state briefly any first aid or hospital treatment received. Any further details should be added in section F. A student or member of the public taken to hospital as a consequence of an accident which is connected to the University's activities is reportable to the HSE.
- ❖ It is important that Safety Services are notified when an individual is kept in hospital for over 24 hours as this is also a criteria for reporting to the HSE.

F General details of incident

Specific details must be provided and completed as near to the time of the accident or dangerous occurrence as possible in order to address any matters which require immediate attention to prevent recurrence. Details should be given about the activity the injured person was engaged in at the time of the incident, what equipment, if any, they were using and what happened. If further space is required, continue on a separate sheet and attach it securely to the S1 Form. Please ensure that the S1 Form has been correctly completed with all relevant information and has been appropriately signed, dated then passed to your DSC.

G Action taken to prevent recurrence

This section must contain the investigative findings of the DSC following the incident including any action taken or intended to be taken to prevent recurrence. This will include information on whether sufficient risk assessments, information, supervision and training were in place at the time and comments on any review or changes to prevent recurrence. The S1 form must then be signed by the DSC with the original sent to Safety Services as soon as possible. As the form contains personal details the DSC must keep the copy in a secure location for 3 years and then shred for disposal.

Please remember that in the event of a serious injury or dangerous occurrence a report should be made immediately by telephone to Safety Services to Ext. (JA) 2726 (0141 548 2726) This will allow Safety Services the opportunity to investigate the accident/dangerous occurrence immediately where appropriate.